



REGISTERING ON SMARTDATA

A GUIDE FOR ALL USERS



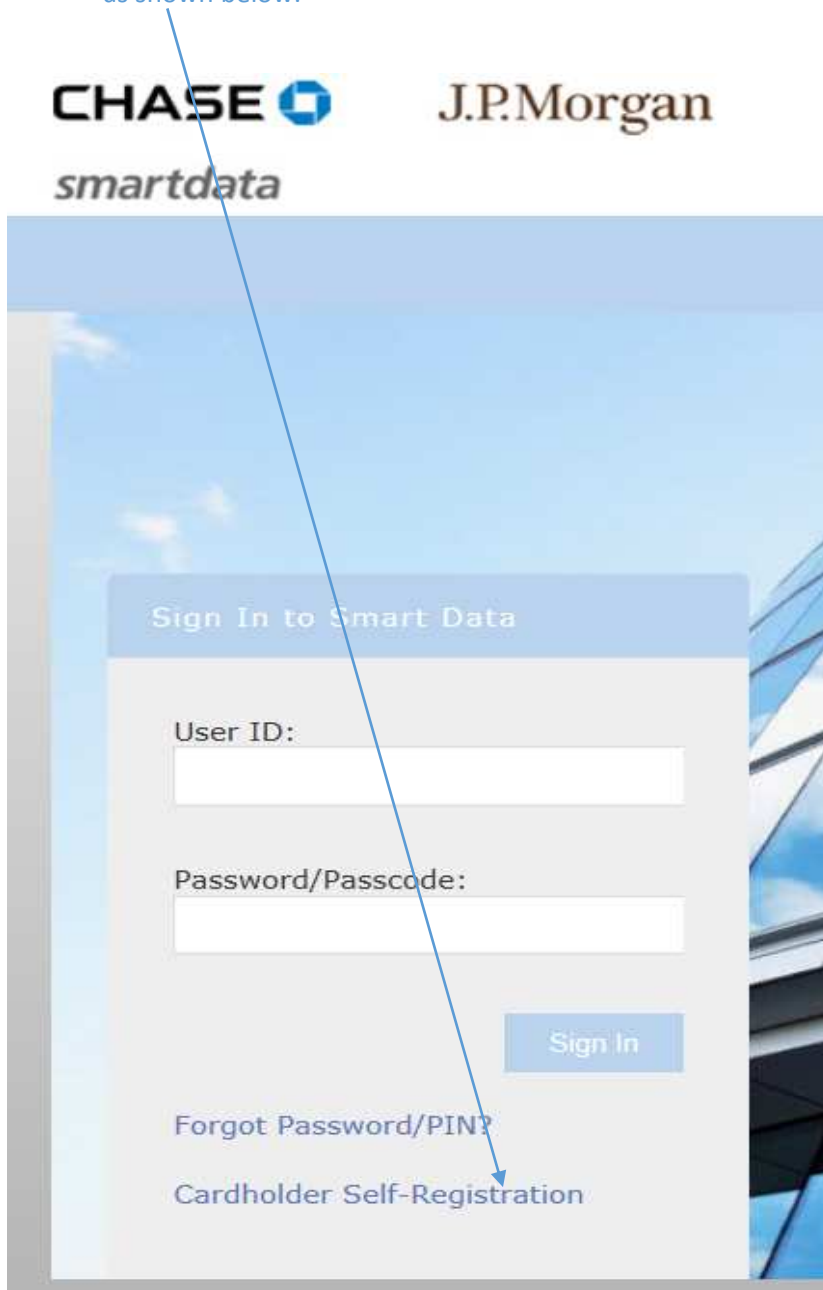
AUGUST 30, 2016
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REGISTERING ON SMARTDATA

The first time you go into the SmartData Webpage, you will need to get registered. The following explains how to do this.

First, go to the web page at <https://smartdata.jpmorgan.com/sdportal/home.view?>


1. Once there, click on the link at the bottom of the log-in box titled “Cardholder Self-Registration” as shown below:



The next time you log in, you will have a user ID and Password to enter into the boxes, but not this time.

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2. Below is the screen you will see next. Enter your 16 digit card # in the first box and the company registration code in the next box. (The company # will be provided when you get your card.) Then click on next.

CHASE  J.P.Morgan

CARDHOLDER SELF-REGISTRATION

ACCOUNT INFORMATION

* Account Number

* Company Registration Code

Next Cancel

(In the next step, you will select a user name. Please keep in mind that when you select a user name, you may get a message that the user name you have selected is already in use. This means that another Chase Cardholder somewhere has already taken that user name. You will need to select another. Try adding numbers to the end of the name to find one not used. Generally, the user name should be the first letter of your first name, your last name and some numbers. Make it something you will remember.)

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4. Complete the **User Information** fields:
 - **User ID:** Enter your user ID. It must be alphanumeric with a maximum of 10 characters.
 - **First Name:** Enter your first name.
 - **Last Name:** Enter your last name.
 - **E-mail Address:** Enter your email address.
 - **Confirm E-mail Address:** Confirm your email address.
 - **Password:** Enter your case-sensitive password. It must be at least eight characters with a minimum of two numeric characters. It cannot be identical to your user ID.
 - **Confirm Password:** Confirm your password.
 - **Security Question:** Select a security question from this drop-down menu. You must answer this question if you use the Forgot Password feature on the Sign In screen.
 - **Security Answer:** Enter a response to your security question.
5. Click **Register Account** to save your credentials.
6. Click **Return to Login Screen**.
7. Enter your **user ID** and **password**.
8. Click **Sign In**.
9. Set your challenge questions. These must be answered each time you log in.

Note: Each response must be a unique answer. Responses are case-sensitive and must be a minimum of four alphanumeric characters. Spaces are allowed. No punctuation or special characters are allowed. Responses cannot contain more than two identical characters in a row.

10. Click **Submit** to save your settings.
11. Optionally, after you log in, click **My Profile** to change your user profile information, such as your display name, password and email address.

(Please refer to your Cardholder Quick Reference Card for additional instructions and guidance, and as always, contact an administrator if you need additional assistance.)