This quick reference guide is designed to give a brief overview of the log in process, and as a reference for new cardholders using the smartdata self-registration feature.

You can access smartdata securely from anywhere, using any major web browser.

Logging In

Once you are assigned a user ID and password, you can log in to the smartdata website. To log in:

1. Using your Internet browser, go to *https://smartdata.jpmorgan.com*.

2. Enter the following on the smartdata Sign In screen
    *   **User ID**: Enter your user ID
    *   **Password/Passcode**: Enter your password.
    *   **(Optional) Language Selection**: Select the language to use. The default selection is American English.

    Note: Both **User ID** and **Password/Passcode** are case-sensitive.

3. Select **Sign In**.

Changing Your Password

To change your password:

1. Select **My Profile**. The My Profile screen displays.

2. Select **Change Password**. The **Create Password** screen displays.
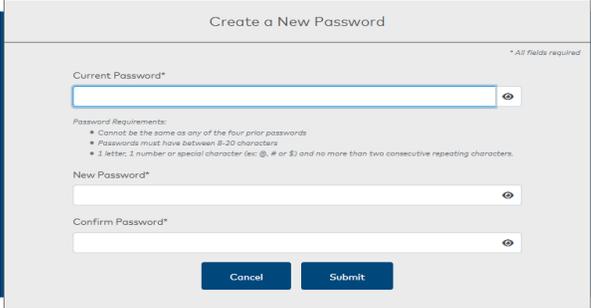
3. Complete all fields:
    *   **Current Password:** Enter your current password.
    *   **New Password:** Enter your new case-sensitive password.
    *   **Confirm Password:** Confirm your new password.

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4. Select **Submit**. The new password is saved and the **My Profile** screen displays.

Note: Passwords are case-sensitive and must be between 8 and 20 characters in length, with a minimum of two numeric characters. Your password cannot be identical to your user ID.

Reset a Forgotten Password

If you forget your smartdata password, you can reset it from the smartdata log in screen. To reset your password:

1. Select **Forgot Password/PIN?** below **Sign In**. The **Forgot Your Password?** screen displays.

2. In the **Password Reset** section, enter your User ID and select **Submit**. Your Security Question displays.

3. Answer your security question and select **Submit**. A confirmation message displays, and an email containing a temporary password is sent to your specified address.

4. Log in to smartdata using the temporary password. You will be prompted to change your password immediately upon logging in.

Initial Account Setup

Once your program administrator or manager configures your smartdata user credentials:

•   You will receive two e-mails from smartdata (MasterCard Worldwide). One email contains your user ID and the other email contains your temporary password.

•   Once you have received your user ID and password, log in to change your password and set your security question and answer.

Cardholder Self-Registration

If your company has enabled cardholder self-registration, use these instructions to create your smartdata user credentials.

Note: The program administrator must set up a company registration code to use the self-registration process. Contact your program administrator for the company registration code.

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1. From the log in screen, select **Cardholder Self-Registration**, below the **Sign In** button. **Cardholder Self-Registration** opens.

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2. Enter the following in the **Account Information** fields:
   - **Account Number:** Enter your 16-digit card number.
   - **Company Registration Code:** Enter the code provided by your program administrator.

3. Select **Next.**

4. Complete the **User Information** fields:
   - **User ID:** User ID's are case sensitive, with a maximum of 10 alphanumeric 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:** Passwords are case-sensitive, and must be least eight characters with a minimum of two numeric characters. Passwords cannot match your user ID.
   - **Confirm Password:** Confirm your password.
   - **Security Question:** Select a security question from the menu. This is the question you will answer when using the **Forgot Password** feature on the Sign In screen.
   - **Security Answer:** Enter a response to your security question.

5. Select **Register Account** to save your credentials.

6. Select **Return to Login Screen**.

7. Enter your **user ID** and **password**.

8. Select **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.

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10. Select **Submit** to save your settings.

11. (Optional) After you log in, select **My Profile** to change your user profile information, such as your display name, password and email address.

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