

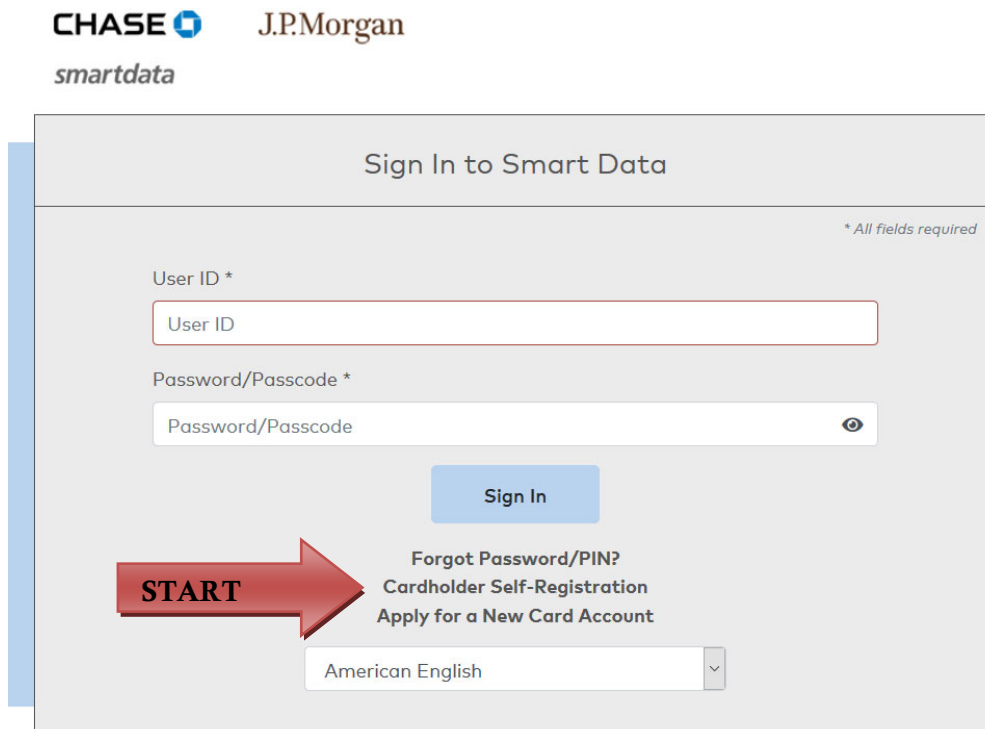
CARDHOLDER SELF REGISTRATION INSTRUCTIONS

We have received some questions regarding the user id and password in SmartData. You will create both of these items yourself when you go through the Cardholder Self-Registration steps. See the following instructions with screen shots to guide you through the process.

1. Open the SmartData website

<https://smartdata.jpmorgan.com/static/public-portal-ui/login-signin-component?cobrandHost=chase>

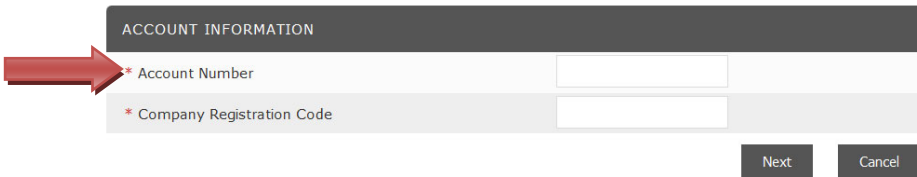
2. Click the **Cardholder Self-Registration** link (shown below) to begin.



The screenshot shows the 'Sign In to Smart Data' page. At the top left are the CHASE and J.P.Morgan logos, with 'smartdata' below them. The page title is 'Sign In to Smart Data'. There are two input fields: 'User ID *' and 'Password/Passcode *'. Below the fields is a blue 'Sign In' button. To the right of the 'Sign In' button are three links: 'Forgot Password/PIN?', 'Cardholder Self-Registration', and 'Apply for a New Card Account'. A red arrow labeled 'START' points to the 'Cardholder Self-Registration' link. At the bottom, there is a language dropdown menu set to 'American English'. A note '* All fields required' is visible in the top right corner of the form area.

3. Enter your 16-digit card number in the account number field.

CARDHOLDER SELF-REGISTRATION



ACCOUNT INFORMATION

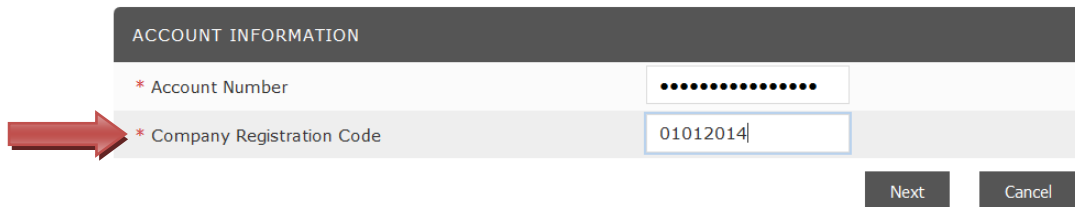
* Account Number

* Company Registration Code

Next Cancel

4. Enter **01012014** in the Company Registration Code

CARDHOLDER SELF-REGISTRATION



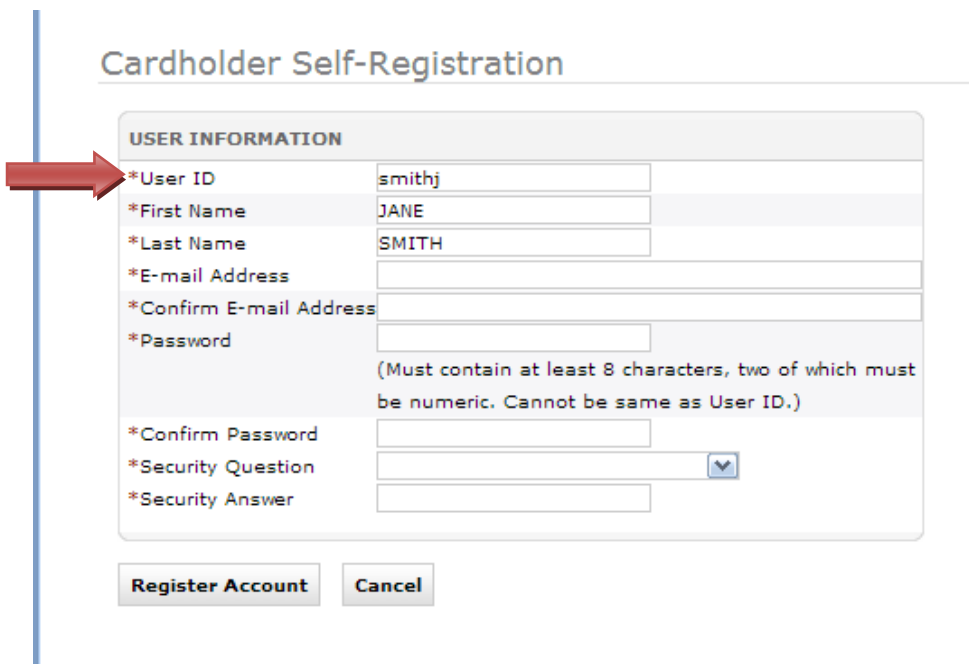
ACCOUNT INFORMATION

* Account Number

* Company Registration Code

Next Cancel

5. Create a unique User ID
 - a. This should be something easy to remember
 - b. EX: your SU user name



Cardholder Self-Registration

USER INFORMATION

*User ID

*First Name

*Last Name

*E-mail Address

*Confirm E-mail Address

*Password
(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)

*Confirm Password

*Security Question

*Security Answer

Register Account Cancel

6. Verify that the First and Last Names that appear below the user id are correct.
 - a. These fields should populate automatically. Verify that your first and last names appear correctly before moving on to the next step.

Cardholder Self-Registration

USER INFORMATION

*User ID	smithj
*First Name	JANE
*Last Name	SMITH
*E-mail Address	
*Confirm E-mail Address	
*Password	(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)
*Confirm Password	
*Security Question	
*Security Answer	

Register Account **Cancel**

7. Enter your SU email address in both boxes highlighted below.
 - a. This is the email address that all notifications regarding your card will come to.

Cardholder Self-Registration

USER INFORMATION

*User ID	smithj
*First Name	JANE
*Last Name	SMITH
*E-mail Address	smithj@southwestern.edu
*Confirm E-mail Address	smithj@southwestern.edu
*Password	(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)
*Confirm Password	
*Security Question	
*Security Answer	

Register Account **Cancel**

8. Create a password
 - a. At least 8 characters in length, including 2 numbers

The screenshot shows the 'Cardholder Self-Registration' form. The 'USER INFORMATION' section contains the following fields: *User ID (smithj), *First Name (JANE), *Last Name (SMITH), *E-mail Address (smithj@southwestern.edu), *Confirm E-mail Address (smithj@southwestern.edu), *Password (masked with 8 dots), *Confirm Password (masked with 8 dots), *Security Question (dropdown menu), and *Security Answer (empty). Below the fields are 'Register Account' and 'Cancel' buttons. Two red arrows point to the *Password and *Confirm Password fields.

USER INFORMATION	
*User ID	smithj
*First Name	JANE
*Last Name	SMITH
*E-mail Address	smithj@southwestern.edu
*Confirm E-mail Address	smithj@southwestern.edu
*Password	***** (Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)
*Confirm Password	*****
*Security Question	
*Security Answer	

Register Account **Cancel**

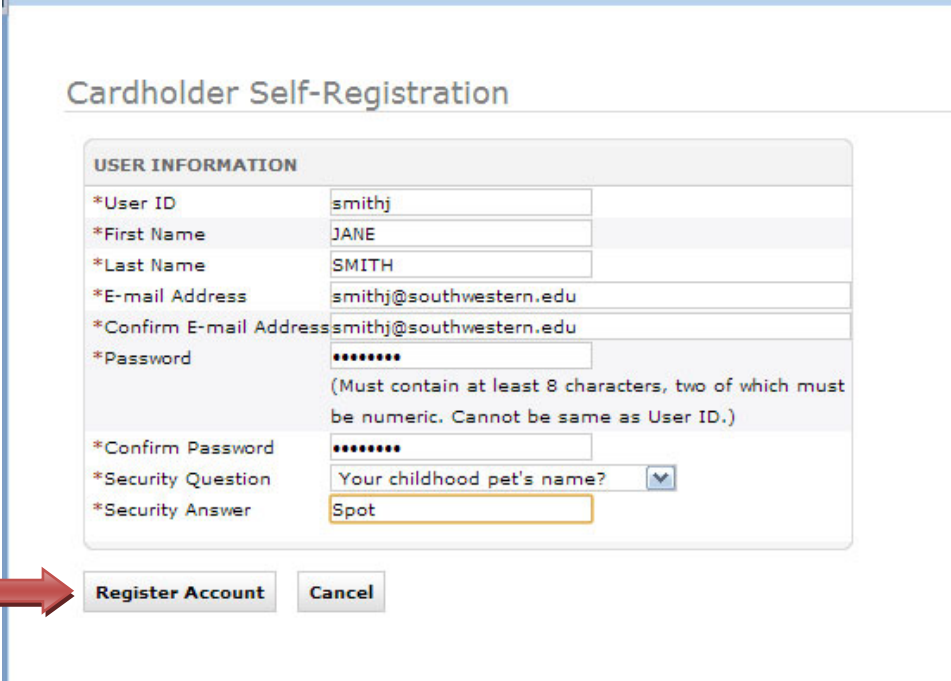
9. Choose a security question from the list and provide your answer to it.
 - a. The answer must be more than 3 letters long or else SmartData won't accept it.

The screenshot shows the 'Cardholder Self-Registration' form. The 'USER INFORMATION' section contains the following fields: *User ID (smithj), *First Name (JANE), *Last Name (SMITH), *E-mail Address (smithj@southwestern.edu), *Confirm E-mail Address (smithj@southwestern.edu), *Password (masked with 8 dots), *Confirm Password (masked with 8 dots), *Security Question (Your childhood pet's name?), and *Security Answer (Spot). Below the fields are 'Register Account' and 'Cancel' buttons. Two red arrows point to the *Security Question and *Security Answer fields.

USER INFORMATION	
*User ID	smithj
*First Name	JANE
*Last Name	SMITH
*E-mail Address	smithj@southwestern.edu
*Confirm E-mail Address	smithj@southwestern.edu
*Password	***** (Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)
*Confirm Password	*****
*Security Question	Your childhood pet's name?
*Security Answer	Spot

Register Account **Cancel**

10. Click the **Register Account** button.

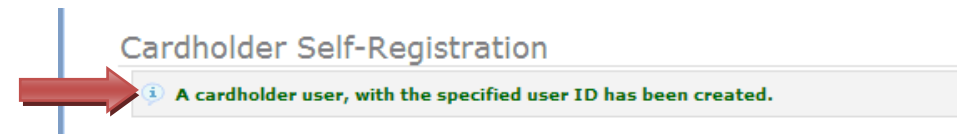


The screenshot shows a web form titled "Cardholder Self-Registration". The form contains several fields for user information, all of which are filled out. A red arrow points to the "Register Account" button at the bottom left of the form.

USER INFORMATION	
*User ID	smithj
*First Name	JANE
*Last Name	SMITH
*E-mail Address	smithj@southwestern.edu
*Confirm E-mail Address	smithj@southwestern.edu
*Password	***** (Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)
*Confirm Password	*****
*Security Question	Your childhood pet's name? ▼
*Security Answer	Spot

Register Account **Cancel**

11. You should then see the following message.



12. Click the **Return to Login Screen** button.

13. Enter your newly created user ID and password.

The screenshot shows a login form titled "Sign In to Smart Data". It contains two input fields: "User ID *" with the text "smithj" and "Password/Passcode *" with a masked password of ten dots. A blue "Sign In" button is located below the fields. Two red arrows point to the User ID and Password/Passcode fields respectively. A small asterisk note "* All fie" is visible in the top right corner.

14. Click **Sign In**

This screenshot is identical to the previous one, showing the "Sign In to Smart Data" form with the User ID "smithj" and a masked password. A red arrow now points to the blue "Sign In" button. The asterisk note "* All fie" remains in the top right corner.

15. Set your challenge questions.
 - a. NOTE – A challenge question must be answered each time you log on.
 - b. Remember that your responses must be more than 3 letters long.

The screenshot shows a web form titled "MAINTAIN CHALLENGE QUESTIONS". It contains three rows of input fields. Each row consists of a "Challenge Question" dropdown menu (with the text "--- Please select a question ---"), a "Response" text input field, and a "Confirm Response" text input field. Below the form is a "Save" button.

16. Click **Save**

You have now completed the initial cardholder account setup!