

PaymentNet® REFRESHER TRAINING

The Product Consultant Team is pleased to announce our bi-monthly training schedule for the month of **December**.

To register for training, please select the link for the meeting you wish to attend. Once the host approves your registration, you will receive a confirmation email with instructions for joining the session.

If you have never participated on a live meeting before, please check whether you have the appropriate players installed ahead of the meeting start time by testing your computer using the following link: <https://jpmchase.webex.com/jpmchase/systemdiagnosis.php>.

Training sessions are attended by multiple clients which gives you the advantage of hearing how other agencies are implementing their programs.

The telephone conference number will be the same for all listed training sessions.

Call in Number:

1.888.575.5762

Participant Code:

78323200 then #

Administrator: Day-to-Day Tasks – Duration: 60 minutes

This training session explores the core elements of PaymentNet while teaching A/OPCs techniques to help complete day-to-day tasks more efficiently and easily. This course is designed to teach users how to search for accounts, change the status of accounts, maintain the authorization controls of accounts, such as credit and cash limits, and perform a mass update to make changes on many accounts at one time. Users will be trained on how to transfer accounts to another hierarchy within their scope view and create and manage users.

Date	Time	Meeting Link
12/4/2014	1 PM EST	https://jpmchase-event.webex.com/jpmchase-event/k2/j.php?MTID=t117306c818b322d879f3dae52c2074ad

Approval Process – Duration: 60 minutes

This training session will discuss the purpose of the approval routing settings and the workflow process.

Date	Time	
12/11/2014	1 PM EST	https://jpmchase-event.webex.com/jpmchase-event/k2/j.php?MTID=t8ffdfa66dbadb7e5f929ca996def61b6

Reports and Queries – Duration: 90 minutes

This training session provides an overview of standard reports and running queries within PaymentNet. You will also be trained on how to generate the most commonly used reports and learn tips and best practices to generate reports.

Date	Time	Meeting Link
12/18/2014	1 PM EST	https://jpmchase-event.webex.com/jpmchase-event/k2/j.php?MTID=td0bf0110d7876105057dcf8389616c36

To check whether you have the appropriate players installed for UCF (Universal Communications Format) rich media files, go to <https://jpmchase.webex.com/jpmchase/systemdiagnosis.php>.