

Agent Service Center User ID / Access Request Form

Email completed form to jpmefs.central.support@jpmorgan.com

Instructions:

This form is to be completed by those wishing to gain/modify access to JPMorgan Chase's Agent Service Center application. Please complete electronically, print for signatures and email to CSU. If completed manually, please print legibly. New User ID and temporary password information will be sent via e-mail to the address indicated in Section 1 below.

Please select **one** option from the list below. If you already have access to Agent Service Center, please select either "**User ID Information Update**" or "**Change Existing User ID Rights**" and provide your User ID where requested on the form.

- Create New User ID
 Change Existing User ID Rights (complete Sections 1 & 2)
 User ID Information Update
 Disable Access to All Applications

Section 1: USER INFORMATION

All User Information **must** be provided. Incomplete forms will be rejected.

User Name: _____
 (First) (Middle) (Last)

Company/Entity: _____

Street Address: _____

Address 2: _____

City/Town: _____ **State/Province:** _____ **ZIP/Post Code:** _____

Country: _____ **Telephone Number (W):** _____
Please include country code if outside US

E-mail Address: _____

Section 2: ACCESS INFORMATION

User ID (10 characters max): _____ Transaction History

AGENT SERVICE CENTER USER ROLE

Please select **one** option from the list below. See page 2 for descriptions of each role.

- Agent User *
 Agent Funding User *
 Instant Cash Card User
- Agent Enrollment/Instant Issue User
 Agent Inquiry User

PROFILE ACCESS

Program Profile ID# (required)			
If the profile number is not known, please contact the JPM Relationship Manager. If more than 9; use 2nd page for same user.	-	-	-
	-	-	-
	-	-	-

CASH CARD USER LIMITS

	VALUE	DEFAULT
Maximum Amount Per Card	USD .00	USD 0.00
Maximum Amount Per Day	USD .00	USD 0.00

*ON-LINE ADJUSTMENT USER

	LIMIT AMOUNT	DEFAULT
LIMITS Per Transaction Credit Adjustment Limit	USD .00	USD 0.00
Per Day Credit Adjustment Limit	USD .00	USD 0.00
Per Transaction Debit Adjustment Limit	USD .00	USD 0.00
Per Day Debit Adjustment Limit	USD .00	USD 0.00

Section 3: SIGNATURES AND APPROVALS

Requester Signature: _____ Date: _____
 Matthew Ruckert or E. C. Curry
 Authorizing Security Administrator Name (printed)

Authorizing Security Administrator Signature: _____ Date: _____

Section 4: FOR J.P. MORGAN EFS USE ONLY

J.P. Morgan EFS Security Administrator Signature/Stamp: _____ Date: _____

INSTRUCTIONS (PLEASE DO NOT SUBMIT THIS PAGE)

Page 1 of this form is to be completed and submitted for those persons needing to gain/modify access to JPMorgan Chase's Agent Service Center application.

Please complete electronically, print for signatures and email to jpmefs.central.support@jpmorgan.com, with copy to your J.P. Morgan EFS Program Relationship Manager. If completed manually, please print legibly. PLEASE ONLY SUBMIT PAGE 1 OF THIS FORM.

New User ID and temporary password information will be sent via e-mail to the address indicated in Section 1. If the user's e-mail address changes, a new form must be submitted to update the user's profile for them to receive future emails should their password need to be reset.

User ID -- If this is a new user for the program profile(s) being specified in "Program Profile ID#", please enter a unique user ID with up to 10 alpha-numeric characters maximum. If this maintenance request is for an existing Agent Service Center user, please enter their existing user ID for the program profile(s) specified.

USER ROLE DESCRIPTIONS

Please review the information below before selecting a User Role.

USER ROLE	DESCRIPTION
Agent User	Allows the User to search, enroll, fund, update demographics and do reporting
Agent Enrollment / Instant Issue User	Allows the User to search, enroll, update demographics and do reporting
Agent Funding User	Allows the User to search, fund and do reporting
Agent Inquiry User	Allows the User to search and do reporting
Instant Cash Card User	Allows the User Cash Card functionality

*Note: If selecting the Agent User or Agent Funding User role, the "On-Line Adjustment User Limits" **must** be completed as appropriate for this user. If selecting the Instant Cash Card User role, the "Cash Card User Limits" **must** be completed.*