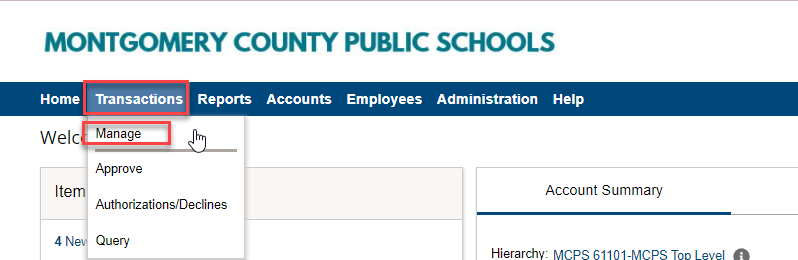
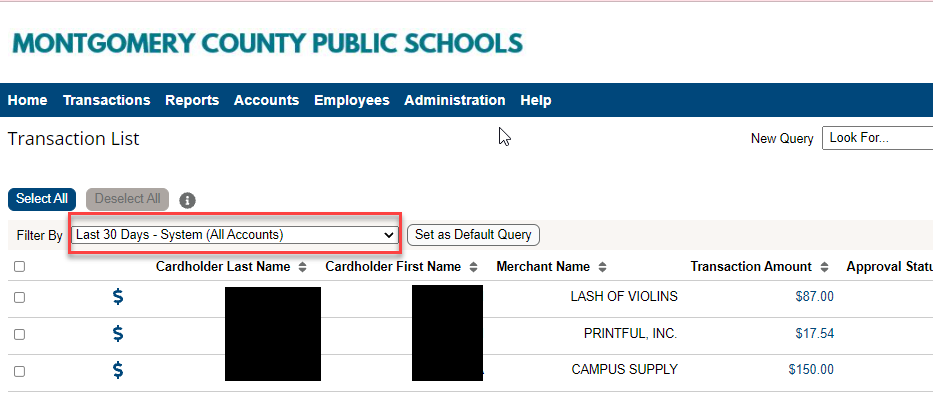
1. Where do I go to review my transactions?

* Login to JP Morgan
* Click on the Transactions Tab > Manage



1. How do I review my transactions?

* Open your transaction by clicking on blue dollar amount



* Compare merchant name & total amount charged with your receipt.
* Make sure you were not charged tax.
* Write a brief note in the transaction note field.
* If all looks good go back to the top and select the check box next to the “Review” field.
* Make sure there is an approver name listed.
* Click the save button.
* If you have more transactions, click the arrow at the top of the general information page.

