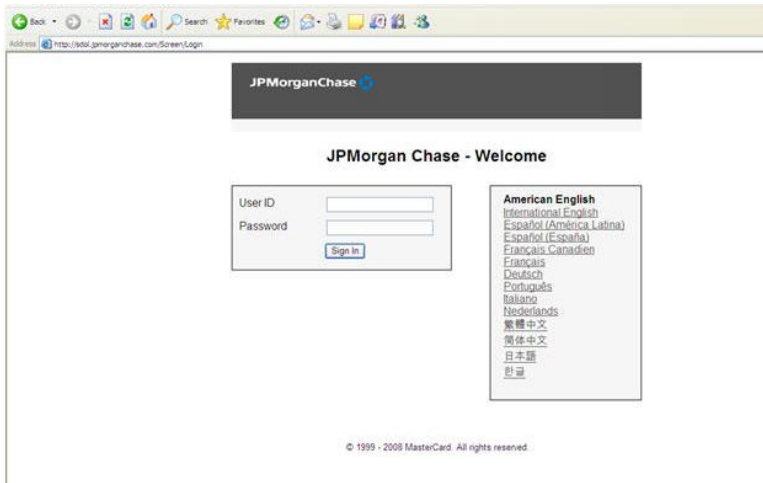


## SDOL USER SET UP FOR DEPARTMENT AIR CARDS

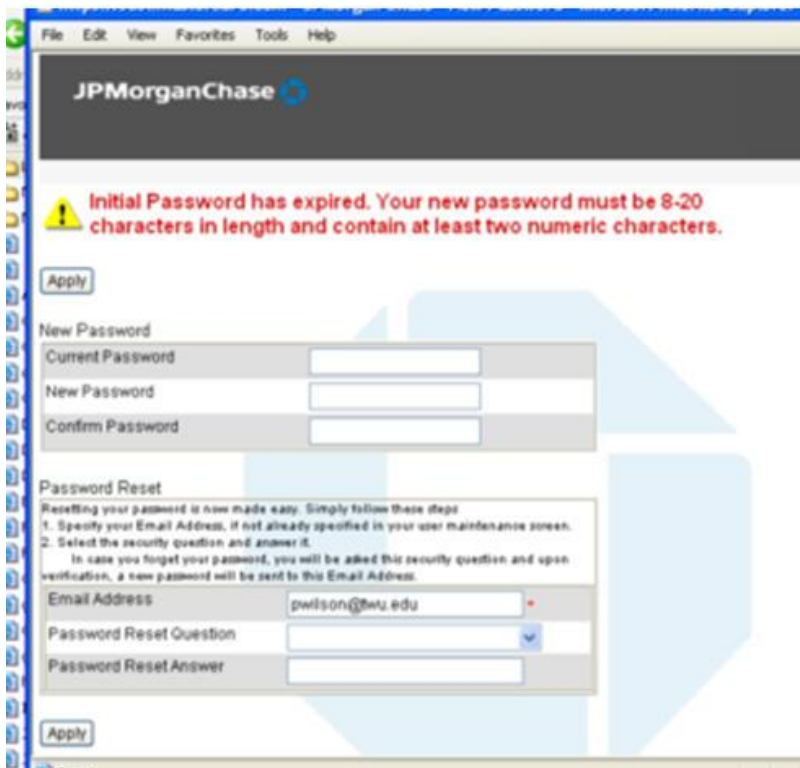
The SmartData Online (SDOL) tool will allow you to view and print your Expense Detail Report online, and allows you to monitor your own transactions. Use this procedure to establish yourself as an SDOL user with JP Morgan Chase.

STEP ONE: Go to: <http://sdol.jpmorganchase.com/Screen/Login>



STEP TWO: Complete the User ID field with your 16 digit card number (no dashes or spaces) and the Password Field using travel10 as your password and the last 4 digits of the cc number.

STEP THREE: Click "Sign In" and you will be taken to a screen in order to set your own unique password and password reset questions. Complete the required fields and click "Apply."



STEP FOUR: Next, the "Create Your User ID" screen will appear. Your current ID will be shown, which is your 16 digit card number. Complete the "Create User ID" field and "Confirm User ID" field and click "Apply".

Congratulations! You have now successfully setup your account with JP Morgan Chase's Smart Data Online (SDOL).