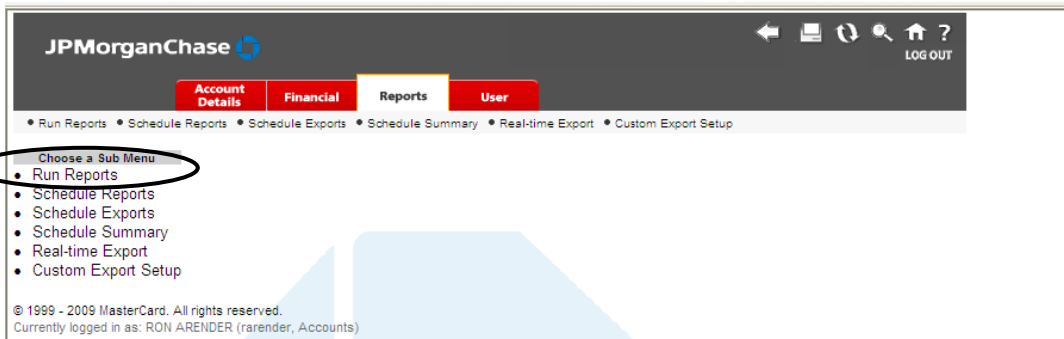
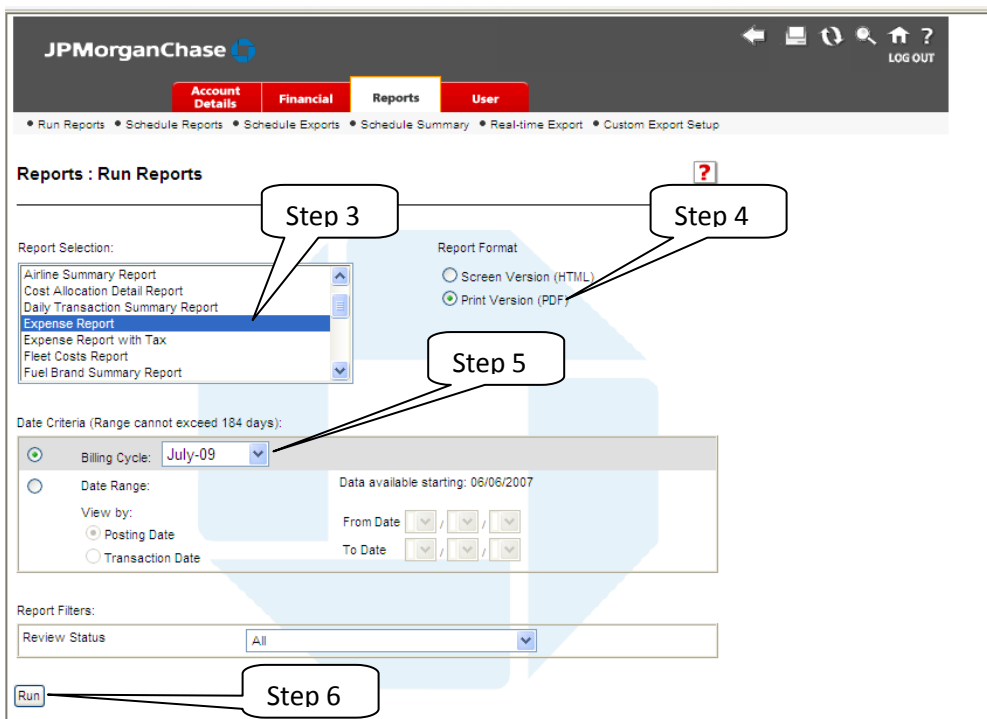


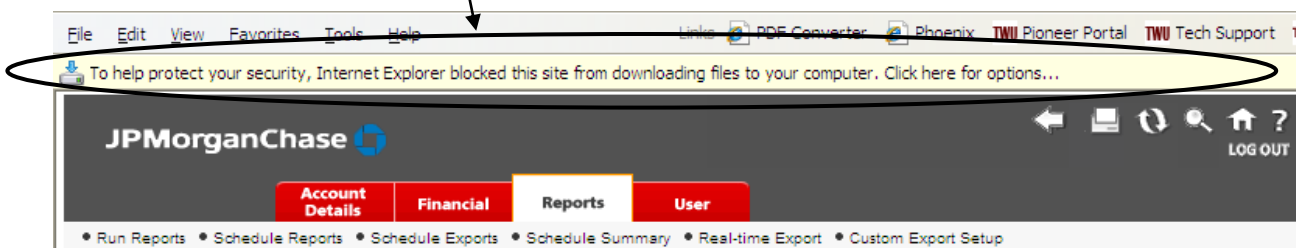
1. Go to <http://sdol.jpmorganchase.com/Screen/Login> and enter your User ID and Password. **NOTE:** The system will lock you out after 6 unsuccessful attempts. Contact the Travel Coordinator (Andrea Massey) for assistance with your log-in or password. JPMorgan will not be able to help you should you get locked out.
2. Go to the **Reports** tab and choose “**Run Reports**”.



3. Choose **Expense Report** from scroll menu.
4. Click the radial button for **Print Version (PDF)**.
5. Click the radial button for **Billing Cycle** and choose the appropriate month from the drop-down menu.
6. Click the **Run** button.



NOTE: If you get the following error message at the top of your screen, right click on the message and choose “Download File”. You must repeat steps 2-6.



7. Print out the .pdf report and submit with the ATAs.