

After you have received a reset pass phrase or this is your first time logging into PaymentNet.

Enter this information under “Original Pass Phrase”. Then enter twice your “New Pass Phrase”, must be at least 6 digit and number combination. Next, click “Update Pass Phrase”

The following indicator will appear: “Password changed successfully. You will be required to use the new password next time you login.”

DO NOT CLICK BROWSER ARROWS

Please click the word “home” located on the JPMorgan Chase blue strip on the right of the screen. Otherwise, the system will void your pass phrase change and you will need to be reset again.