

# J.P. Morgan Concourse™ Quick Start Guide

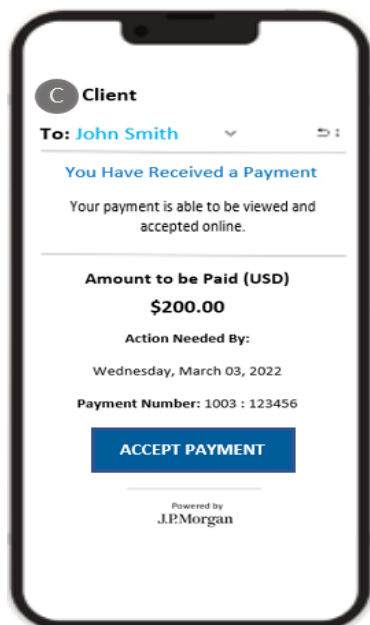
CONFIDENTIAL

Northwestern University is committed to providing its customers an easy and frictionless experience for its NUQuickPay. We are pleased to partner with J.P. Morgan to provide a new payment solution through Concourse.

Follow these simple steps to receive your payments in a quick and easy way.

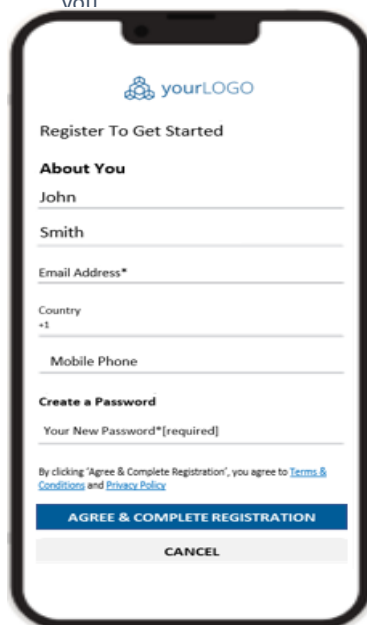
1

An email is sent from Concourse when a payment is available. Select the 'Accept Payment' button in email.



2

Add your information and select 'Agree & Complete Registration' that will trigger a verification code to be sent to you.



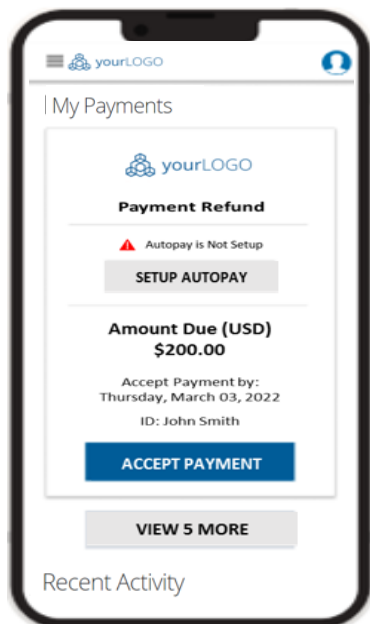
3

Enter verification code and select 'Verify'.



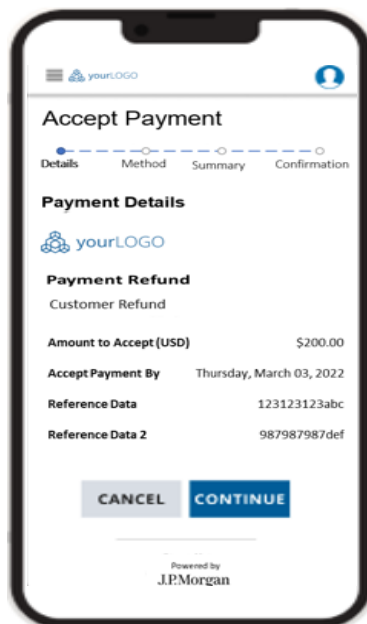
4

Once logged in, select 'Accept Payment'.



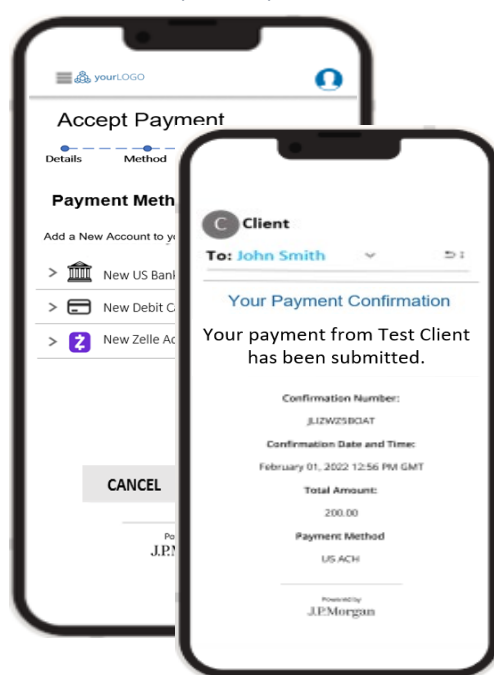
5

View payment details and select 'Continue'.



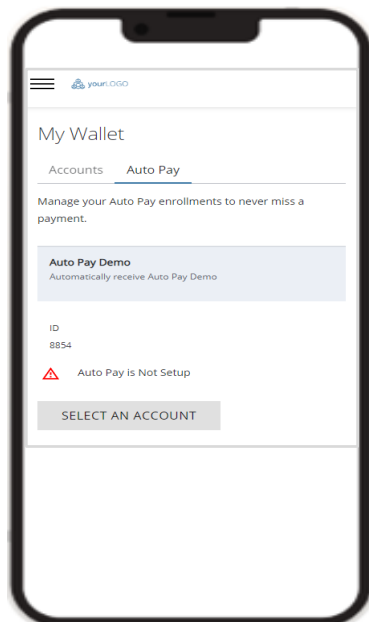
6

Add a payment method and select 'Continue'. A confirmation email will be sent upon completion.

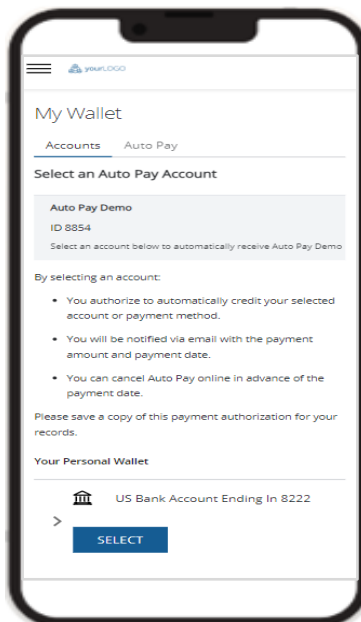


## Setup Automatic Payments

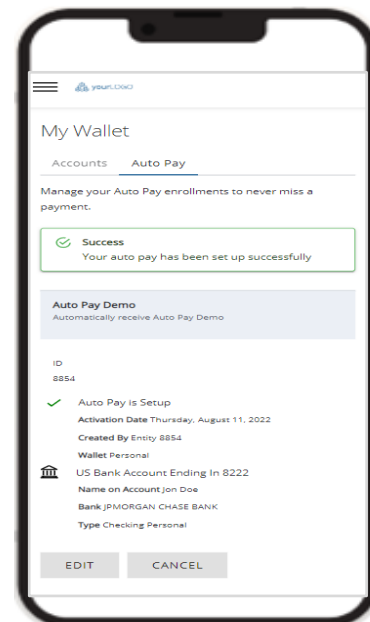
**1** From **My Wallet**, select **'Auto Pay'** and **'Select An Account'**.



**2** Click **'Select'** to choose an account in **Your Personal Wallet** that you want to get paid to.



**3** A banner will appear upon successful Auto Pay enrollment.



## Manage Profile

Conveniently manage personal information, password and notification preferences from **My Profile** located at the top right of the screen.

youri.LOGO
Dashboard
Payments Activity
My Wallet
Profile
Logout

### My Profile

#### Personal Information

First Name

John

Last Name

Doe

Email Address

Country

Mobile Phone

SAVE

#### Change Your Password

Manage and update your account password.

Current Password

Your New Password

Change Your Password

- 8 or more characters
- One uppercase letter
- One lowercase letter
- At least one number
- A special character: ! @ # \$ % ^ & \* ( )

SAVE

#### Notification Preferences

Select how you would like to receive notifications.

	Email	Text Message
Green Tree	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topview	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sedona I	<input checked="" type="checkbox"/>	<input type="checkbox"/>

By providing your mobile phone number you are giving permission for JPMorgan Chase Bank, N.A. to send device verification codes using an automatically dialed text message or artificial or prerecorded phone message. Message and data rates may apply.

#### Opt-Out from All Communications

You may choose to opt-out of receiving communications from this site including, but not limited to - bill / invoice, payment offer and payment confirmations as well as communications about account or profile changes. These communications are designed to improve your security and experience when using the platform, and as such opting out is not recommended.

OPT-OUT

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J.P.Morgan

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### Note:

1. Your existing [Corporate Quick Pay](#) access will continue to be operational until end of September 2023
2. History of payments made in Corporate Quick Pay will not be made available in Concourse
3. Email notification from Concourse will be sent from the email address [donotreply@chasepaymentech.com](mailto:donotreply@chasepaymentech.com)
4. SMS notification from Concourse will be sent from **809-89**. This is different from CQP's short code 577-29.