EXHIBIT 2

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PaymentNet™

Cardholder Guide

Logging In

1) Open your Internet Browser.
2) Enter the following in your address bar: www.paymentnet.com
3) Bookmark the site for future reference.
4) Enter the following on the PaymentNet Login Screen:
   Organization ID: US64332
   User ID: <Enter ID>

Your User ID is your Lotus Notes e-mail ID.

Pass Phrase: < Pass Phrase>

Default Pass Phrase is the first four letters of your last name in CAPS followed by the 9th through 12th digits of your Chase Card number.

5) Click Login Now >.

Changing Pass Phrase

1) On the left-hand side toolbar of the Welcome Screen, select **Change Pass Phrase**.
2) Enter the original/current Pass Phrase.
3) Enter in the new Pass Phrase once and then again to confirm it.
4) Click Update Pass Phrase >
5) The new Pass Phrase will be effective upon the next login.

Viewing Transactions

1) On the left-hand side toolbar of the Welcome Screen, select **PaymentNet.**
2) You will first see the All Transactions screen, displaying all of your transactions.

Extra details on transactions may be available; if icons are displayed in the Trans ID column, such as , click them to view line-item detail.

Reviewing Transactions

1) Click on a transaction.
2) Compare the transaction details (e.g., amounts) with your receipts.
3) Review accounting code allocations (default codes will appear) and make any necessary changes to the SHU Budget Number and/or Subcode fields.
4) Indicate IRS business purpose for travel & entertainment spending in "Transaction Notes" field.
5) Check the **Reviewed** box.
6) Click Save >.

Splitting Transactions

1) From the All Transactions screen, click on the transaction.
2) Click Split >.
3) Select the number of splits from the drop-down box. The amount will be divided evenly among all rows.
4) Click on the first Edit Row >.
5) Select any changes to that row's allocations. Split by either percentage or dollar amount. Click Save Row >.

Two splits—the remaining amount will be automatically added to the other row.

Three or more splits—Any changes to the first row, whether adding to or subtracting from the amount, will be added to or subtracted from the last row's amount.

Deleting rows—Change the number of splits from the drop-down box. Be aware that this will reset your split and remove any previous changes!

Canceling a split—To cancel an entire split, click Undo/Cancel Split >.

6) Click Edit Row > on any other row and follow Step 5.
7) When finished, click Save Split >.

Your session will automatically "time out" after 20 minutes of inactivity.

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Disputing Transactions

Duplicate or erroneous charges in any monthly statement still must be reviewed and saved. Cardholders have 60 days to work with the vendor, and/or JPMorganChase to dispute the charge(s) in question.

Running Reports

After logging in, select **Paymentnet** from the toolbar on the left-hand side of the Welcome Screen.

1) From the main screen select My Reporting.
2) Click the "All" button under Select a Category.
3) Click on SHU T&E Report to review and print your monthly T&E report that will be attached to your monthly statement submission.
4) Use the drop-down menu to select the accounting cycle you wish to print. Click on Process Criteria > and select the format you prefer.
5) Once the report has run, click on the Filename to open it (it may take a few seconds to appear on your screen).
6) Print the report.

Viewing Statements

After logging in, on the left-hand side toolbar of the Welcome Screen, select **Electronic Statement & Payment.**

1) After Logging In, your most recent statement will appear. If you have more than one account number, use the Account Number drop-down box to view other statements.
2) To view historical statements, select a date from the Billing Date drop-down box.

Printing Statements

1) Click Print With Detail > or Print Without Detail >.
2) Once the statement is ready, click the button in the upper right-hand corner of your screen.

To save the PDF file, click .

To print the PDF file, click .

Seton Hall / PaymentNet Support

Company specific program inquiries and information, or for help with navigating within PaymentNet contact:

Jennifer Hilyard
(973) 313-6337
hilyarje@shu.edu

Alternate Contacts:
Martin Koeller (973) 761-9782
Don Kuhrt (973) 275-2765

JPMorganChase Support

JPMorganChase's 24-hour Cardholder Support Team is available for assistance at **1-800-270-7760** with:

- Reporting Lost/Stolen Cards
- Disputes Assistance
- Fraud Inquiry
- Declined Cards

NOTE: Should you need to contact JPMorganChase regarding any of the above, also report the problem to the SHU support team.

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