

Dear **Vendor's Name**,

Thank you for enrolling in the Single-Use Accounts (SUA) virtual card payment program for the University of Alaska

Payment processing with SUA

We recommend that you store the following information for future use to process your payments:

University of Alaska
910 Yukon Drive
Fairbanks, AK 99775-6580

You will receive an email shortly containing a link for J.P. Morgan's Voltage SecureMail.

This one-time registration for SecureMail will enable you to receive all subsequent SUA payment notifications via this secure email delivery method and will include full account information (e.g. a complete 16-digit account number, card security code, and expiration date).

If you receive SUA payments from your other J.P. Morgan payers, you will begin to receive those payments via SecureMail as well.

Alternate Payment Delivery Option:

If you elect **not** to register for SecureMail, please see the following steps to process payments.

- Store the first seven digits of the account number: **XXXXXXX**. This number is static.
- Once we remit payment, you will receive an email with the last nine digits and expiration date of the SUA account number for each payment. We recommend checking your company's spam filters to ensure that emails from no.replies@paymentnet.jpmorgan.com are not filtered (e.g., sent to junk folders) going forward.
- Enter the full account number using the stored first seven digits, the nine digits provided in the email and other required information into your card payment processing system to authorize the payment.

Please note the following important information:

- If you need assistance when you receive your first payment or have any questions about the SUA payment program, please contact J.P. Morgan Supplier Support Services at sua.supplier.support@jpmchase.com or (877) 263-5184. To help us assist you better, please provide the following reference number when you call:.
- If you have any questions related to your invoice or payment amount or if you would like to update your payment notification email address, please contact Alison Hayden at (907) 450-8060, abhayden@alaska.edu or Helen Connor at (907) 474-6010, heconnor@alaska.edu.

Thank you for being a valued supplier,

Myron Dosch
Chief Finance Officer