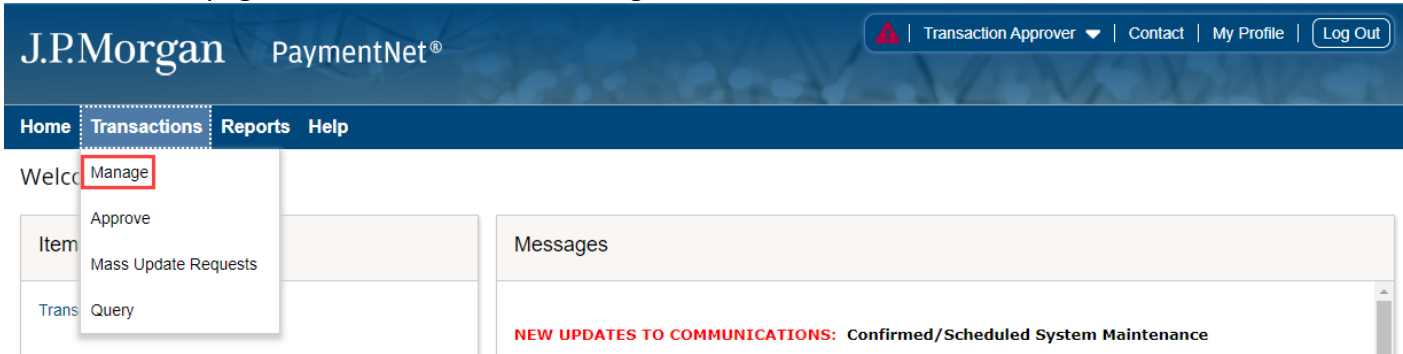


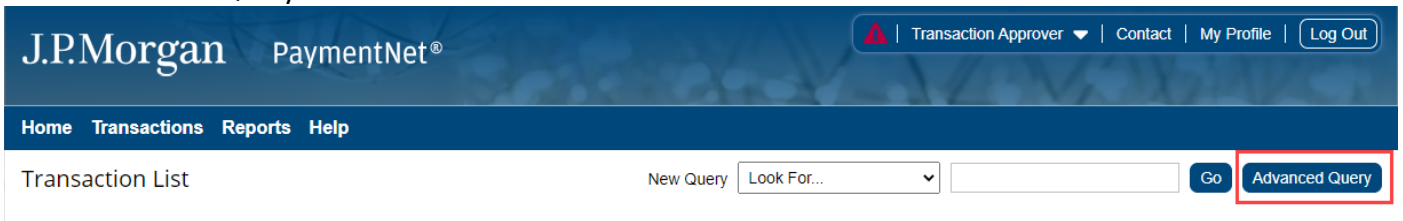
How to Setup an Advanced Query

Set up an advanced query to ensure all transactions requiring your approval display in the transaction list. Follow these steps:

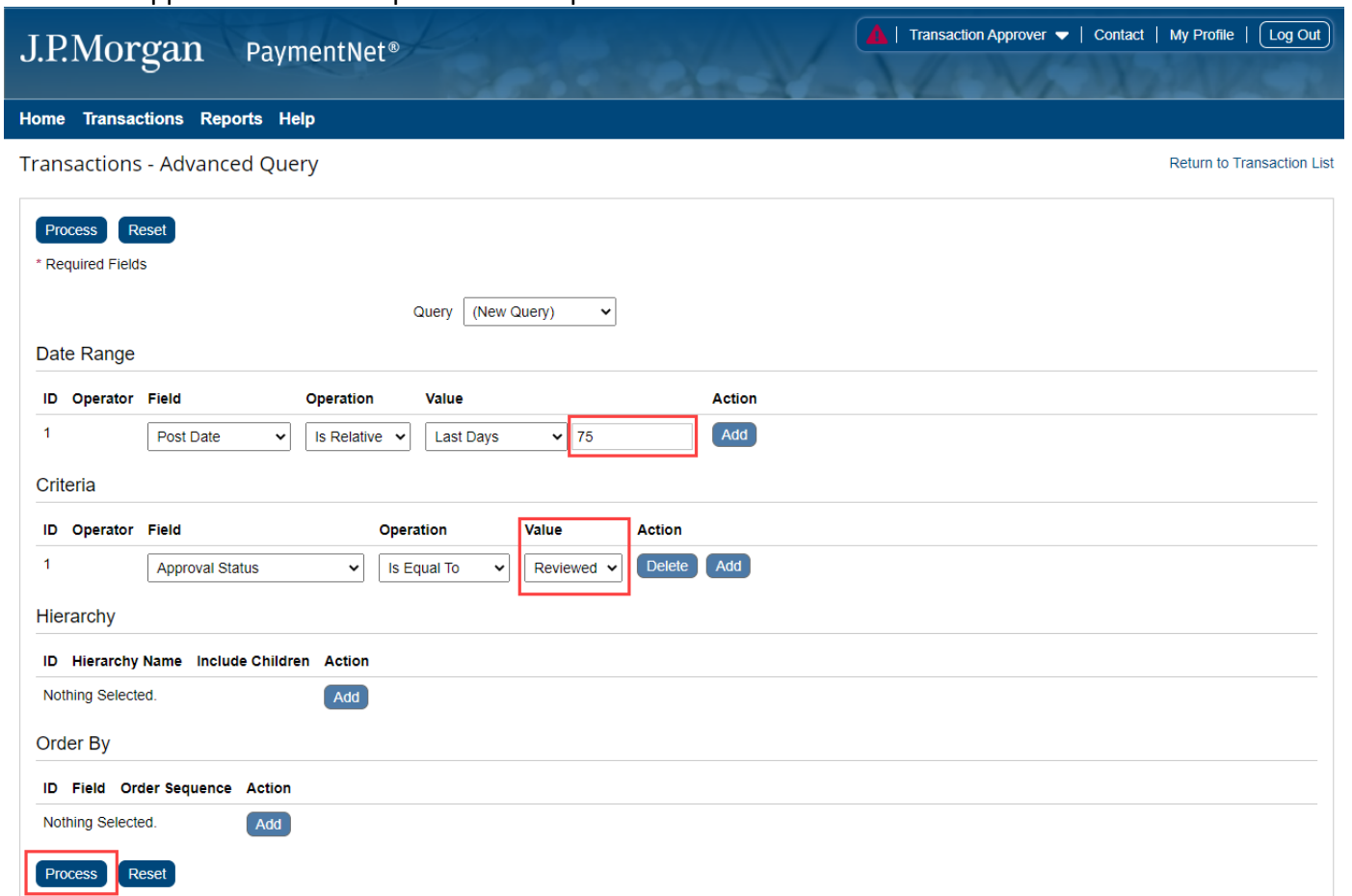
1. From the Homepage select Transactions > Manage



2. Click "Advanced Query"



3. Change the amount of days based on the posting date from the 30-day default to 75. Under the criteria select the Field "Approval Status" > Operation "Is Equal To" > Value "Reviewed" > click "Process"



3. Click "Save Query"

The screenshot shows the J.P. Morgan PaymentNet interface. At the top, there is a navigation bar with the J.P. Morgan logo and 'PaymentNet' text. To the right of the logo, there are links for 'Transaction Approver', 'Contact', 'My Profile', and 'Log Out'. Below the navigation bar, there is a 'Transaction List' section. On the right side of this section, there are buttons for 'Go' and 'Advanced Query'. Below these buttons, there is a 'Filter By' dropdown menu set to '(New Query)'. A red box highlights the 'Save Query' button next to the dropdown menu. To the right of the 'Save Query' button, there is a 'Customize Columns' link.

4. Name query and save

The screenshot shows the J.P. Morgan PaymentNet interface. At the top, there is a navigation bar with the J.P. Morgan logo and 'PaymentNet' text. To the right of the logo, there are links for 'Transaction Approver', 'Contact', 'My Profile', and 'Log Out'. Below the navigation bar, there is a 'Transaction List' section. On the right side of this section, there are buttons for 'Go' and 'Advanced Query'. Below these buttons, there is a 'Filter By' dropdown menu set to '(New Query)'. A red box highlights the 'Save Query' button next to the dropdown menu. To the right of the 'Save Query' button, there is a text input field containing 'Approve - 75 Days', a 'Save' button, and a 'Cancel' button. To the right of the 'Save' button, there is a 'Customize Columns' link.

5. Set query as your default transaction list

The screenshot shows the J.P. Morgan PaymentNet interface. At the top, there is a navigation bar with the J.P. Morgan logo and 'PaymentNet' text. To the right of the logo, there are links for 'Transaction Approver', 'Contact', 'My Profile', and 'Log Out'. Below the navigation bar, there is a 'Transaction List' section. On the right side of this section, there are buttons for 'Go' and 'Advanced Query'. Below these buttons, there is a 'Filter By' dropdown menu set to 'Approve - 75 Days'. A red box highlights the 'Set as Default Query' button next to the dropdown menu. To the right of the 'Set as Default Query' button, there are buttons for 'Save Query' and 'Delete Query'. To the right of the 'Delete Query' button, there is a 'Customize Columns' link.

6. When you log into PaymentNet and select Transaction > Manage the default query will display the transactions that require your approval.

The screenshot shows the J.P. Morgan PaymentNet interface. At the top, there is a navigation bar with the J.P. Morgan logo and 'PaymentNet' text. To the right of the logo, there are links for 'Transaction Approver', 'Contact', 'My Profile', and 'Log Out'. Below the navigation bar, there is a 'Transaction List' section. On the right side of this section, there are buttons for 'Go' and 'Advanced Query'. Below these buttons, there is a 'Filter By' dropdown menu set to 'Approve - 75 Days'. A red box highlights the 'Manage' button next to the dropdown menu. To the right of the 'Manage' button, there are buttons for 'Save Query' and 'Delete Query'. To the right of the 'Delete Query' button, there is a 'Customize Columns' link. Below the 'Transaction List' section, there is a 'Messages' section. The 'Messages' section contains a red notification: 'NEW UPDATES TO COMMUNICATIONS: Confirmed/Scheduled System Maintenance'.