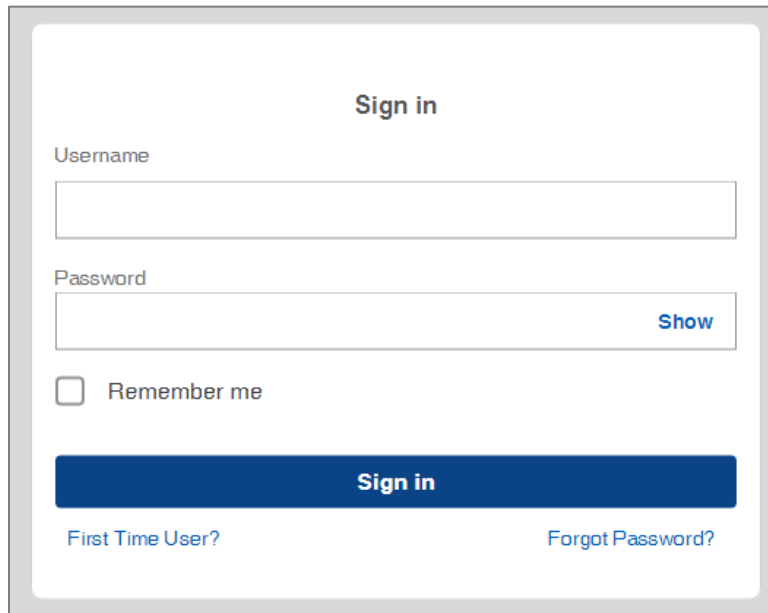


First Time Login User Guide

First Time Login – Set Password

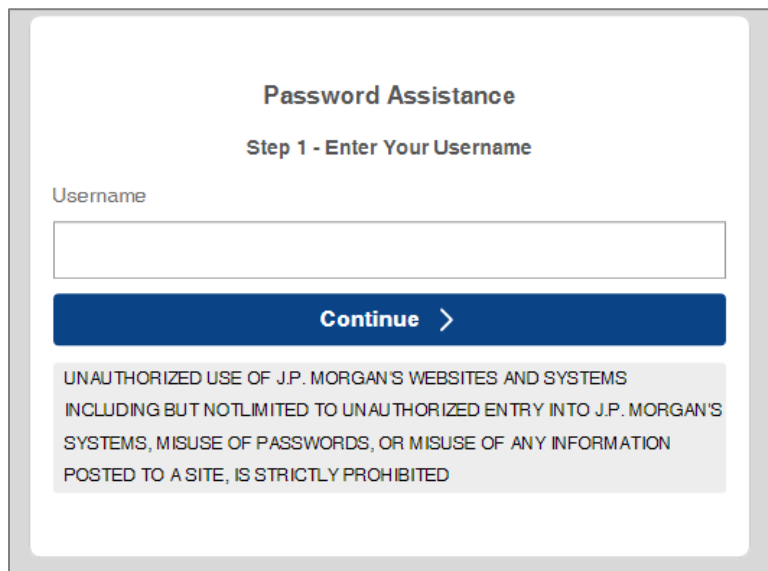
1. To login to the new Web Currency Services, click this link:
<https://web-currency-services.jpmorganchase.com/>
2. You will be taken to the login screen. Click *First Time User?*



The screenshot shows a 'Sign in' form with the following elements:

- Title: **Sign in**
- Username field: A text input box labeled 'Username'.
- Password field: A text input box labeled 'Password' with a 'Show' link to the right.
- Remember me: A checkbox labeled 'Remember me'.
- Sign in button: A large blue button with the text 'Sign in'.
- First Time User? link: A blue link labeled 'First Time User?'.
- Forgot Password? link: A blue link labeled 'Forgot Password?'.

3. You will be taken to the Password Assistance screen. Enter your username and click *Continue*.



The screenshot shows a 'Password Assistance' screen with the following elements:

- Title: **Password Assistance**
- Step: **Step 1 - Enter Your Username**
- Username field: A text input box labeled 'Username'.
- Continue button: A large blue button with the text 'Continue >'.
- Disclaimer: A grey box containing the text: 'UNAUTHORIZED USE OF J.P. MORGAN'S WEBSITES AND SYSTEMS INCLUDING BUT NOT LIMITED TO UNAUTHORIZED ENTRY INTO J.P. MORGAN'S SYSTEMS, MISUSE OF PASSWORDS, OR MISUSE OF ANY INFORMATION POSTED TO A SITE, IS STRICTLY PROHIBITED'.

4. Click the radio button and *Next* to send an authentication code to your email address.

Password Change

Step 2 - Select how you want to receive Authentication Code

! We need to confirm your identity to ensure your account is secure. We do this by sending a temporary Authentication Code to the email address or phone number you provided us in the past.

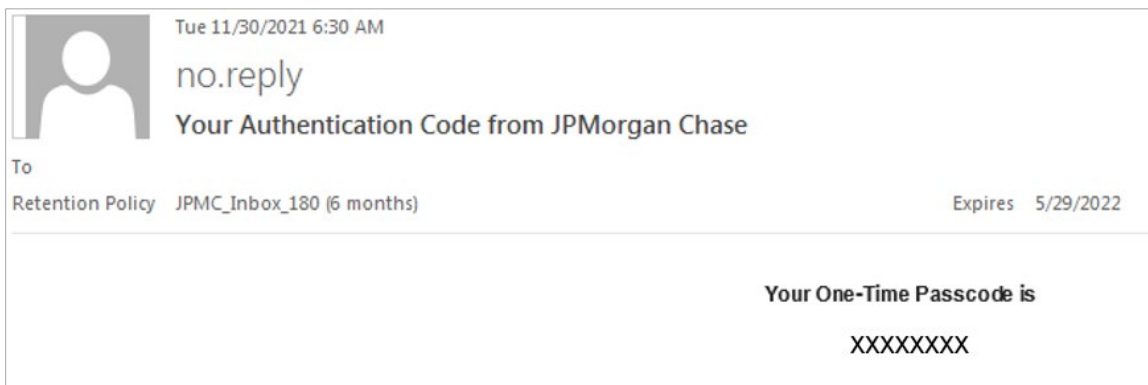
Choose how you'd like to receive this Authentication Code and click "Next." On the next page you'll enter the Authentication Code you receive.

Email:

Next >

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5. Your authentication code will be sent to your email address on file. If you do not receive the email, be sure to check the spam or junk email folder.



- From the email received, copy/paste or enter the authentication code (token) and click *Next*. If you have not received the authentication email within 15 minutes, click *Resend* to issue a second authentication code. Note: The first authentication code will now be invalid.

Password Change

Step 3 - Enter your temporary Authentication Code

An email/SMS is on its way with your temporary Authentication code. Once you receive your code, enter it below to verify your identity, and click Next.

Haven't received your Authentication Code?

We send Authentication Codes immediately, but many factors may influence how fast you receive them. If you have chosen to receive the authentication code by email, please check your spam folder to determine if it was delivered there. If you have not received your authentication code within 15 minutes, you can request a new code below, or contact Customer Care for help.

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- Set your password by following the Password Policy guidelines and click *Submit*.

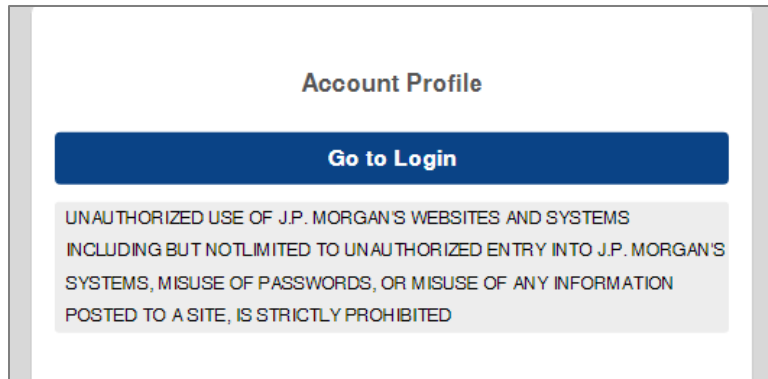
Password Change

Step 4 - Change Password

New Password [Show](#)

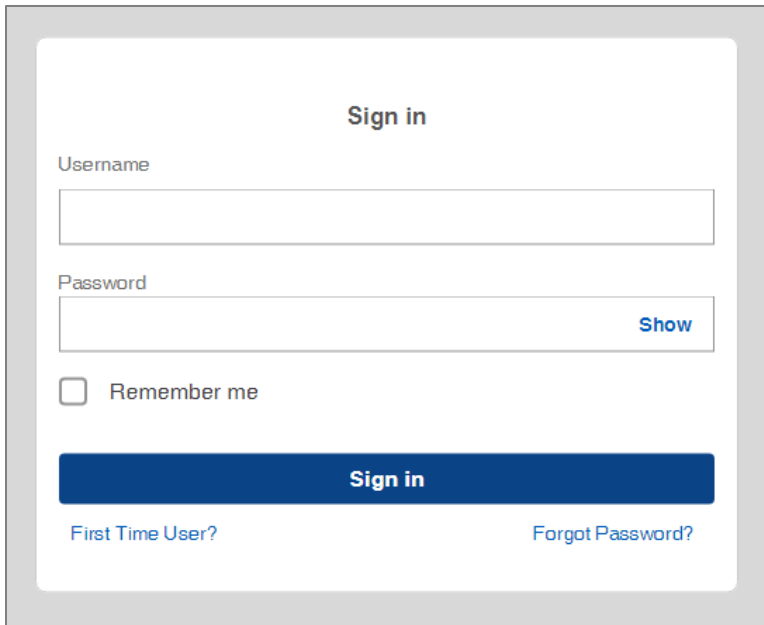
Confirm Password [Show](#)

8. Upon successful completion, click *Go to Login* to return to the Login screen.



First Time Login – Register Computer

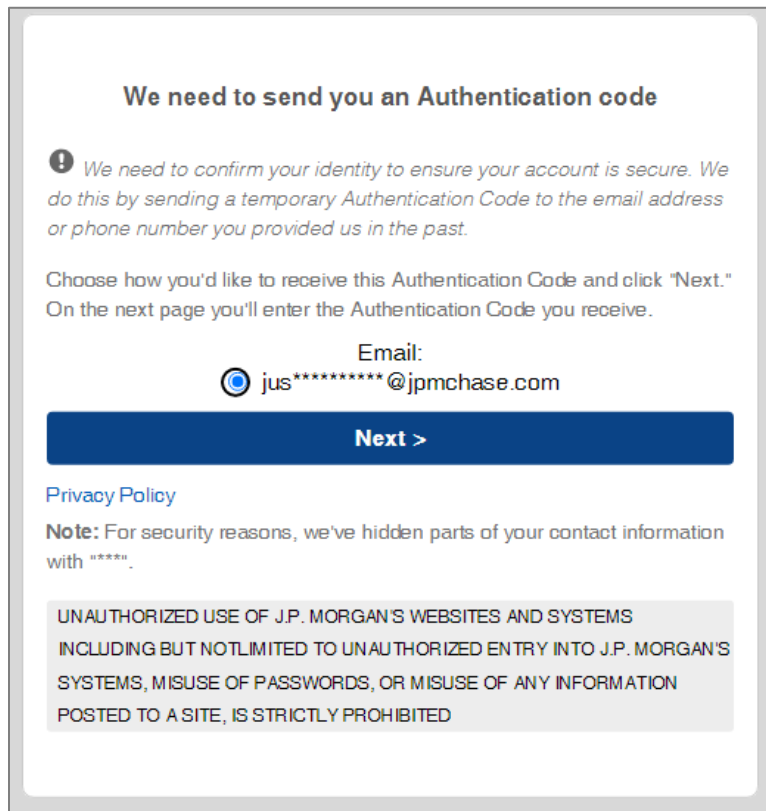
- At the login screen, enter your Username and the new password that you just set. Note: See the prior section for instructions on setting your new password.



The screenshot shows a 'Sign in' form with the following elements:

- Sign in** (header)
- Username** label above a text input field.
- Password** label above a text input field with a **Show** link to the right.
- Remember me**
- Sign in** (blue button)
- [First Time User?](#) (link)
- [Forgot Password?](#) (link)

- To protect your security, an authentication code must be generated to register the computer being used. This will be sent to your email so that you can register your computer.



The screenshot shows an authentication screen with the following elements:

- We need to send you an Authentication code** (header)
- !** *We need to confirm your identity to ensure your account is secure. We do this by sending a temporary Authentication Code to the email address or phone number you provided us in the past.*
- Choose how you'd like to receive this Authentication Code and click "Next." On the next page you'll enter the Authentication Code you receive.
- Email:** jus*****@jpmchase.com
- Next >** (blue button)
- [Privacy Policy](#)
- Note:** For security reasons, we've hidden parts of your contact information with "*****".
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11. From the email received, copy/paste or enter the authentication code (Token). To register your computer, make sure that the *Register this computer?* box is selected before clicking *Submit*. Registering a non-public computer will eliminate the need to generate an authentication code each time a user logs in to Web Currency Services.

Enter your temporary Authentication Code

An email/SMS is on its way with your temporary Authentication code. Once you receive your code, enter it below to verify your identity, and click Next.

Register this computer?

Yes, register this computer (not recommended for a public computer). Uncheck the box if you do not want to register this computer.

Submit

Haven't received your Authentication Code?

We send Authentication Codes immediately, but many factors may influence how fast you receive them. If you have chosen to receive the authentication code by email, please check your spam folder to determine if it was delivered there. If you have not received your authentication code within 15 minutes, you can request a new code below, or contact Customer Care for help.

Resend

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12. If you have not received the authentication email within 15 minutes, click *Resend* to issue a second authentication code. Note: The first authentication code will now be invalid.
13. Congratulations! You are now ready to use Web Currency Services. You will be taken to the main page of the system.

The screenshot displays the 'Web Currency Services' interface. At the top, there is a dark blue navigation bar with the title 'Web Currency Services' and a 'Welcome' button. Below the navigation bar, there are four tabs: 'Orders', 'Deposits', 'Communications', and 'Approvals'. The main content area is divided into two sections. The left section contains a form with the following fields: 'Client Location' (a dropdown menu with 'Locations' selected), 'Delivery Date' (a date input field with '12/01/2021' and a calendar icon), and 'Order Category' (a dropdown menu). The right section contains 'Order Details' with the following information: 'Order Total: \$ 0.00', 'Status:', 'Confirmation:', 'Order Id:', 'Order Date: 11/30/2021', and 'Delivery Date:'. Below the form, there is a table with three columns: 'Amount', 'Description', and 'Value per strap or box'. The table is currently empty.