

Signing up for J.P. Morgan Chase QuickPay®

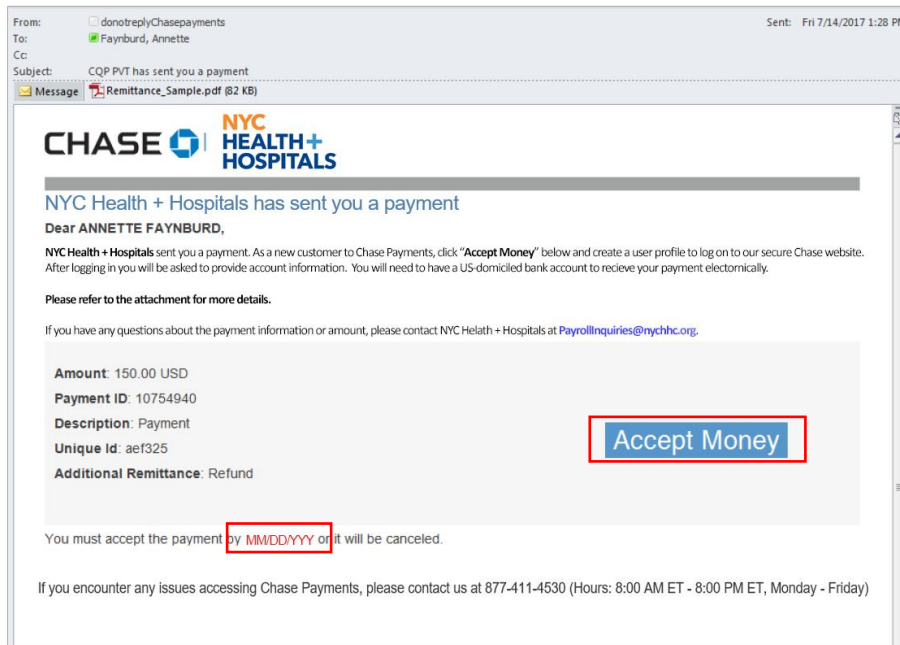
J.P. Morgan Chase QuickPay® is a secure payment service that allows NYC Health + Hospitals to pay employees who are not enrolled in direct deposit. Payment is made either electronically to an account of the financial institution of the employee’s choosing or via a paper check generated and mailed by Chase. These instructions provide basic information on the QuickPay process.

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Using your Computer - Email Alert from Chase

- 1 On the day before pay day, an email will be sent to your NYC Health + Hospitals email account from the following sender and with the following subject line:
From: donotreplyChasePayments@jpmorgan.com
Subject: NYC Health + Hospitals has sent you a payment
- 2 Open the email and review the payment information. The steps in these instructions include an example of notification being sent via email to ‘Annette Faynburd’. Please note that the information in the actual email you receive will be addressed to you.
Click the ‘Accept Money’ button ([Accept Money](#)).
See screenshot below for an example.



3 Once you click the ‘Accept Money’ button, you will be directed to the Chase Quick Pay sign-up page.

Here is where you will complete the following information:

- First Name
- Last Name
- Email address
- Mobile Number
- Text Message preference
- Device indication verification preference

Click the  icon for more information on any of the fields.

IMPORTANT:

If you do not sign up within the 3-day expiration period, you will not have the option to electronically have your pay sent to a bank of your choice. A paper check will be mailed directly to your home address.

If you have any issues during the sign-up process, please call Chase at: 1-855-267-0428.

See screenshot below for an example.

Business/First Name *

ANNETTE

Last Name *

FAYNBURD

Email *

FAYNBURDA@NYCHHC.ORG

Country Code Mobile Number

UNITED STATES (001) 917.777.7777

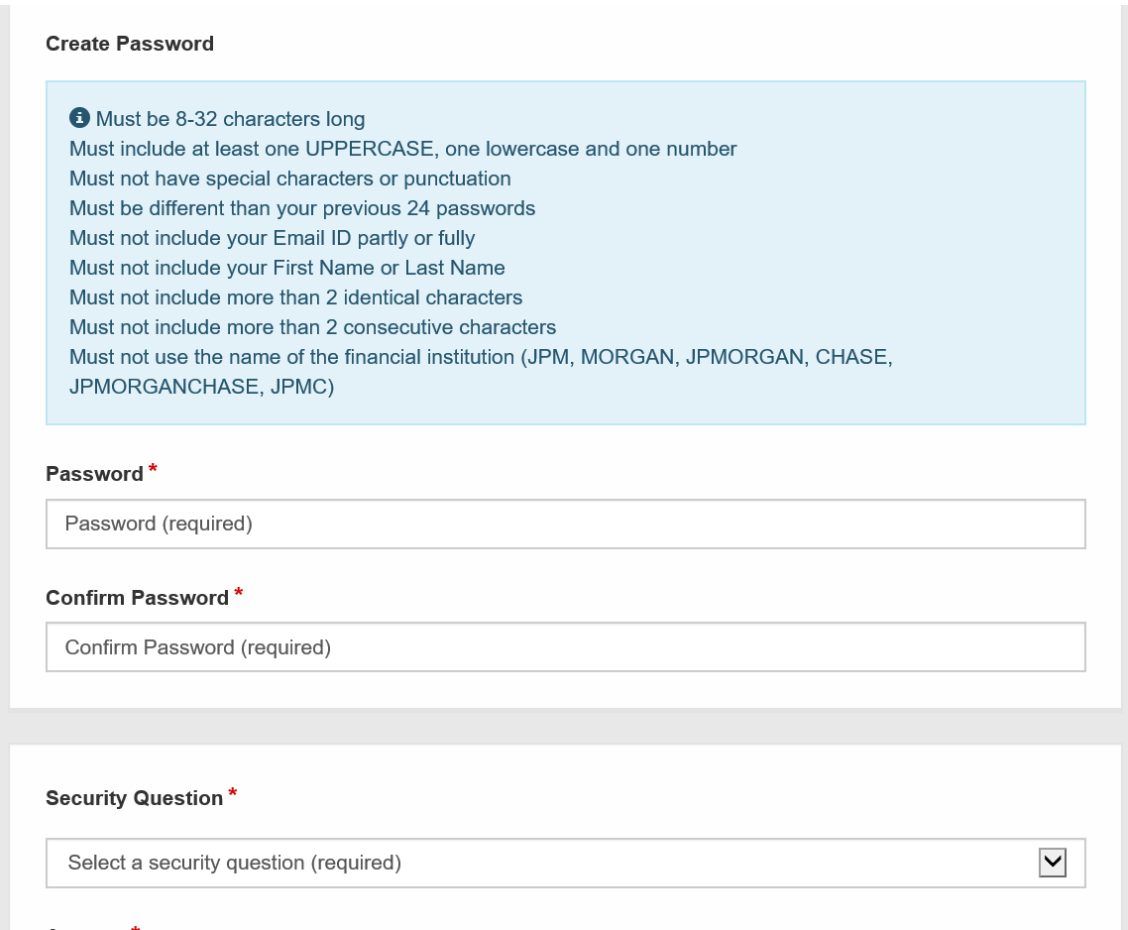
Would you like to receive payment offers via text message? Yes No

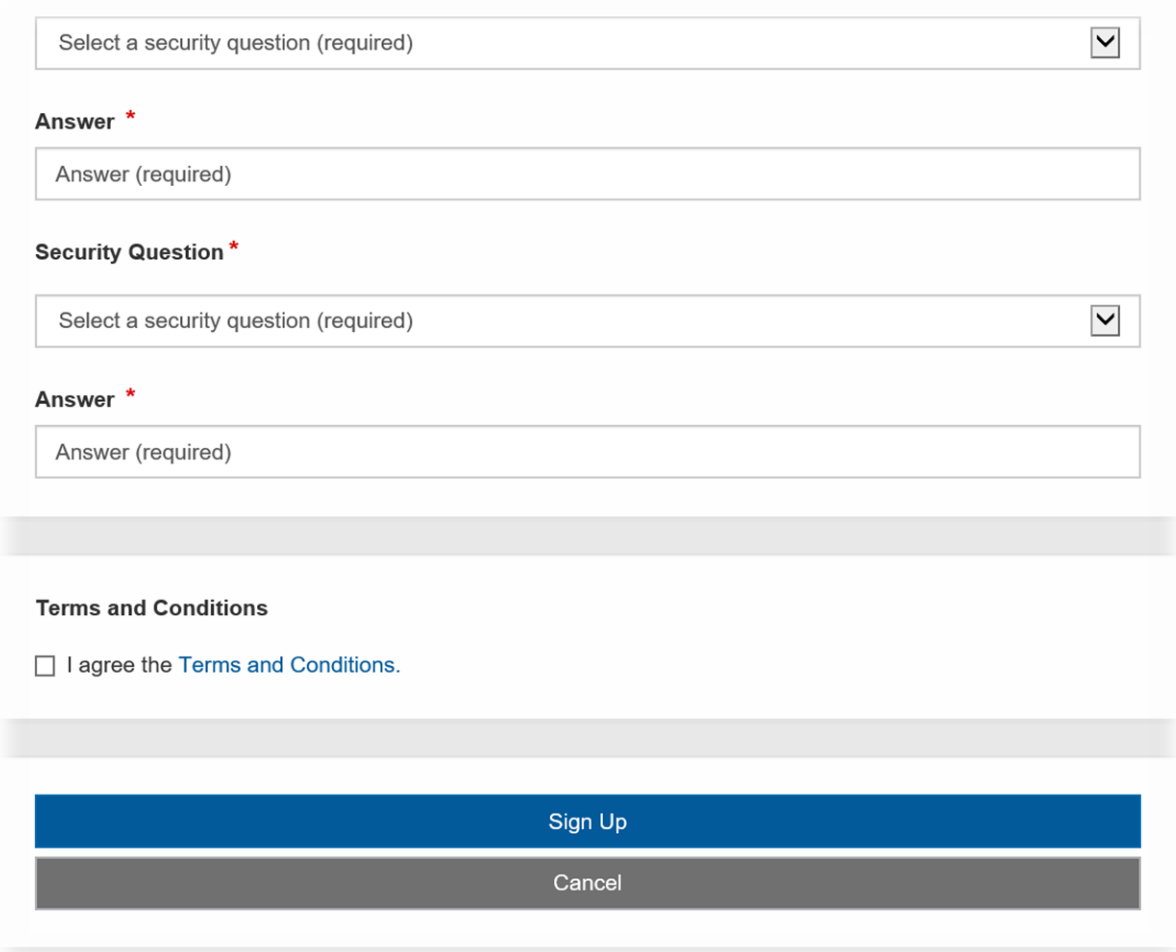
Would you like to use your mobile number to receive a verification code for device identification? Yes No

By choosing a delivery method, you are giving permission for JPMorgan Chase Bank, N.A. and its agents and vendors to contact you via email, text message, or automatic or automated dialing technology at the telephone number or email address shown. Such contact includes informational and service emails and texts (such as an activation code or payment notifications), but not telemarketing or sales emails and texts. Message and data rates may apply. You may update your contact information and change these preferences online through Chase Payments at any time.

4 Next, scroll down on the sign-up page to create your password.

Please read the specified password requirements carefully.

	<p>See screenshot below for an example of this page.</p>
	 <p>Create Password</p> <ul style="list-style-type: none"> Must be 8-32 characters long Must include at least one UPPERCASE, one lowercase and one number Must not have special characters or punctuation Must be different than your previous 24 passwords Must not include your Email ID partly or fully Must not include your First Name or Last Name Must not include more than 2 identical characters Must not include more than 2 consecutive characters Must not use the name of the financial institution (JPM, MORGAN, JPMORGAN, CHASE, JPMORGANCHASE, JPMC) <p>Password *</p> <p>Password (required)</p> <p>Confirm Password *</p> <p>Confirm Password (required)</p> <p>Security Question *</p> <p>Select a security question (required) <input type="button" value="v"/></p>
<p>5</p>	<p>And finally, scroll down to the bottom of the sign-up page to create your security questions. Once completed, Accept Terms and Conditions and click 'Sign Up'. See screenshot below for an example of this page.</p>



Select a security question (required) ▼

Answer *

Answer (required)

Security Question *

Select a security question (required) ▼

Answer *

Answer (required)

Terms and Conditions

I agree the [Terms and Conditions](#).

Sign Up

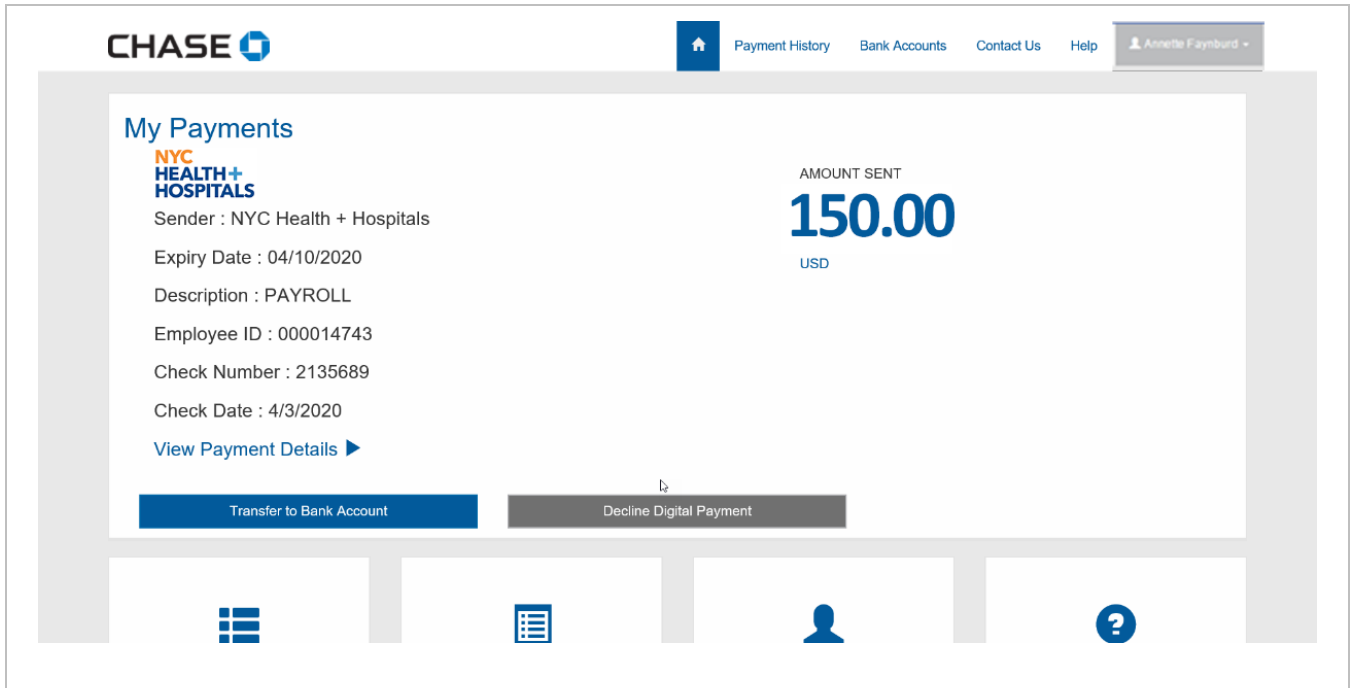
Cancel

6 Once you have completed the one-time sign-up process, the My Payments screen displays and here you will choose how you will receive your payment – either you can have available funds transferred to your bank account or decline and receive a paper paycheck.

You have 2 options:

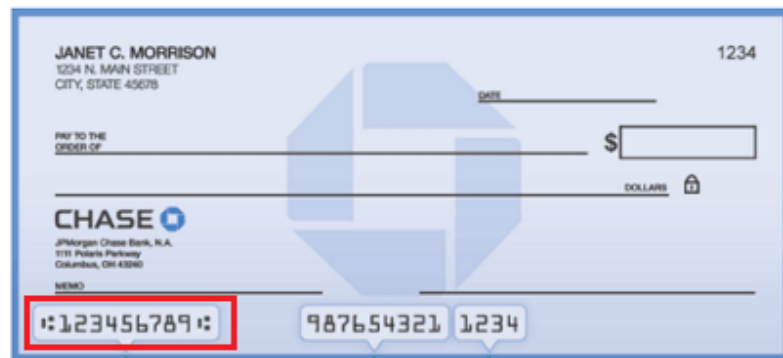
1. If you click ‘Transfer to Bank Account’, then a screen will display so that you can enter the account information for the financial institution where you would like to have your money deposited.
2. If you click ‘Decline Digital Payment’, then Chase will generate a paper check and mail it to the address you have on file with NYC Health + Hospitals in the PeopleSoft HR system.

See screenshot below for an example of this page.



7 If you click 'Transfer to Bank Account', the add new account screen displays so that you can enter the account and routing information of the financial institution where you would like to have your money deposited.

See the image below as an example for further clarification on locating your routing number and the account number.



The routing/transit number
contains nine digits and is surrounded by ⑆

The checking account number
The check number
In some cases the order of the checking account number and the check number is reversed.

Please note: Your name must be listed as one of the account owner(s). You cannot send the money to someone else's account.

*Note: If you select Yes for the 'Auto Accept' option, you will not have to take action to accept future payments. Instead your future payments will automatically be transferred to the account designated.

Click the 'Submit' button once you have entered the correct information.

See screenshot below for an example of this page.

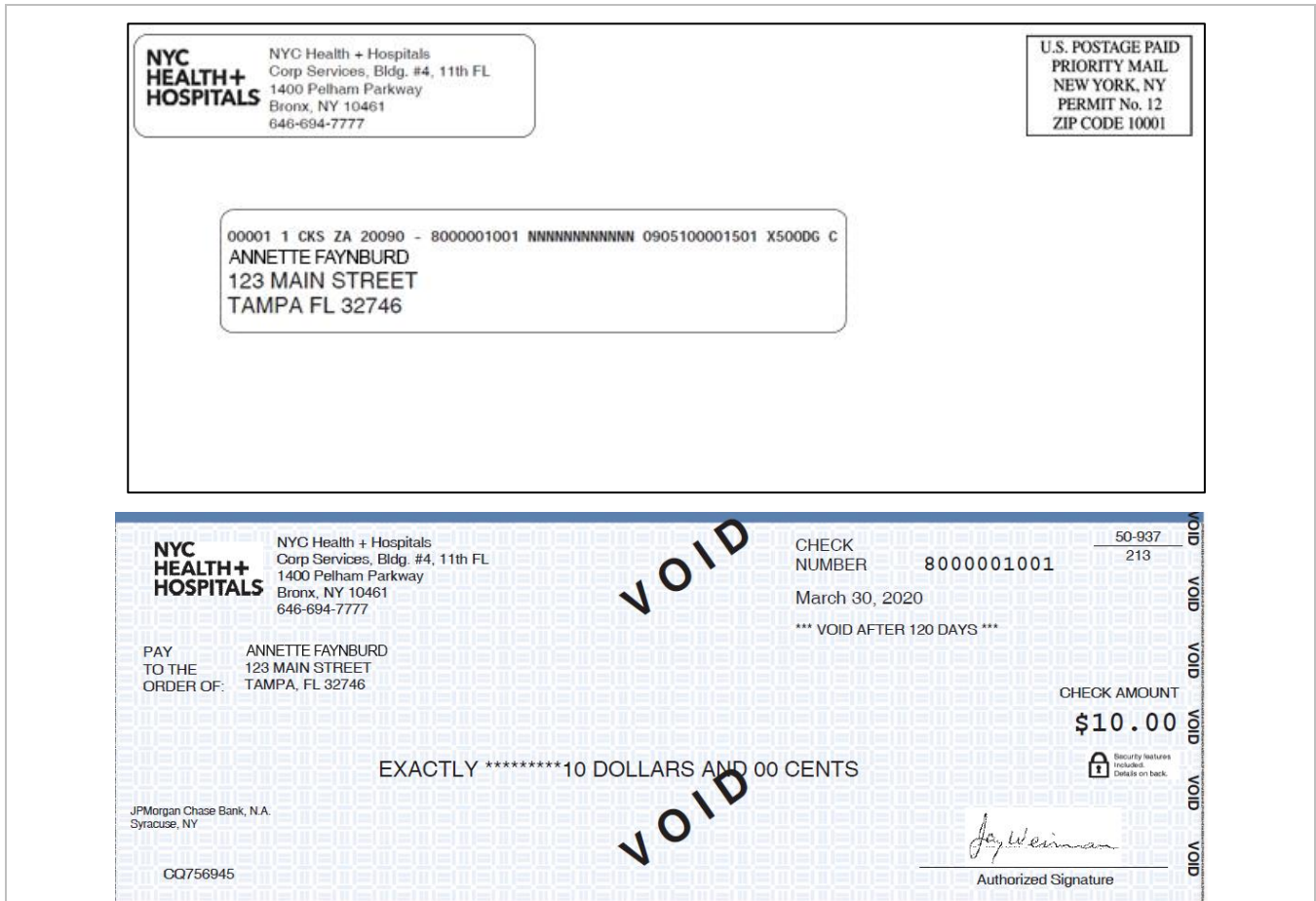
The screenshot shows the 'Add New Account' page on the Chase website. At the top left is the Chase logo. To the right are navigation links: Home, Payment History, Bank Accounts, Contact Us, and Help. A user profile for 'Annette F. Ayrbard' is visible in the top right corner. The main heading is 'Add New Account'. Below this, there are several input fields and options:

- Routing Number *** (with an information icon): A text input field labeled 'Routing Number (Required)'.
- Account Number *** (with an information icon): A text input field labeled 'Account Number (Required)'.
- Re-enter Account Number ***: A text input field labeled 'Re-enter Account Number (Required)'.
- Account Type**: Radio buttons for 'Savings' and 'Checking', with 'Checking' selected.
- Account Origin Type**: Radio buttons for 'Personal' and 'Business', with 'Personal' selected.
- Bank Name**: A text input field labeled 'Bank Name (Required)'.
- Auto Accept** (with an information icon): Radio buttons for 'Yes' and 'No', with 'No' selected.

 At the bottom of the form are two buttons: a blue 'Submit' button and a grey 'Cancel' button. A copyright notice '© 2020 JPMorgan Chase & Co.' is at the bottom right of the page.

8 Once you have entered in the required account information, click the 'Submit' button and you will be directed to the screen to confirm your account details. Once you confirm that your account information is accurate, click the 'Confirm and Transfer' button. A pop-up will display confirming the transfer. Press the 'OK' button. Once this is completed, you will receive a confirmation email from Chase.

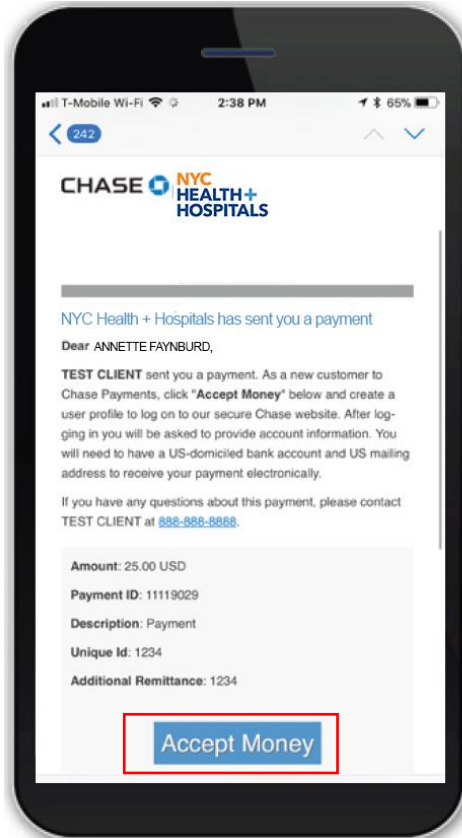
9 If you do NOT complete the steps to accept the payment digitally before the specified expiration date and time, or you click the 'Decline Digital Payment' button, Chase will mail you a paper check to the address on file with NYC Health + Hospitals in the PeopleSoft HR system. Below is a sample of the outside of the envelope in which your check will be mailed, as well as a sample of the check.



Using your Mobile Device - Email Alert from Chase

- 1 On the day before pay day, an email will be sent to your NYC Health + Hospitals email account from the following sender and with the following subject line:
From: donotreplyChasePayments@jpmorgan.com
Subject: NYC Health + Hospitals has sent you a payment
- 2 Open the email and review the payment information. The steps in these instructions include an example of a payment being sent via email to 'Annette Faynburd'. Please note that the information in the actual email you receive will be addressed to you.
Click the 'Accept Money' button ([Accept Money](#)).
IMPORTANT: Sign up must be completed before the expiration date stated within the email.
If you have any issues during the sign-up process, please call Chase at: 1-855-267-0428.

See below for an example of the screen.



3 Once you click the 'Accept Money' button, you will be directed to the Chase Quick Pay sign-up page.

Here is where you will complete the following information:

- First Name
- Last Name
- Email address
- Mobile Number
- Text Message preference
- Device indication verification preference

Click the  icon for more information on any of the fields.

Next, scroll down on the sign-up page to create your password.

Please read the specified password requirements carefully.

And finally, scroll down on the sign-up page to create your security questions.

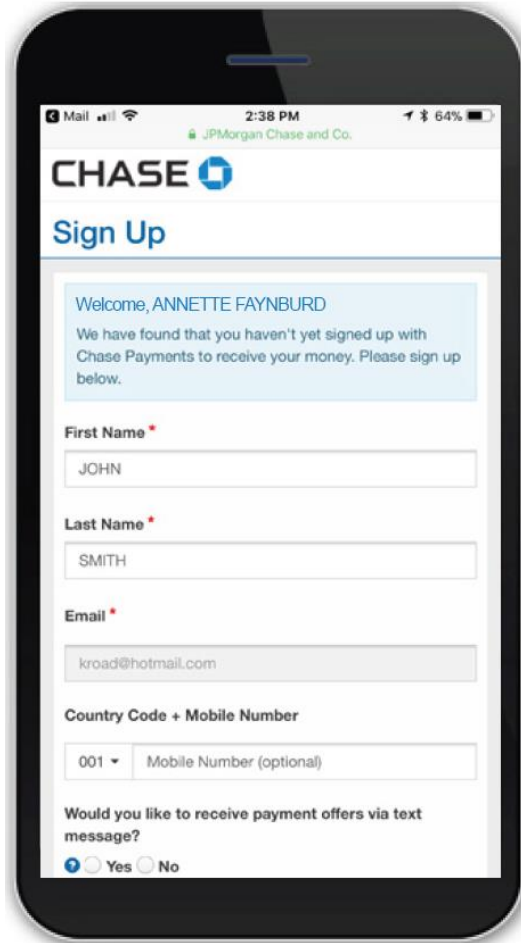
Once completed, Accept Terms and Conditions and select 'Sign Up'.

IMPORTANT:

If you do not sign up within the 3-day expiration period, you will not have the option to electronically have your pay sent to a bank of your choice. A paper check will be mailed directly to your home address.

If you have any issues during the sign-up process, please call Chase at: 1-855-267-0428.

See screenshot below for an example.



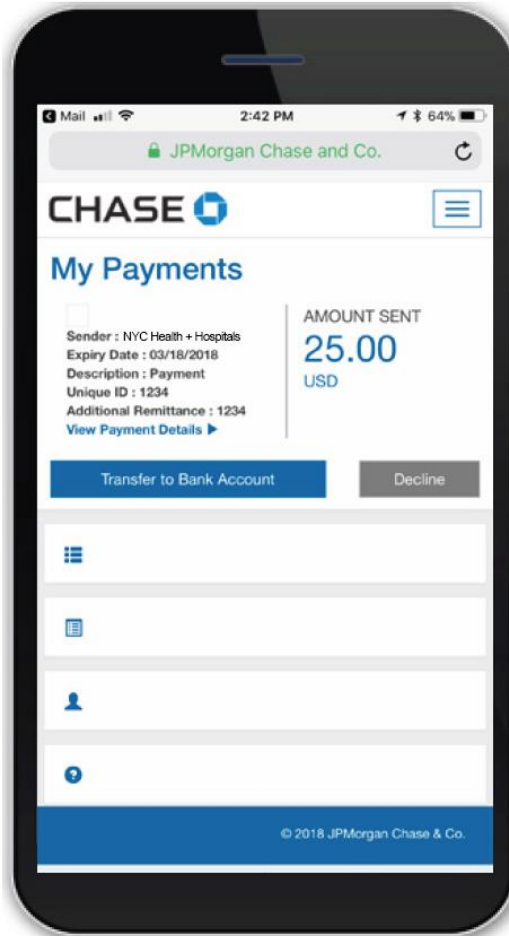
4 Once you have completed the one-time sign-up process, the My Payments screen displays and here you will choose how you will receive your payment – either you can have available funds transferred to your bank account or decline and receive a paper paycheck.

You have 2 options:

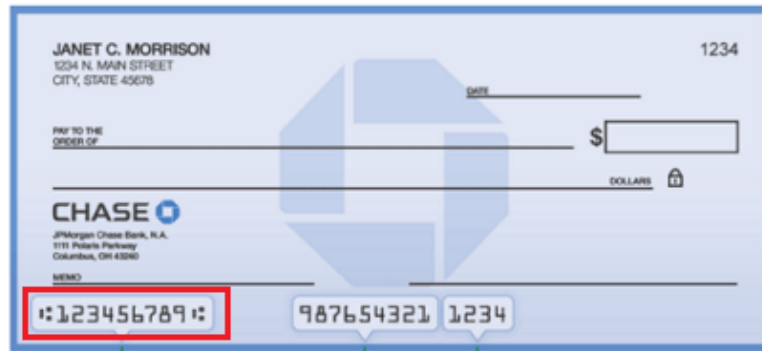
1. If you click 'Transfer to Bank Account', then a screen will display so that you can enter the account information for the financial institution where you would like to have your money deposited.

2. If you click 'Decline Digital Payment', then Chase will generate a paper check and mail it to the address you have on file with NYC Health + Hospitals in the PeopleSoft HR system.

See screenshot below for an example of this page.



- 5 If you click 'Transfer to Bank Account', the add new account screen displays so that you can enter the account and routing information of the financial institution where you would like to have your money deposited.
- See the image below as an example for further clarification on locating your routing number and the account number.



The routing/transit number
contains nine digits and is surrounded by ⑆

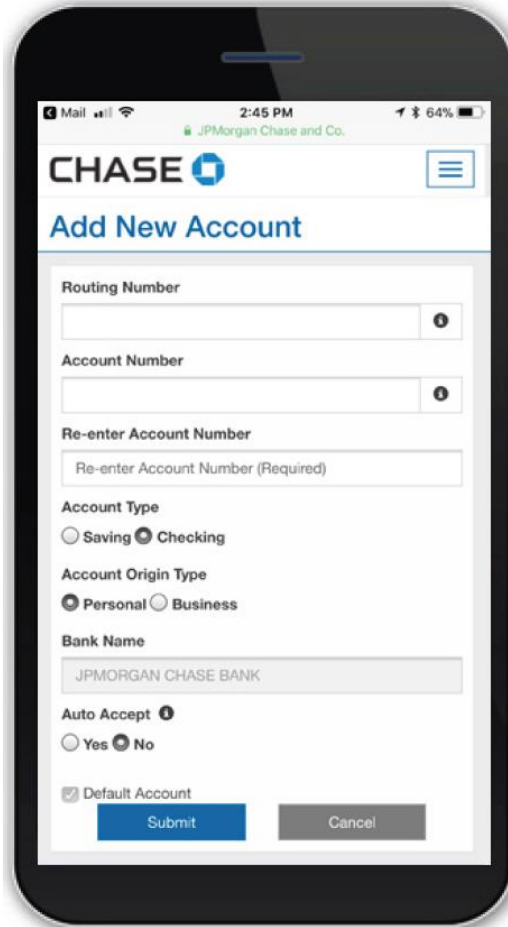
The checking account number
The check number
In some cases the order of the checking account number and the check number is reversed.

Please note: Your name must be listed as one of the account owner(s). You cannot send the money to someone else's account.

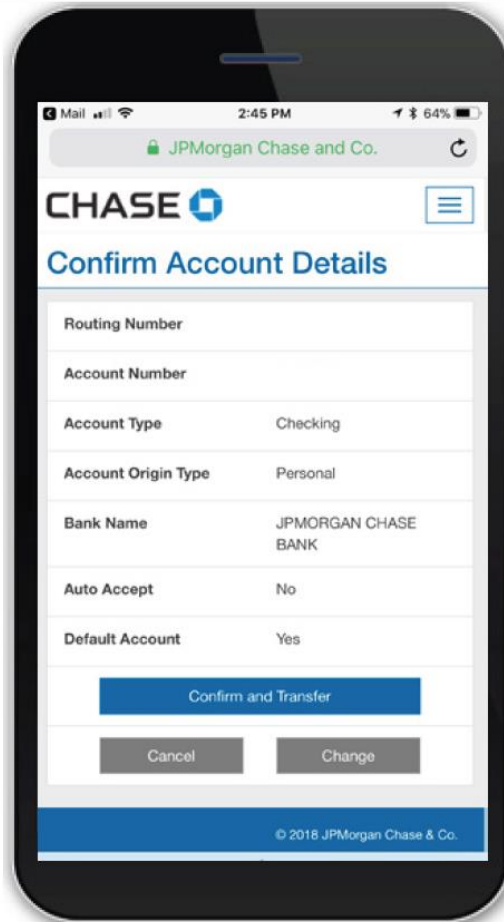
*Note: If you select Yes for the 'Auto Accept' option, you will not have to take action to accept future payments. Instead your future payments will automatically be transferred to the account designated.

Once you have entered in the required account information, click the 'Submit' button and you will be directed to the screen to confirm your account details.

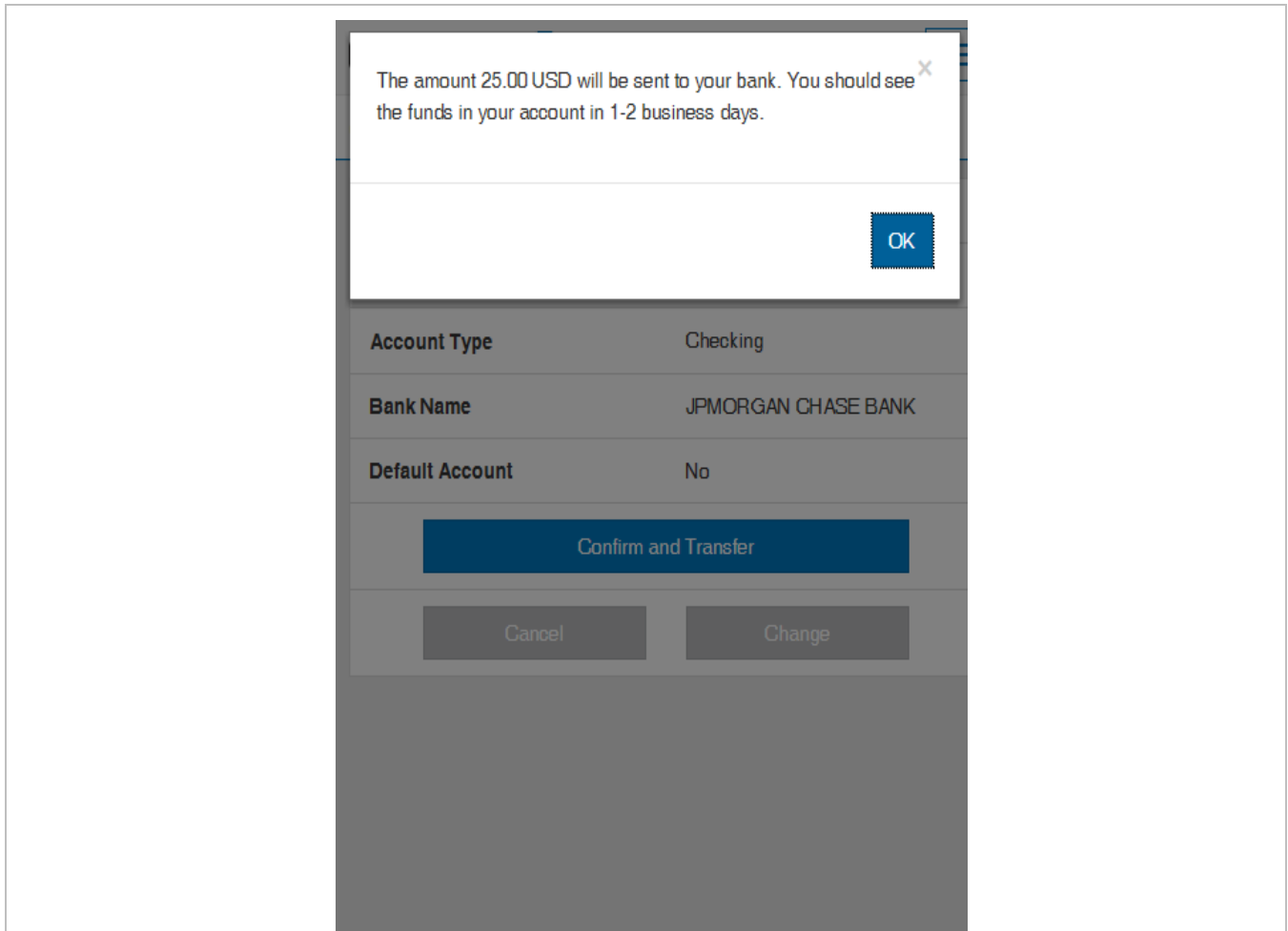
See screenshot below for an example of this page.



- 6** Once you confirm that your account information is accurate, click the 'Confirm and Transfer' button.
See screenshot below for an example of this page.

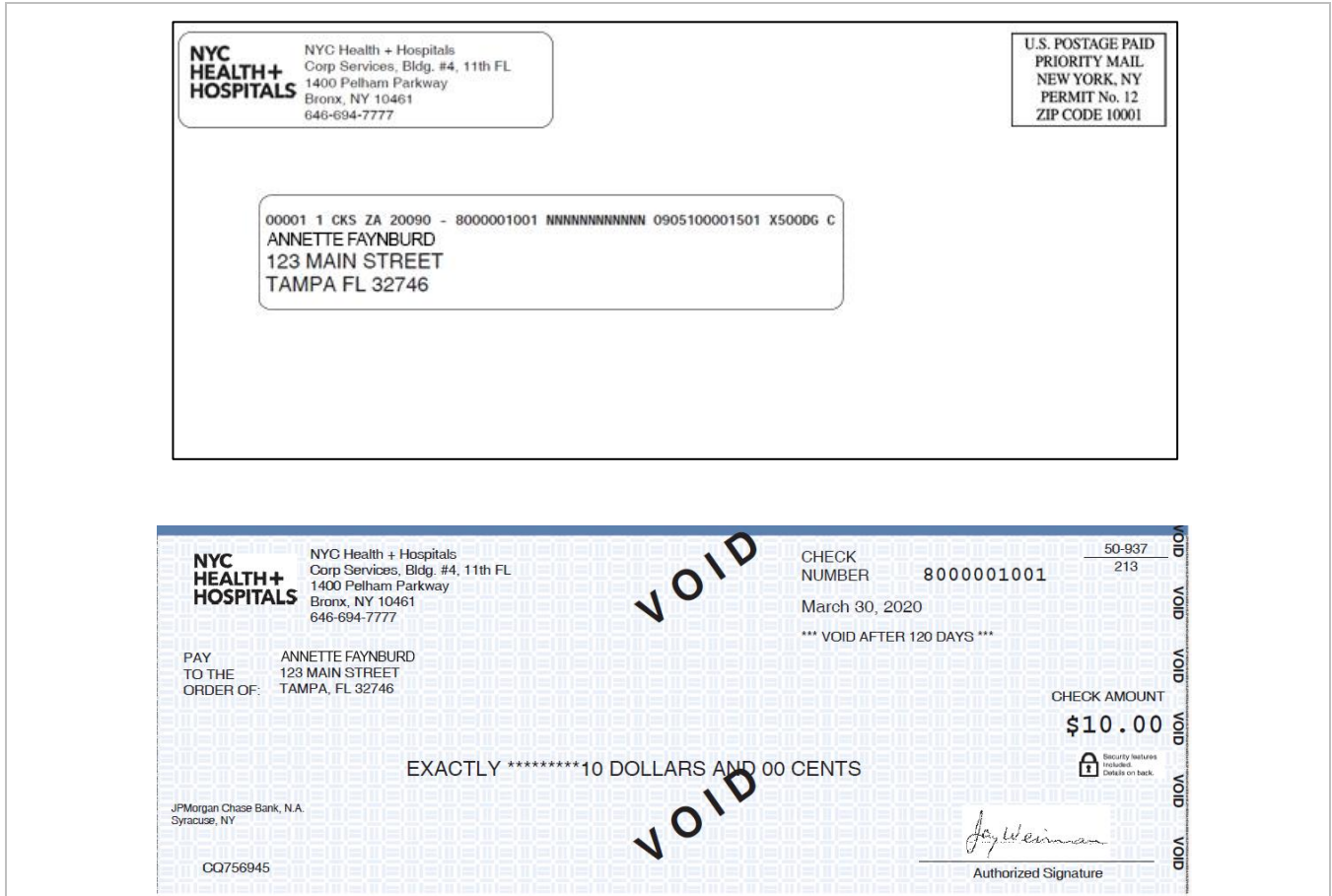


- 7** A pop-up will display confirming your transfer. Press the 'OK' button. Once this is completed, you will receive a confirmation email from Chase. See screenshot below for an example of this page.



8 If you do NOT complete the steps to accept the payment digitally before the specified expiration date and time, or you click the 'Decline Digital Payment' button, Chase will mail you a paper check to the address on file with NYC Health + Hospitals in the PeopleSoft HR system.

Below is a sample of the outside of the envelope in which your check will be mailed, as well as a sample of the check.



Using your Mobile Device – Text Message Alert from Chase

- On the day before pay day, a text message will be sent to your mobile device from Chase, with the sender being '577-29'. (Standard text message rates may apply.)

Open the text message and click the link included within the message. The steps in these instructions include an example of a payment being sent to 'Annette Faynburd'. Please note that the information in the actual email you receive will be addressed to you.

See screenshot below for an example.



2 Once you click the link in the text message, you will be directed to the Chase Quick Pay Sign Up page.

Here is where you will complete the following information:

- First Name
- Last Name
- Email address
- Mobile Number
- Text Message preference
- Device indication verification preference

Click the  icon for more information on any of the fields.

Next, scroll down on the sign-up page to create your password.

Please read the specified password requirements carefully.

And finally, scroll down on the sign-up page to create your security questions.

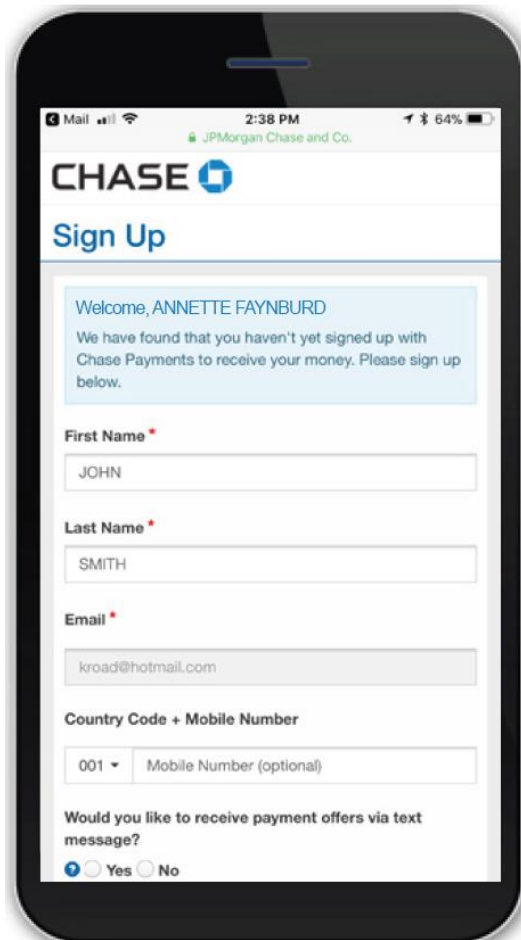
Once completed, Accept Terms and Conditions and select 'Sign Up'.

IMPORTANT:

If you do not sign up within the 3-day expiration period, you will not have the option to electronically have your pay sent to a bank of your choice. A paper check will be mailed directly to your home address.

If you have any issues during the sign-up process, please call Chase at: 1-855-267-0428.

See screenshot below for an example.



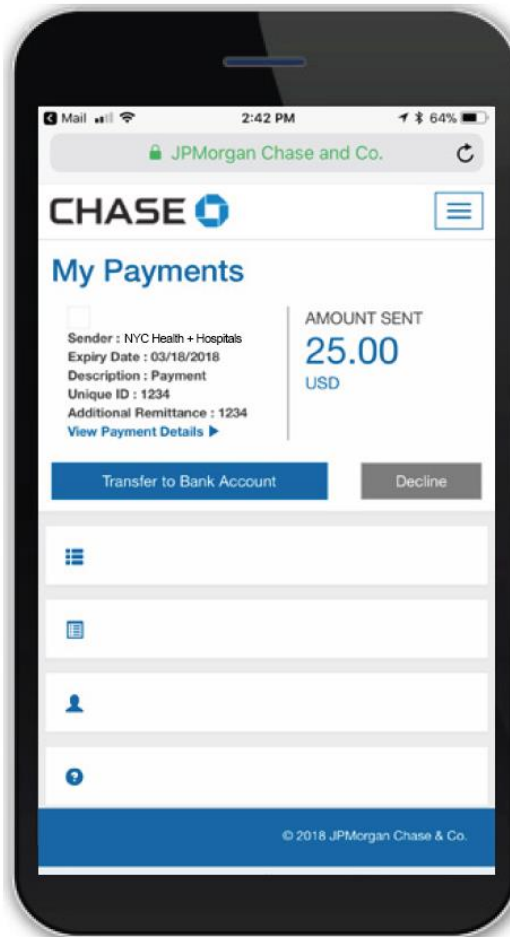
3

Once you have completed the one-time sign-up process, the My Payments screen displays and here you will choose how you will receive your payment – either you can have available funds transferred to your bank account or decline and receive a paper paycheck.

You have 2 options:

1. If you click 'Transfer to Bank Account', then a screen will display so that you can enter the account information for the financial institution where you would like to have your money deposited.
2. If you click 'Decline Digital Payment', then Chase will generate a paper check and mail it to the address you have on file with NYC Health + Hospitals in the PeopleSoft HR system.

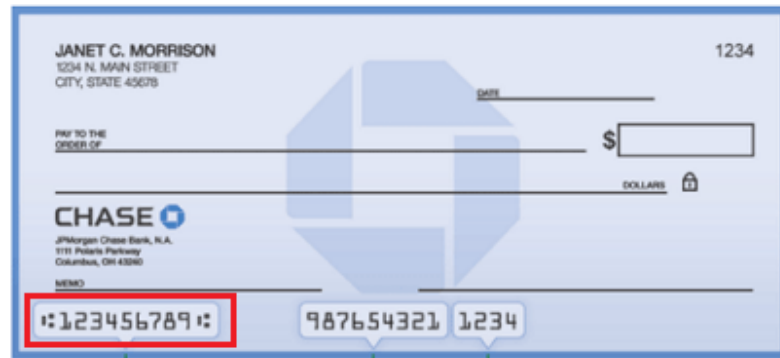
See screenshot below for an example of this page.



4

If you click 'Transfer to Bank Account', the add new account screen displays so that you can enter the account and routing information of the financial institution where you would like to have your money deposited.

See the image below as an example for further clarification on locating your routing number and the account number.



The routing/transit number
contains nine digits and is surrounded by 12.

The checking account number
In some cases the order of the checking account number and the check number is reversed.

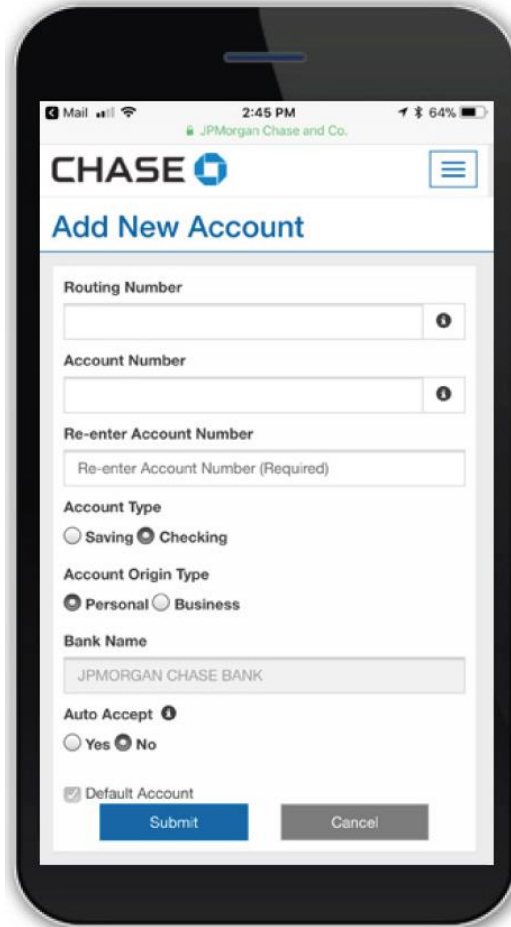
The check number

Please note: Your name must be listed as one of the account owner(s). You cannot send the money to someone else's account.

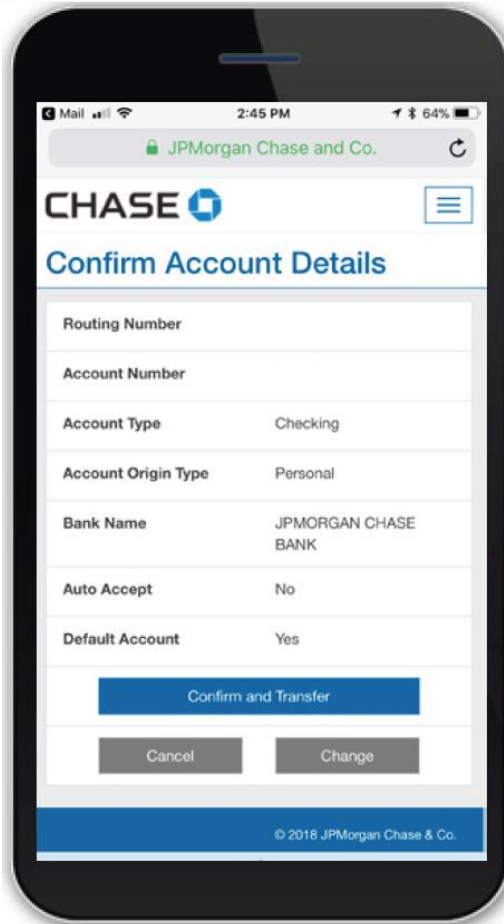
*Note: If you select Yes for the 'Auto Accept' option, you will not have to take action to accept future payments. Instead your future payments will automatically be transferred to the account designated.

Once you have entered in the required account information, click the 'Submit' button and you will be directed to the screen to confirm your account details.

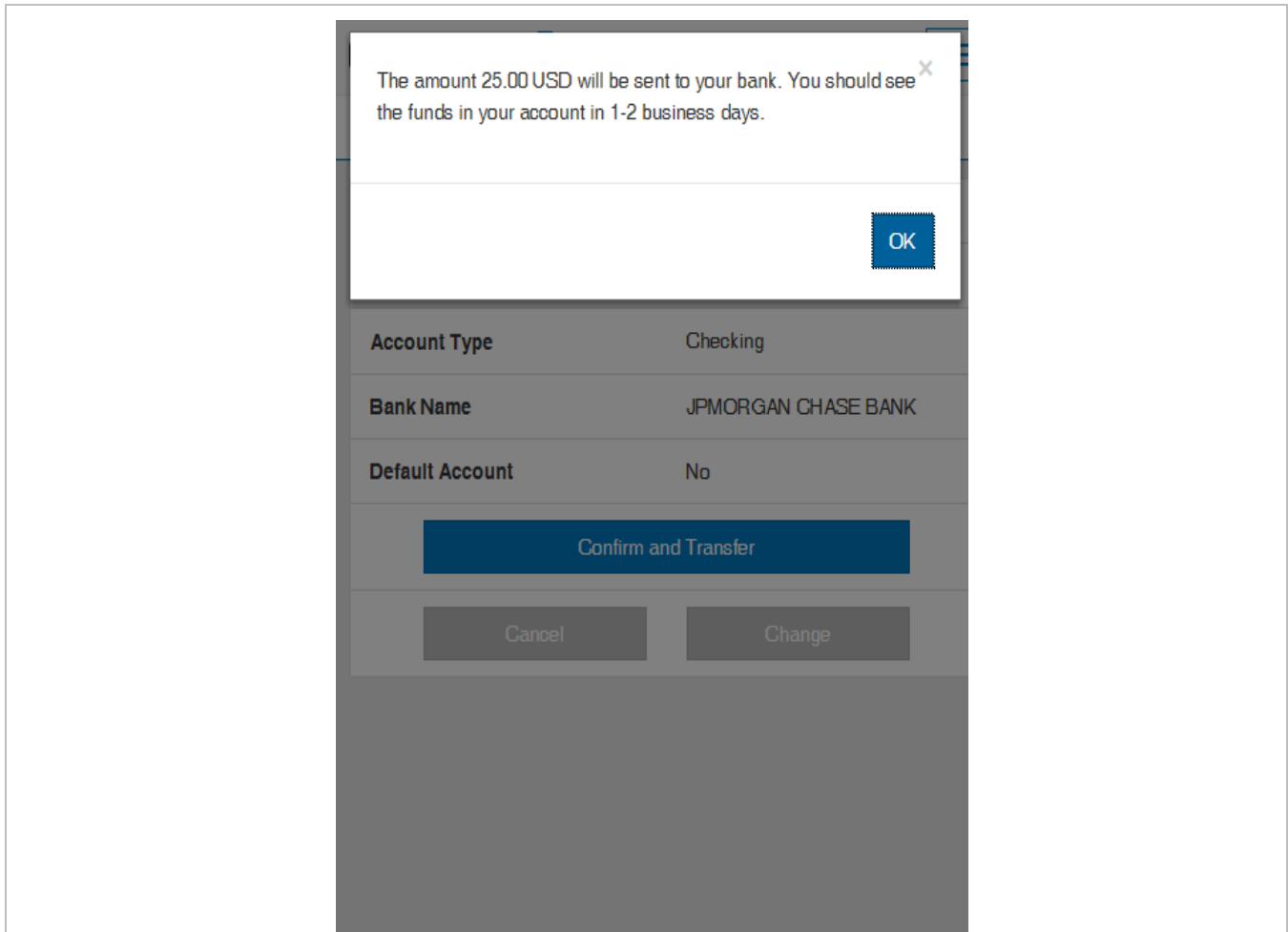
See screenshot below for an example of this page.



- 5** You will then be directed to the screen to confirm your account details. Once you confirm that your account information is accurate, click the 'Confirm and Transfer' button. See screenshot below for an example of this page.



- 6** A pop-up will display confirming the transfer. Press the 'OK' button. Once this is completed, you will receive a confirmation email from Chase. See screenshot below for an example of this page.



7

If you do NOT complete the steps to accept the payment digitally before the specified expiration date and time, or you click the 'Decline Digital Payment' button, Chase will mail you a paper check to the address on file with NYC Health + Hospitals in the PeopleSoft HR system.

Below is a sample of the outside of the envelope in which your check will be mailed, as well as a sample of the check.

