

## JPMC Travel Card Instructions

**Step 1:** Complete JPMCs travel card application:

[https://www.cc-accountcenter.com/jpmorganchase\\_commercial/eapp/ss\\_applicationID.jsp](https://www.cc-accountcenter.com/jpmorganchase_commercial/eapp/ss_applicationID.jsp)

**Step 2:** Enter your “Application ID Number” according to your servicing line/staff office:

NWS employees’ use: DOC70716T

NMFS employees’ use: DOC70717T

All other NOAA line/staff office employees’ use: DOC70714T

Complete the entire application form. Please note, required fields are indicated by an \*.

**Step 3:** Fill in your full name, including a middle initial if applicable.

### **Billing Address Section:**

**Step 4:** You are required to use a physical residential address. If you can only receive mail at a P.O. Box address, please include your physical residential address on **Address Line 1** and your P.O. Box number on **Address Line 2**

**Name Line 2** - leave blank

**Payment Net Hierarchy** - leave blank

**Employment Information** - provide your approving official and/or supervisor information

**Step 5:** Read the “**USDOC Employee Acknowledgment Statement and Approving Official Certification Statement.**”

**Step 6:** Click on **Submit to Review** to check your application for accuracy. You will get red error message(s) if data is missing, keyed incorrectly or is incomplete.

**Step 7:** Click on **Submit**

Your application will be sent to your manager for approval.

*NOTE: You’re approving official and/or supervisor will receive an e-mail from JPMC with instructions on how to approve or reject the travel card application. You will also receive an e-mail notification from JPMC once you’re approving official and/or supervisor has replied to their request for a travel card.*

**Step 8:** Complete the GSA SmartPay 2 travel card training:

<https://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm>

**Step 9:** Fax your training certificate to your designated AOPC below. Your AOPC must have your travel card training certificate before approving your travel card application. You will receive your JPMC travel card in 7-10 business days.

**AGENCY PROGRAM COORDINATORS (AOPC):**

**All Line and Staff Offices, other than NMFS and NWS,** will call

Elissa Kelsey/ [Elissa.M.Kelsey@noaa.gov](mailto:Elissa.M.Kelsey@noaa.gov)

phone: (301) 444-2107; fax (301) 413-3066

NMFS employees will call

Marlena Bowman/ [Marlena.Bowman@noaa.gov](mailto:Marlena.Bowman@noaa.gov)

phone: (301) 713-1364 x194; fax (301) 713-2258

backup - Annette Stern/ [Annette.R.Stern@noaa.gov](mailto:Annette.R.Stern@noaa.gov)

phone: (301) 713-2259 x119

**NWS employees** will call

Yvette Garnett-Singleton/ Yvette [Garnett-Singleton@noaa.gov](mailto:Garnett-Singleton@noaa.gov)

phone: (301) 713-0720 x112, fax (301) 608-0850;

backup - Janice Evans/ [Janice.Evans@noaa.gov](mailto:Janice.Evans@noaa.gov)

phone: (301) 713-0420 x104.