Logging In:

1. Open your internet browser
2. Enter the following in your address bar: www.paymentnet.com
3. Enter the following on the PaymentNet login screen:
   a. Organization ID: US60272
   b. User ID: User ID you received from the Controller’s Office
   c. Pass Phrase: Your Secret password or phrase
4. Click Login Now
Select Change Pass Phrase to create your own pass phrase.
Step 1 - Enter your original pass phrase and your new pass phrase. This will be your confidential pass phrase to access your account.

Step 2 – Press Update Pass Phrase after you enter your own confidential pass phrase.
Select PaymentNet to see a list of your transactions.
This is a list of your transactions. You will click on each transaction to add a description of the purchase and accounting information.

Click on your first transaction to populate your business purpose and accounting information.
Choose the appropriate project and account code from the drop down list provided. Note – You will have a default project number, but you can change codes here.

Transaction Notes
You will enter your description of the purchase in the Transaction Notes section. This is the business purpose notation to support your transaction. Enter it under transaction notes.
Once you have entered the accounting information and the purpose, you will check the reviewed button and then click the save button.

Your transaction is now routed for approval.

Use the split key to split the transaction among several project or account numbers.
By selecting the split, you are able to choose the number of accounts you wish to charge.

Here you are able to select the correct project and account code from the drop down menu. You may enter a percentage or an actual amount to be charged to each line. It is important that the amounts equal the total of the transaction. In this example, you are not able to see all the splits.

When your changes are complete, Click Save Split. Remember, you must enter your business purpose in the transaction notes.

<table>
<thead>
<tr>
<th>Project</th>
<th>Account Code</th>
<th>Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>240125 CONTROLLERS OFFICE</td>
<td>None</td>
<td>20.02</td>
<td>10.98</td>
</tr>
</tbody>
</table>
When exiting Paymentnet, always select the logoff button. Please do not close your browser without selecting the logoff button.