**Steps on how to review your employees PCard activity:**

1. Login to JPMorgan **Smartdata** Website.
   
   [https://smartdata.jpmorgan.com](https://smartdata.jpmorgan.com)

2. On your home screen, use the dropdown and change your **User Role** to **Account Group Manager**.

3. On the **Financial** tab, choose **Transaction Management** then **Transaction Approval Summary**.
Alternate: You can also click the **More** button under the **Review Required** section on your Home screen to access the Quick link area.

4. Click the highlighted Quick Link on the right side.

5. Enter a date range or search by billing cycle. You can also drill down your search by using the **Review Status** dropdown.
6. Select the employee you would like to review by clicking on their name.

7. Review each transaction by clicking on the arrow on the left side. Review the receipt by clicking on the icon on the right side and then clicking View.