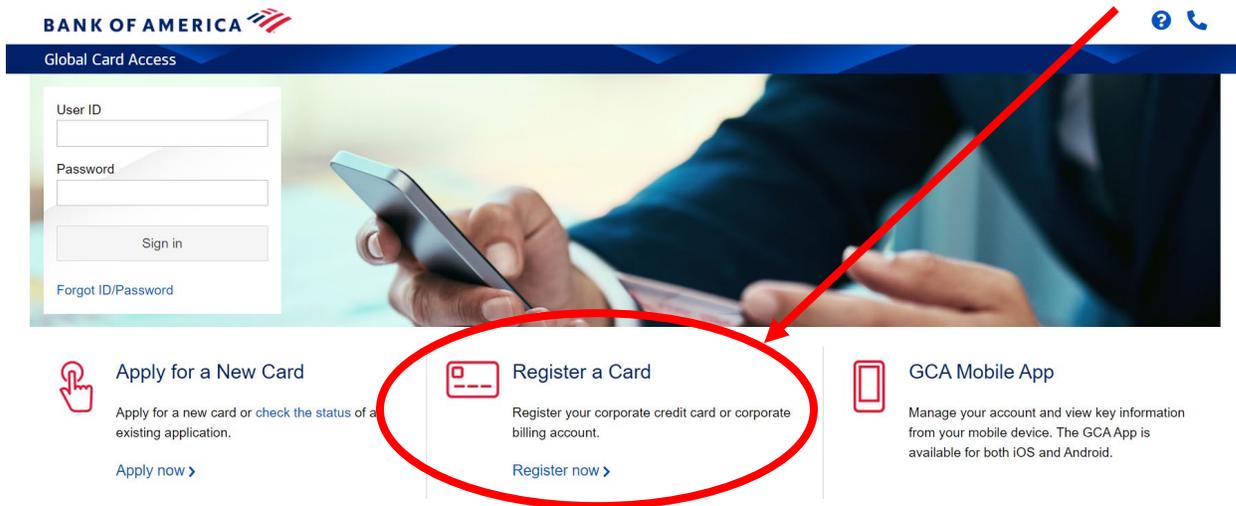
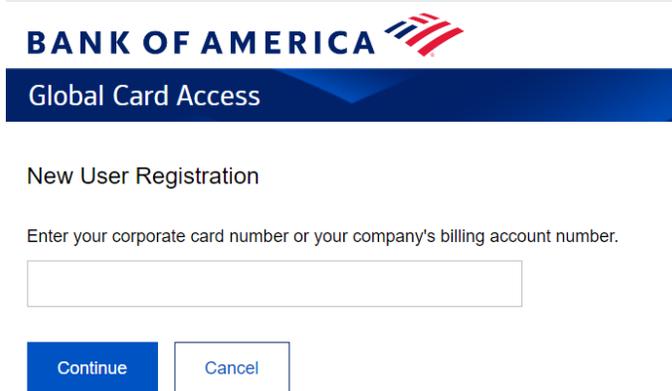


Bank of America Global Card Access: www.bofa.com/globalcardaccess (Card Activation, PIN Check, Change Your PIN, & Mobile/Email Alerts)

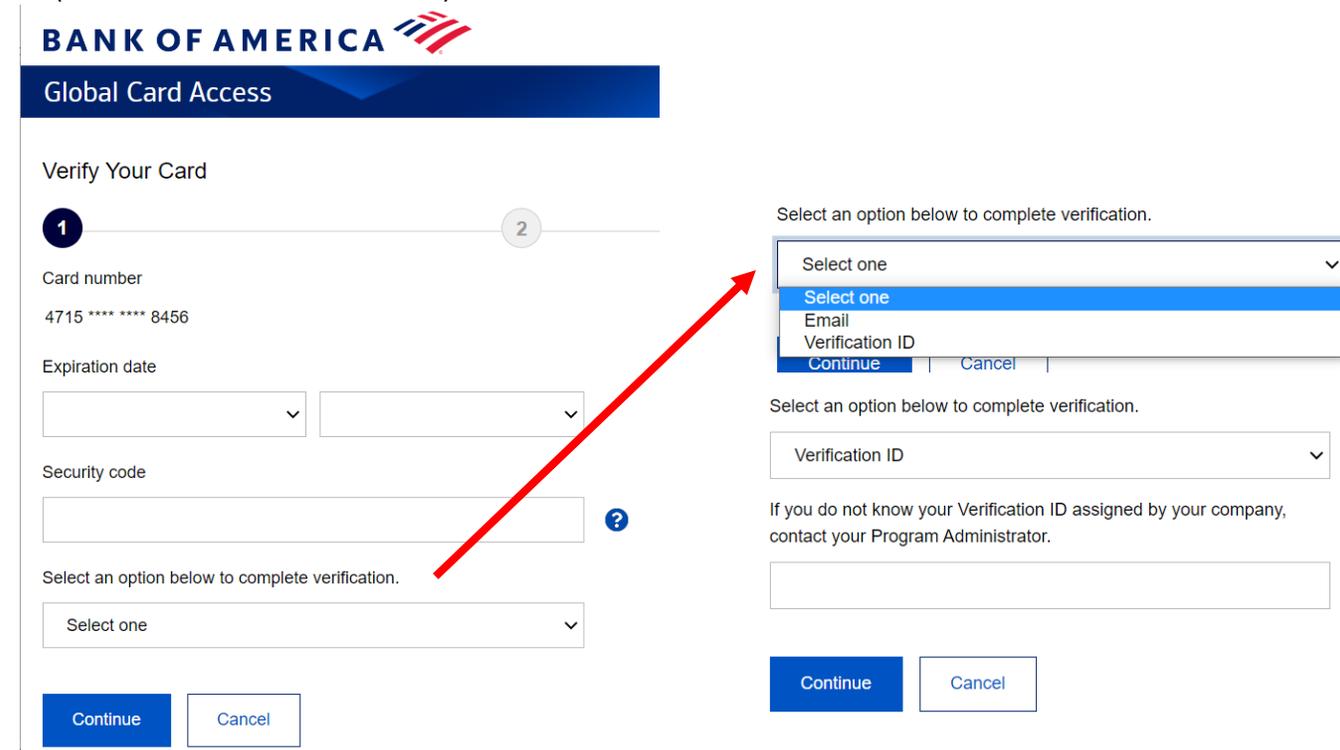
1. Go to Bank of America's Global Card Access website from your computer and select "Register a card".



2. Enter your corporate card number (this is your 16-digit p-card number). Then click "Continue".



3. Complete required information to verify your card: Expiration Date, Security Code and Verification (Email or Verification ID (the Verification ID is 123456789) then click continue.



4. Create Your Account and select "Continue". (We suggest you use the same User ID and password that you use for Works)



Global Card Access

Create Your Account

1

2

Create a User ID

Create a Password

Confirm Password

Select and answer three security questions. These will be used to verify your identity.

Question 1

Answer 1

Question 2

Answer 2

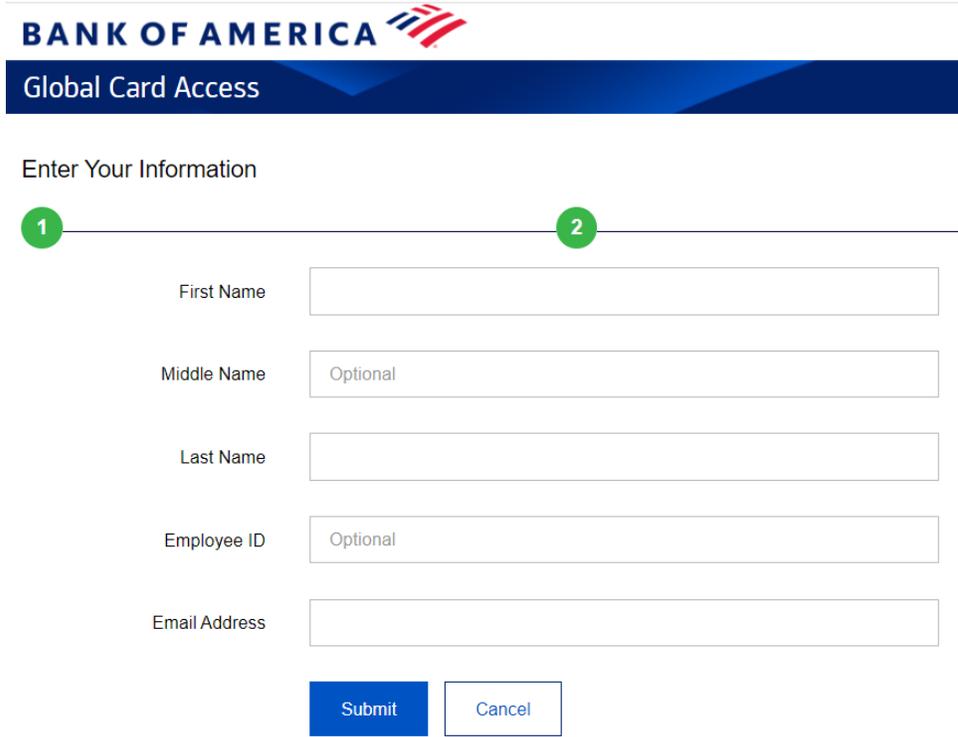
Question 3

Answer 3

Continue

Cancel

5. Enter Your Information; First Name, Last Name and Email Address then click "Submit".



BANK OF AMERICA

Global Card Access

Enter Your Information

1

2

First Name

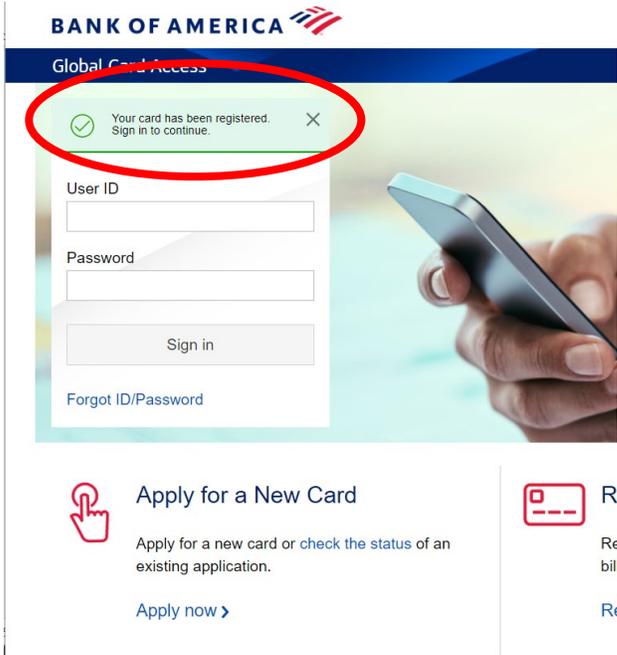
Middle Name

Last Name

Employee ID

Email Address

6. After you have successfully registered your card, you will get a message that your card has been registered. Log in using the User ID and Password you just created. You will be prompted to enter an authentication code that is emailed to you. Enter the code once you receive it in the email and click "Continue".



BANK OF AMERICA

Global Card Access

Your card has been registered. Sign in to continue.

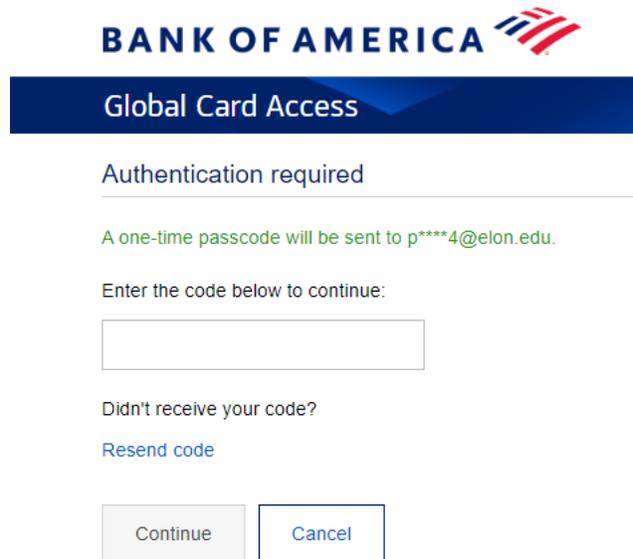
User ID

Password

[Forgot ID/Password](#)

 **Apply for a New Card**
Apply for a new card or [check the status](#) of an existing application.
[Apply now >](#)

 R
Re
bill
Rc



BANK OF AMERICA

Global Card Access

Authentication required

A one-time passcode will be sent to p****4@elon.edu.

Enter the code below to continue:

Didn't receive your code?
[Resend code](#)

7. Read the Terms and Conditions – Individual Account and select “Accept”.

The screenshot shows the 'TERMS OF USE FOR BANK OF AMERICA GLOBAL CARD ACCESS WEBSITE'. It includes a list of 11 numbered terms and conditions. At the bottom, there are two buttons: 'Accept' and 'Decline'. A note above the buttons states: 'By choosing Accept, you agree to the terms and conditions. Choose Decline to cancel.'

8. You will be prompted to confirm your contact information. You can review it or “remind for later”.

The screenshot shows a confirmation page with the heading 'Please confirm your contact information'. It contains the following text: 'We want to make sure we can contact you about your accounts, including timely notification if unusual or potentially fraudulent activity is detected. Please review and make any updates to your contact information, including mobile phone number, text message consent, and email address.' Below this, there is a form with the following fields: 'Email address' (p****4@elon.edu) and 'Mobile phone' (No phone on file). At the bottom, there are two buttons: 'Review my information' and 'Remind me later'.

9. If you have not activated your card by calling the number on the sticker, you will be prompted to activate the card now. If you select “Activate later” you have the ability to activate it through a “Quick action link” on the right.

The screenshot shows an activation prompt dialog box with the heading 'Activate your card' and the text: 'Your card ending in 8456 is ready to be activated. If you have received your new card then you can activate it now.' The dialog has two buttons: 'Activate' and 'Activate later'. In the background, the 'Quick actions' menu is visible, with the 'Activate my card' link circled in red. A red arrow points from the 'Activate later' button to the 'Activate my card' link.

10. Once you activate your card, you will receive a message stating the card has been activated. If you do not see this message, your card is not activated.

The screenshot shows the Bank of America Global Card Access interface. At the top right, the user is identified as Patrick Schwartz. The page title is "Global Card Access" with navigation links for "Home" and "Card Management". A green notification banner at the top states "Your card has been activated." with a checkmark icon. Below this, the "Account Summary" section shows the cardholder name "PAT SCHWARTZ - 8456" and balances as of Dec 16, 2022, 08:16 AM CST. A table displays the following information:

Current balance	Available credit	Credit limit
0.00	5.00	5.00

The "Activity" section indicates there is no activity to display. On the right side, there are sections for "My tasks" (No tasks at this time), "Quick actions" (View your PIN, Change your PIN, Manage alerts, Lock card, View statements), and "Related links".

11. If your "available credit" reads \$5.00, Purchasing is waiting for your Cardholder Agreement form. Your credit limit will not be set until Purchasing has this document.

This screenshot is similar to the previous one, but the "Available credit" value of \$5.00 in the account summary table is circled in red. The rest of the page content, including the notification banner, activity section, and quick actions, remains the same.

12. From the "home" screen, you can View Your PIN, Change Your PIN and Manage Alerts.

This screenshot shows the same account summary as the previous ones. In this view, the "Quick actions" list on the right side is circled in red, highlighting the following options: "View your PIN", "Change your PIN", and "Manage alerts".

13. To perform a PIN Check/View Your PIN, click on the "View Your PIN" link under Quick actions.

BANK OF AMERICA Patrick Schwartz

Global Card Access

Home Card Management

Account Summary Balances as of Dec 16, 2022, 08:19 AM CST

PAT SCHWARTZ - 8456

Current balance	Available credit	Credit limit
0.00	5.00	5.00

My tasks

No tasks at this time.

Quick actions

- View your PIN**
- Change your PIN
- Manage alerts
- Lock card
- View statements

Activity

Description Amount

There is no activity to display for this statement period.

14. Enter the security code from the back of your p-card and then click "Show my PIN". Your PIN will show one number at a time.

BANK OF AMERICA

Global Card Access

Home Card Management

PIN Check

Enter your security code

Continue

BANK OF AMERICA

Global Card Access

Home Card Management

PIN Check

PIN shown one digit at a time.

* * * *

Show my PIN

15. To change your PIN, click on the "Change Your PIN" link under Quick Actions.

BANK OF AMERICA Patrick Schwartz

Global Card Access

Home Card Management

Account Summary Balances as of Dec 16, 2022, 08:19 AM CST

PAT SCHWARTZ - 8456

Current balance	Available credit	Credit limit
0.00	5.00	5.00

My tasks

No tasks at this time.

Quick actions

- View your PIN
- Change your PIN**
- Manage alerts
- Lock card
- View statements

Activity

Description Amount

There is no activity to display for this statement period.

16. Complete the required information and click Submit. A confirmation message will appear at the top of the screen and a confirmation email will be sent to the email address on file confirming the PIN change.



Global Card Access

[Home](#) [Card Management](#)

Change your PIN

Complete the following information to change your PIN.

Security code



Current PIN

[Forgot your PIN?](#)

New 4-digit PIN

Confirm new PIN

Save

Cancel

17. To Manage Alerts, select the "Manage Alerts" link under Quick Actions.



Patrick Schwartz

Global Card Access

[Home](#) [Card Management](#)

Account Summary

Balances as of Dec 16, 2022, 08:19 AM CST

PAT SCHWARTZ - 8456

Current balance	Available credit	Credit limit
0.00	5.00	5.00

Activity

Description	Amount
There is no activity to display for this statement period.	

My tasks

No tasks at this time.

Quick actions

[View your PIN](#)

[Change your PIN](#)

[Manage alerts](#)

[Lock card](#)

[View statements](#)

18. You will be prompted to select where you want to send your alerts to. If you did not “review your contact” information earlier, you can manage your contact information here and add a mobile phone number.

BANK OF AMERICA Patrick Schwartz

Global Card Access

Home Card Management

Alerts (card ending 8456)

Transaction activity Account activity

Alert

Cash is withdrawn

Transaction is declined

Transaction exceeds my specified amount

Transaction is made online Off

Transaction is made by phone or mail Off

Send alerts to Edit

p****4@elon.edu
Primary email address

Language preference Edit

Email and mobile alerts for card ending 8456 will be sent in English.

Send alerts to

Select how you want to receive your alerts or [manage your contact information](#)

p****4@elon.edu

Save Cancel

19. When you select “manage your contact information”, you can edit your email, add a mobile phone, or edit a mobile phone (if you already added a phone).

BANK OF AMERICA Patrick Schwartz

Global Card Access

Home Card Management

We want to make sure you receive the latest information about your accounts. Please take a moment to review your contact information and make sure everything is correct. You can make changes if needed. Thank you for helping us keep you connected.

Contact information Last sign in Friday, Dec 16, 2022, 08:19 AM CST

Email

p****4@elon.edu edit

Mobile phone ?

Add mobile phone

This information is correct

User details

Patrick Schwartz

User ID
patschwartz

Edit user details

Quick actions

Change password

Update security questions

Show phone number and email addresses

BANK OF AMERICA Patrick Schwartz

Global Card Access

Home Card Management

We want to make sure you receive the latest information about your accounts. Please take a moment to review your contact information and make sure everything is correct. You can make changes if needed. Thank you for helping us keep you connected.

Contact information 08:19 AM CST

Email

p****4@elon.edu

Mobile phone ?

Add mobile phone

Add mobile phone

Mobile phone number

+1

Enter only numbers without the leading zero. No spaces or dashes. (e.g. 7777123456)

Bank of America Mobile Alerts Service. Message frequency depends on account settings. Message and data rates may apply. Carriers and the Bank are not responsible for any delayed or undelivered messages. Messages may be delayed or not delivered due to factors outside of the carrier's or Banks's control. Get additional support or help by calling the number on the back your card.

Add Cancel

User details

Patrick Schwartz

User ID
patschwartz

Edit user details

Quick actions

Change password

Update security questions

Show phone number and email addresses

20. The only alerts that you may want to set up are for "Transaction activity". Select the alerts you want to turn on, and how you want to be notified (email or mobile phone).

Global Card Access

[Home](#) [Card Management](#)

Alerts (card ending 8456)

Transaction activity [Account activity](#)

Alert	Send to 	Settings
Cash is withdrawn		<input type="checkbox"/> Off
Transaction is declined		<input type="checkbox"/> Off
Transaction exceeds my specified amount		<input type="checkbox"/> Off
Transaction is made online		<input type="checkbox"/> Off
Transaction is made by phone or mail		<input type="checkbox"/> Off
Transactions where merchant is based in another country (choose up to 3)		<input type="checkbox"/> Off
Transactions where merchant is based in another state or province (choose up to 3)		<input type="checkbox"/> Off

Send alerts to [Edit](#)

p****4@elon.edu
Primary email address

Language preference [Edit](#)

Email and mobile alerts for card ending 8456 will be sent in English.

If you have any questions or issues, please do not hesitate to reach out to the Purchasing office.