REGISTERING AND RETRIEVING YOUR PCard PIN

Procurement Services Instruction Guide

Using Internet Explorer go to www.BofAML.com/globalcardaccess

2. Enter your PCard number and select “I am a Cardholder. This is my corporate credit card number”, then click Submit.
3. On the “New User Registration – Verification by Individual Account” page enter the required information - your Verification ID is zero followed by your UFID. Click Submit.

4. On the next page create your User ID and Password. Enter the information of your choice. You will be asked for your Employee ID which is your UFID. Click Submit to complete the registration process.
User ID must be at least seven characters and begin with a letter
Password must be at least eight alpha and numeric characters

RETRIEVING YOUR PIN
Using Internet Explorer go to www.baml.com/PINCheck

Log in using the User ID and password you selected when you created when you registered your PIN.

When prompted enter the answer to the security question.

Click “Check Your PIN”

Enter your three digit security code (CVV)

Your PIN number will be displayed one number at a time.