

REGISTERING AND RETRIEVING YOUR PCARD PIN

Procurement Services Instruction Guide

Using Internet Explorer go to: <https://cardportal.works.com/gar/>

Bank of America
Merrill Lynch

Global Card Access

Login or create an account

Have an existing login?

User ID

Password

Login

[Forgot your password?](#)

New account?

[Apply for a new card](#)

[Check the status of an existing application](#)

[Register a card](#)

Need more help? Please contact your Program Administrator or call the number on the back of your card.


[Privacy & Security](#) [Recommended Settings](#) [About SSL Certificates](#)


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2. Enter your PCard number and select “I am a Cardholder. This is my corporate credit card number”, then click Submit

New User Registration English ▾

* Card Number:

 I am a Cardholder. This is my corporate credit card number.


I am a Program Administrator. This is the company's billing account number. 

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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.



New User Registration - Verification by Individual Account English ▾

Card Number: 471569*****5552

* Name on Card: 

* Expiration Date: ▾ ▾

* Security Code: 

 * Verification ID: 

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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.

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New User Registration - Verification by Individual Account English ▾

i Please create a new User ID and Password ✕

* First Name:	<input type="text"/>	* User ID:	<input type="text"/>
Middle Name:	<input type="text"/>	Employee ID:	<input type="text"/>
* Last Name:	<input type="text"/>	* Email Address:	<input type="text"/>

Please set your new password.

* Password:

* Confirm Password:

Please select three security validation questions and enter your answer for each question. This information will be used to verify your identity.

Question 1: ▾

* Answer 1:

* Confirm 1:

Question 2: ▾

* Answer 2:

* Confirm 2:

Question 3: ▾

* Answer 3:

* Confirm 3:

SUBMIT **CANCEL**

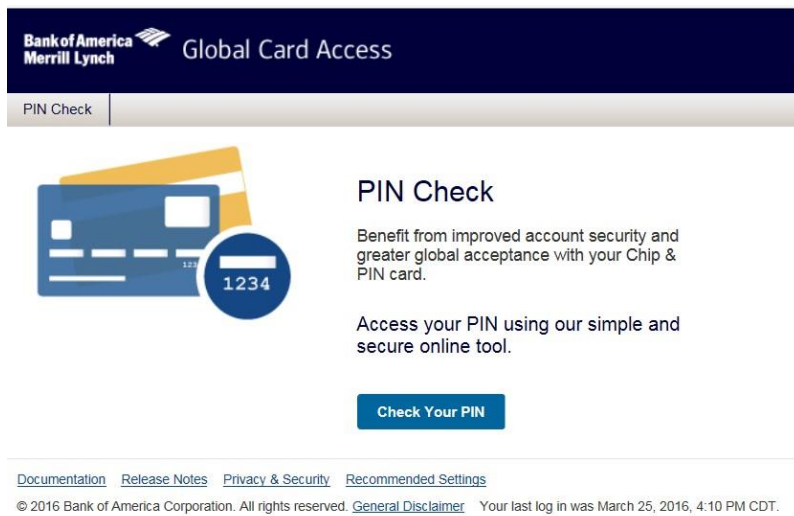
RETRIEVING YOUR PIN

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.

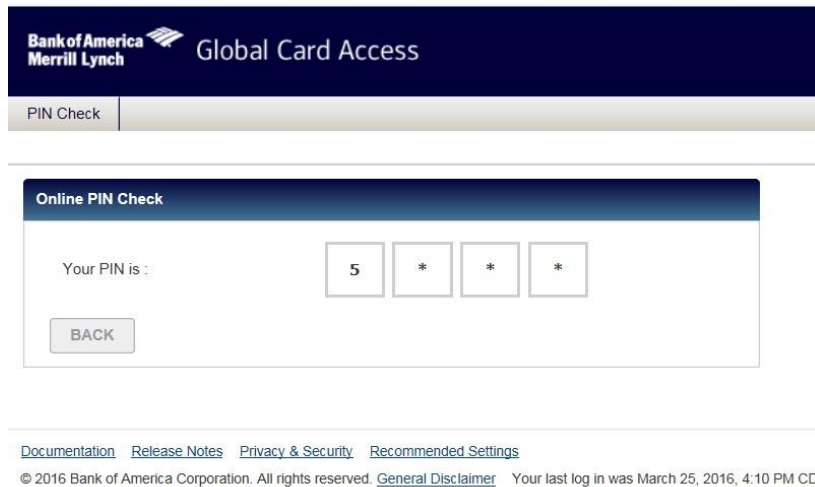
Click "Check Your PIN"



The screenshot shows the top navigation bar with the Bank of America Merrill Lynch logo and "Global Card Access". Below the logo is a "PIN Check" tab. The main content area features an illustration of a blue and yellow chip & PIN card with the number "1234" on a circular overlay. To the right of the illustration, the heading "PIN Check" is followed by the text: "Benefit from improved account security and greater global acceptance with your Chip & PIN card." Below this is another line of text: "Access your PIN using our simple and secure online tool." A blue button labeled "Check Your PIN" is positioned below the text. At the bottom of the page, there are links for "Documentation", "Release Notes", "Privacy & Security", and "Recommended Settings", along with a copyright notice: "© 2016 Bank of America Corporation. All rights reserved. General Disclaimer Your last log in was March 25, 2016, 4:10 PM CDT."

Enter your three digit security code (CVV)

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



The screenshot shows the "Online PIN Check" form. The top navigation bar is identical to the previous screenshot. The form area has a dark blue header with "Online PIN Check" in white. Below the header, the text "Your PIN is :" is followed by four input boxes. The first box contains the number "5", and the other three boxes contain asterisks (*). A "BACK" button is located to the left of the input boxes. At the bottom of the page, there are links for "Documentation", "Release Notes", "Privacy & Security", and "Recommended Settings", along with a copyright notice: "© 2016 Bank of America Corporation. All rights reserved. General Disclaimer Your last log in was March 25, 2016, 4:10 PM CDT."