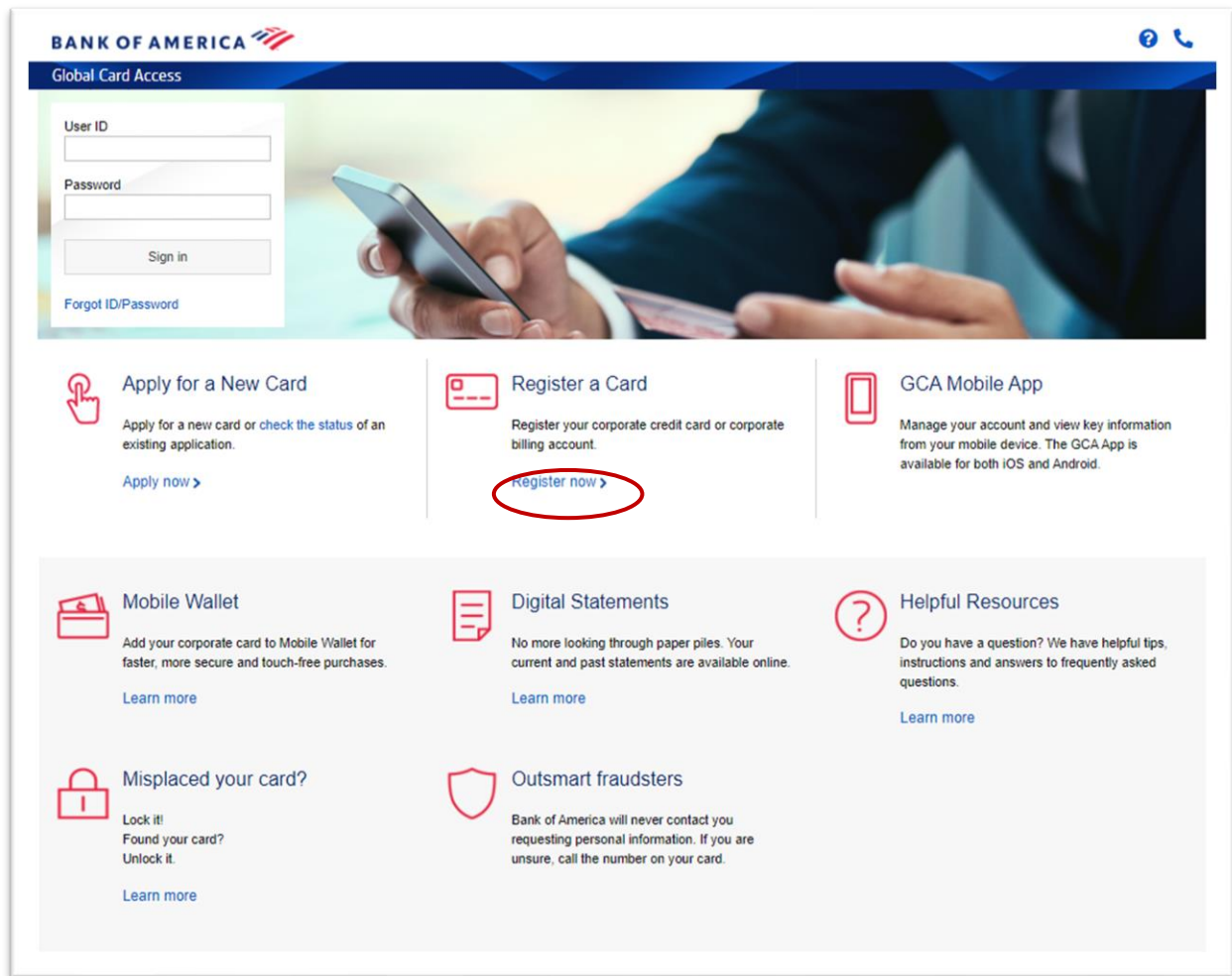


# REGISTERING AND RETRIEVING YOUR PCARD PIN

## Procurement Services Instruction Guide

Log into [Global Card Access - Login \(works.com\)](#)

Under Register a Card click [Register now](#):



1. On the New User Registration page:

Enter your full 16-digit PCard number

Click [Continue](#):

A screenshot of the 'New User Registration' page. The page has a blue header with 'Global Card Access'. Below the header, the title 'New User Registration' is displayed. A text input field is labeled 'Enter your corporate card number or your company's billing account number.' and contains a series of dots. Below the input field are two buttons: a blue 'Continue' button and a grey 'Cancel' button. A mouse cursor is pointing at the 'Continue' button.

2. On the Verify Your Card page:

Your name as it appears on your card

Expiration Date:

The three-digit security code listed on the back of the card:

Select the Verification ID option:

Enter Zero followed by your UFID:

Click [Continue](#)

**Global Card Access**

### Verify Your Card

1 \_\_\_\_\_ 2

Card Number  
471529\*\*\*\*\*8257

Name on Card  
 ?

Expiration Date

Security Code  
 ?

Select an option below to complete verification.

If you do not know your Verification ID assigned by your company, contact your Program Administrator.

3. On the Create your Account page:

Create your User ID

Create and Confirm your password

4. Select and answer three security questions:

Click [Continue](#)

5. Enter your personal information:

The screenshot shows a web form titled "Global Card Access" with a sub-header "Enter Your Information". The form is divided into two sections by a horizontal line, with a green circle containing the number "1" on the left and a green circle containing the number "2" on the right. The fields are as follows:

First Name	Felita
Middle Name	Optional
Last Name	Grant
Employee ID	Optional
Email Address	demo@bofa.com

At the bottom of the form are two buttons: a blue "Submit" button and a light blue "Cancel" button. A mouse cursor is pointing at the "Submit" button.

Click [Submit](#):

6. Accept the Terms and Conditions by clicking [Accept](#)

The screenshot shows the "Global Card Access" page with the heading "Terms and Conditions - Individual Account". Below the heading, it says "By clicking the Accept button below:" followed by three numbered points:

1. You agree to the Terms of Use.
2. You agree to receipt in electronic form within online PIN Check of the Terms of Use, all updates to the Terms of Use and all disclosures, notices and other communications regarding online PIN Check.
3. You represent to the Bank that the computer you intend to use in connection with Online PIN Check meets the software requirements described under the Settings link for optimal performance or that the computer you are using to complete these terms and conditions is the same computer you intend to use as your primary connection with online PIN Check.

Below the list, it states: "After you have enrolled, you can withdraw your consent to the Terms of Use by calling customer service. However, withdrawing your consent means you will no longer be able to access online PIN Check."

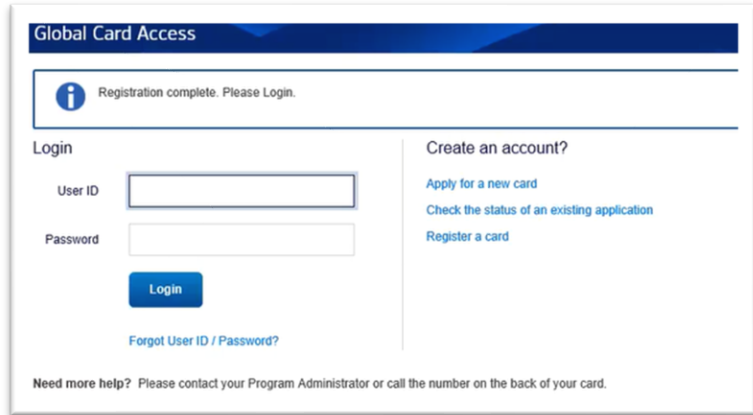
**Computer Requirements**

To ensure you have the best experience using Online PIN Check and get the most current security features to protect your personal and account information online, we ask that you have:

- An IBM- or Macintosh-compatible computer
- A printer or sufficient computer disk space to save copies of documents
- Internet access

At the bottom of the page, there are three buttons: a blue "Accept" button (circled in red), a light blue "Decline" button, and a light blue "Print" button.

7. You will be redirected to the log in page where you will log in using the ID and password you just created:



Global Card Access

Registration complete. Please Login.

Login

User ID

Password

Login

[Forgot User ID / Password?](#)

Create an 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.

See Bank of America's [How to Register for Global Card Access](#) guide for more information and a video tutorial.