# Bank of America Global Card Access: <u>www.bofa.com/globalcardaccess</u> (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".

SANK OF AMERICA				
Global Card Access				
User ID				
Password	5			
Sign in	Ó			
Forgot ID/Password	- (			
Apply for a New Ca	rd	Register a Card	GCA Mobil	le App
Apply for a new card or check existing application.	the status of a	Register your corporate credit card billing account.	or corporate Manage your ac from your mobile	count and view key information e device. The GCA App is
Apply now >		Register now >	available for bot	n IOS and Android.

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

BANK OF AMERICA 🚧				
Global Card Access				
New User Registration				
Enter your corporate card number or your company's billing account number.				
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.

BANK OF AMERICA 💞	
Global Card Access	
Verify Your Card	
2	Select an option below to complete verification.
Card number	Select one
4715 **** **** 8456	Select one Email
Expiration date	Verification ID Continue Cancel
~ ~ ~	Select an option below to complete verification.
Security code	Verification ID
	If you do not know your Verification ID assigned by your company, contact your Program Administrator.
Select an option below to complete verification.	
Select one	
Continue	Continue

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

BANK OF AMERICA
Global Card Access
Create Your Account
02
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
What street did you grow up on?
Answer 1
Question 2
Which state was your spouse born in?
Answer 2
Question 3
What is the name of the first organization that you belonged to? $\qquad \checkmark$
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				
First Name		0		
Middle Name	Optional			
Last Name				
Employee ID	Optional			
Email Address				
	Submit	Cancel		

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 🚧
Sign in to continue.	Global Card Access
User ID	Authentication required
Password	A one-time passcode will be sent to p****4@elon.edu.
	Enter the code below to continue:
Sign in	
Forgot ID/Password	Didn't receive your code?
	Resend code
Apply for a New Card	
Apply for a new card or check the status of an Re existing application. bill	Continue Cancel
Apply now > Re	

## 7. Read the Terms and Conditions – Individual Account and select "Accept".

## BANK OF AMERICA

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### **Global Card Access**

#### Terms and Conditions

#### TERMS OF USE FOR BANK OF AMERICA GLOBAL CARD ACCESS WEBSITE

IMPORTANTI PLEASE READ THE FOLLOWING TERMS OF USE CAREFULLY

#### By clicking the "Accept" button or Using the Network (as defined below), you:

Agree to comply with these terms of use ("ferms of Use") for the Services (as defined below) and GCA Service website (the "Site").
 Agree that you may use the Service and the Site only if you have been expressly authorized to do so by the Client (as defined below).

3. Acknowledge that you have read all of the terms and conditions set out in these Terms of Use (in particular, we draw your attention to the terms and conditions set out under "Disclaimer of Warranties and Limitations of Liability" and "General" below).

- 4. Acknowledge that you are only being provided with the Service and the Site as an authorized user of the Client.
- 5. Acknowledge that you are not being provided with the Services and the Site either as a consumer or with respect to any of your individual or personal accounts with the Bank (as defined below) or its affiliates 6. Agree to receive within this Site or through Alerts, the Terms of Use, all updates to the foregoing, and all disclosures, notices, alerts, and other communications regarding the Site.

7. Acknowledge that these Terms of Use will only be provided to you once even if you Use the Site with respect to multiple card accounts, and you agree that you will be deemed to have entered into these Terms of Use separately with

respect to each such card account. 8. Agree, if you are resident in Canada, India or Singapore, to the collection, use and disclosure of your personal data and other data processing activities set out in the Privacy Notice for Canada, India and Singapore referenced below.

9 Agree to us communicating with you through the methods of electronic transmission set forth in the terms and conditions below, including through electronic mail (e-mail) and text messaging services. 10. Agree to us to sending communications using an automatic telephone dialing system or an artificial or prerecorded voice system. 11. Acknowledge that if you use a U.S.-Issued Card and are located in the U.S., you have read and agree to the terms and conditions of the Bank of America Premium Rewards Program (available at

https://business.bofa.com/content/dam/flagship/pdt/Premium\_Rewards\_TC.pdt). You can withdraw your consent to the Terms of Use by calling customer service through the telephone numbers provided in the Contact Us section within the Site. However, withdrawing your consent means you will no longer be able to

By choosing Accept, you agree to the terms and conditions. Choose Decline to cancel

Accept Decline

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

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Global Card Access		
Home Card Management Account Summary	Please confirm your contact information	s⊤ My tasks
PAT SCHWARTZ - 8456 Current balance Available credit	We want to make sure we can contact you about your accounts, including timely notification if unusual or potentially fraudulent activity is detected.	No tasks at this time.
0.00 5.00 Activity <b>2</b>	Please review and make any updates to your contact information, including mobile phone number, text message consent, and email address.	Quick actions
Description There is no activity to display for this state	Email address ment p p****4@elon.edu	nt View your PIN
	Mobile phone A No phone on file	Change your PIN     Manage alerts
	Poviow my information	Lock card
	Remind me later	Related links

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.

BANK		RICA 🦅			🕒 Patrick Schwartz 🗡 🕄 📞 🕩
Global C	Card Access				
Home	Card Manageme	ent			
Accoun	t Summary			Balances as of Dec 16, 2022, 08:16 AM CST	My tasks
PAT SCH	WARTZ - 8456	Available credit	Cred	Activate your card	No tasks at this time.
0.00 Activity	Ø	5.00	5.0	Your card ending in 8456 is ready to be activated. If you have received your new card then you can activate it now.	Quick actions
Descriptio There is	n no activity to dis	play for this statement p	period.	Activate later Activate later	View your PIN Change your PIN
					Manage alerts
					Lock card
					View statements
					Related links

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.

BANKOFA	MERICA 🖤			😫 Patrick Schwartz 🗡 😧 📞	•
Global Card Acce	ess				
Home Card Mana	agement				
Vour card has bee	en activated.				×
Account Summa	ary		Balances as of Dec 16, 2022, 08:16 AM CST	My tasks	
PAT SCHWARTZ - 8	8456			No tasks at this time.	
Current balance	Available credit	Credit limit			
0.00	5.00	5.00		Quick actions	
Activity 😧				View your PIN	
Description			Amount	Change your PIN	
There is no activity	to display for this statemer	t period.		Manage alerts	
				Lock card	
				View statements	
				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.

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Global Card Access		
Home Card Management		
Account Summary	Balances as of Dec 16, 2022, 08:19 AM CST	My tasks
PAT SCHWARTZ - 8456		No tasks at this time.
Current balance Available credit Credit limit		
0.00 5.00 5.00		Quick actions
Activity 😧		View your PIN
Description	Amount	Change your PIN
		Manage alerts
		Lock card
		View statements

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

BANK OF A	MERICA 🦅			😫 Patrick Schwartz 🗡 😮 📞 🕩
Global Card Acce	ess			
Home Card Mana	agement			
Account Summa	ary		Balances as of Dec 16, 2022, 08:19 AM CST	My tasks
PAT SCHWARTZ - 8	3456			No tasks at this time.
Current balance	Available credit	Credit limit		
0.00	5.00	5.00		Qui <u>ck a</u> ctions
Activity 😮				View your PIN
Description			Ameint	
There is no activity	to display for this statemer	t period.		Change your Pilv
				Manage alerts
				Lock card
				View statements

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 Acce	ess					
Home Card Mana	agement					
Account Summa	ary		Balances as of Dec 16, 2022, 08:19 AM CST	My tasks		
PAT SCHWARTZ - 8	3456			No tasks at this time.		
Current balance	Available credit	Credit limit				
0.00	5.00	5.00		Q <u>uick a</u> ctions		
Activity 😧			(	View your PIN		
Description			Amount	Change your PIN		
There is no activity	to display for this statemen	it period.		Manage alerts		
				Lock card		
				View statements		

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.



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

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Global Card Acce	255				
Home Card Man	agement				
Account Summary			Balances as of Dec 16, 2022, 08:19 AM CST	My tasks	
PAT SCHWARTZ -	8456			No tasks at this time.	
Current balance	Available credit	Credit limit			
0.00	5.00	5.00		Quick actions	
Activity 😧				View your PIN	
Description			Amount	Change your PIN	
There is no activity to display for this statement period.				Manage glotte	
				View statements	

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.



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

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Global Card Acce	ss			
Home Card Mana	agement			
Account Summary			Balances as of Dec 16, 2022, 08:19 AM CST	My tasks
PAT SCHWARTZ - 8	3456			No tasks at this time.
Current balance	Available credit	Credit limit		
0.00	5.00	5.00		Quick actions
Activity 😮				View your PIN
Description			Amount	
There is no activity to display for this statement period.				
			•	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.

Global Card Access         Home       Card Management         Alerts (card ending 8456)	Send alerts to	
Home Card Management Alerts (card ending 8456)	Send alerts to	
Alerts (card ending 8456)	Send alerts to	
	Send dients to	Edit
Transaction activity Account activity	p****4@elon.edu Primary email address	
Alert	Language preference	Edit
Cash is withdrawn	Email and mobile alerts for card ending 8456 will be sent in	
Select how you want to receive your alerts or manage your contact information		
Transaction is declined		
Transaction exceeds my specified amount Save Cancel		
Transaction is made online Off		
Transaction is made by phone or mail Off		

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.

Home Card Management		
We want to make sure you receive the latest informatio Please take a moment to review your contact informatic	on about your accounts. on and make sure everything is correct. You can make changes if needed. Thank you for helping us keep you connected.	
Contact information	user details	
imail		Patrick Schwartz
****4@elon.edu	edit	User ID patschwartz
lobile phone 3		Edit user details
dd mobile phone		Quick actions
		Change password
	This information is correct	Update security questions
		Show phone number and email addresses
BANK OF AMERICA 🦅		🧕 Patrick Schwartz 🛩 😮 📞
BANK OF AMERICA 🦘		🧧 Patrick Schwartz 🌱 😧 📞
BANK OF AMERICA 🊧 Global Card Access Home Card Management		😫 Patrick Schwartz 🌱 😧 📞
BANK OF AMERICA Contemporation of the second	ion about your accounts. tion and make sure everything is correct. You can make changes if needed. Thank you for helping us keep you connected.	😫 Patrick Schwartz 🗡 😧 📞
ANKOFAMERICA	ion about your accounts. Ion and make sure everything is correct. You can make changes if needed. Thank you for helping us keep you connected.	Patrick Schwartz ♥ ♥ ℃ CST User details
BANK OF AMERICA CONSTRUCTION CONSTRUCTURINA CONSTRUCTION CONSTRUCTION CONSTRUCTURE	Ion about your accounts. Ion and make sure everything is correct. You can make changes if needed. Thank you for helping us keep you connected.	<ul> <li>Patrick Schwartz ✓</li></ul>
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BANK OF AMERICA Content of the latest information of the latest inform	Ion about your accounts. Ion and make sure everything is correct. You can make changes if needed. Thank you for helping us keep you connected.           Add mobile phone         Image: Constant of the state of the sta	Patrick Schwartz ✓ ⑦ 、 CST User details Patrick Schwartz User ID patschwartz
BANK OF AMERICA Content of the latest information of the latest inform	Ion about your accounts.         tion and make sure everything is correct. You can make changes if needed. Thank you for helping us keep you connected.         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 Beak meand new advised new	Patrick Schwartz ✓ ⑦ 、 CST User details Patrick Schwartz User ID patschwartz Edit user details
BANK OF AMERICA A Second Secon	Ion about your accounts.         Ion and make sure everything is correct. You can make changes if needed. Thank you for helping us keep you connected.         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 Bank's sortonic. Get additional support or help by calling the	Patrick Schwartz ✓ ②  CST User details Patrick Schwartz User ID patschwartz Edit user details Quick actions
BANK OF AMERICA **** Global Card Access Home Card Management Ve want to make sure you receive the latest information Please take a moment to review your contact information Contact information Email p****4@elon.edu Mobile phone ? Add mobile phone	Ion about your accounts.         Ion and make sure everything is correct. You can make changes if needed. Thank you for helping us keep you connected.         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 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.	Patrick Schwartz ✓ ② ↓ CST User details Patrick Schwartz User ID patschwartz Edit user details Quick actions Change password
BANK OF AMERICA CONSCIONANT AND A CONSCIENT AN	Ion about your accounts.         Ion and make sure everything is correct. You can make changes if needed. Thank you for helping us keep you connected.         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.	Patrick Schwartz V I L          CST       User details         Patrick Schwartz       User ID         patschwartz       Edit user details         Quick actions       Change password         Update security questions       Update security questions

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)			Send alerts to	Edit
$\frown$			p****4@elon.edu Primary email address	
Transaction activity Account activity	$\frown$			
Alert	Send to 😧	Settings	Language preference	Edit
Cash is withdrawn		Off	Email and mobile alerts for card ending 8456 wi English.	ll be sent in
Transaction is declined	6	Off		
Transaction exceeds my specified amount		Off		
Transaction is made online	<u>`@</u>	Off		
Transaction is made by phone or mail	<u>`@</u> ^	Off		
Transactions where merchant is based in another country (choose up to 3)		Off		
Transactions where merchant is based in another state or province (choose up to 3)	<u></u>	Off		

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