

Global Card Access Reference Guide

Table of Contents

- Introduction3
- Global Card Access Registration.....3
- Global Card Access - First Time Registration for Individual Accounts4
- First Time Registration for Corporate Account - New User Registration6
- Log in as a Registered User.....8
- Global Card Access Home Page8

Global Card Access

Introduction

Bank of America Merrill Lynch has developed the Global Card Access website to provide cardholders and Program Administrators with Bank of America Merrill Lynch corporate card programs a single point of access to self-service tools such as PIN Check and Alerts registration. Currently, Alerts via Global Card Access is only available for US and Canada Card programs.

Global Card Access Registration

All users must self-register for access to Global Card Access (Figure 1). After registration is complete, users may access other applications within the portal to which they are authorized, such as PIN Check and Alerts.

Global Card Access Login Page

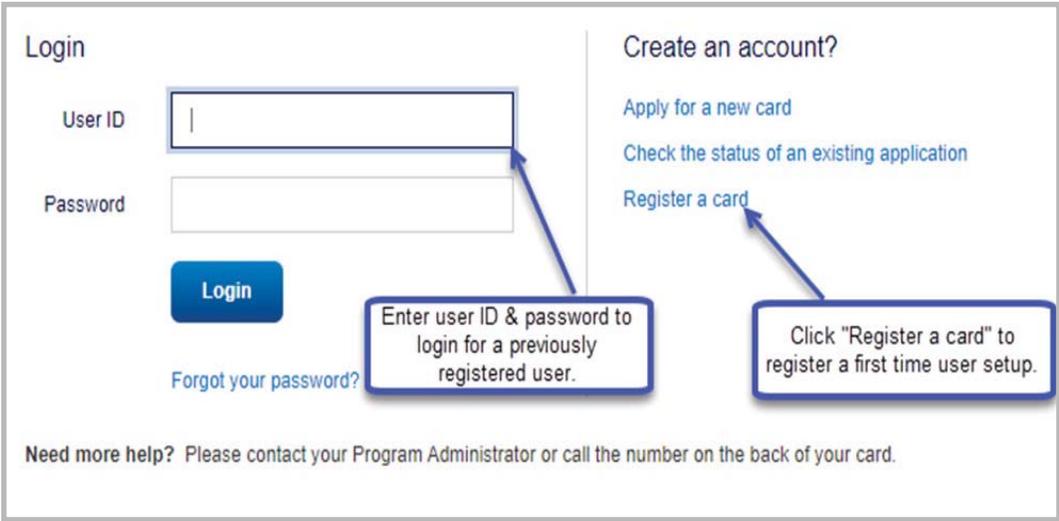


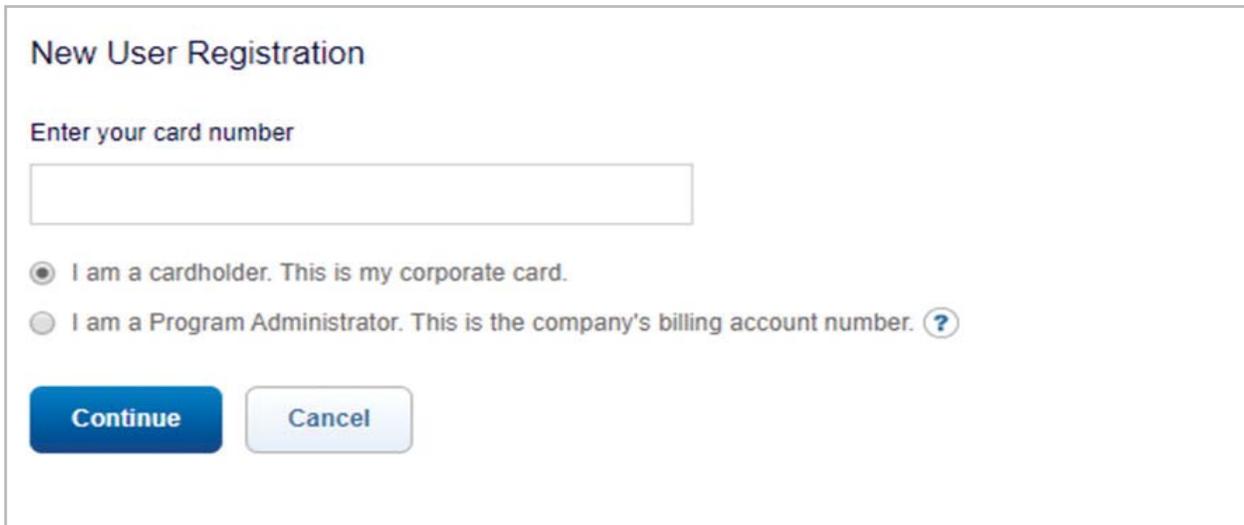
Figure 1: Global Card Access Login Page

Global Card Access - First Time Registration for Individual Accounts

To register as a new user for Global Card Access, complete the following:

1. Access the Global Card Access website at bankofamerica.com/globalcardaccess
2. From the Global Card Access Login screen (Figure 1) click **Register a card**.
3. Enter your card account number in the **Card Number** text box.

Important: The option, “**I am a Cardholder. This is my corporate credit card number.**” defaults (Figure 2). Do not change this option. For instructions on registering as a Program Administrator managing a corporate credit card program, refer to “[First Time Registration for Corporate Account - New User Registration](#)” on page 6



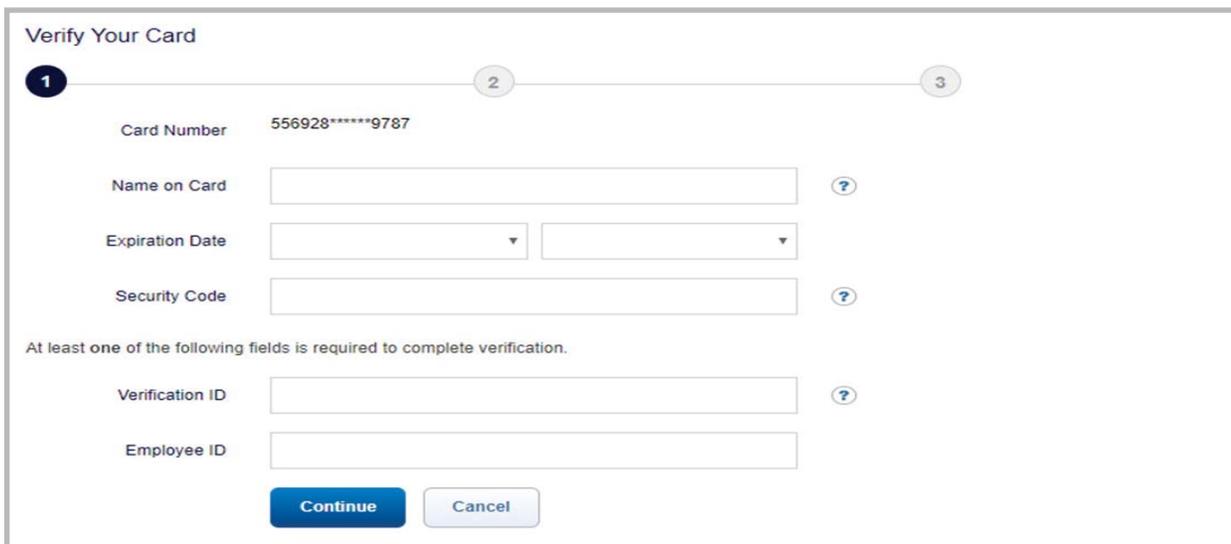
The screenshot shows a 'New User Registration' form. At the top, it says 'New User Registration'. Below that is the instruction 'Enter your card number' followed by a text input field. There are two radio button options: 'I am a cardholder. This is my corporate card.' (which is selected) and 'I am a Program Administrator. This is the company's billing account number.' (with a question mark icon). At the bottom are 'Continue' and 'Cancel' buttons.

Figure 2: New User Registration Option as a Cardholder Registering an Individual Account

4. Click **Continue**.
5. Complete the additional account information (Figure 3).

Important:

- Registration information required varies based on region and account type.
- Click the  icon for additional details, as needed.



The screenshot shows a 'Verify Your Card' form with a progress indicator at the top showing steps 1, 2, and 3. Step 1 is active. The form contains the following fields: 'Card Number' (pre-filled with 556928****9787), 'Name on Card' (text input with a help icon), 'Expiration Date' (two dropdown menus), 'Security Code' (text input with a help icon), and a note: 'At least one of the following fields is required to complete verification.' Below this are 'Verification ID' and 'Employee ID' (text inputs with help icons). At the bottom are 'Continue' and 'Cancel' buttons.

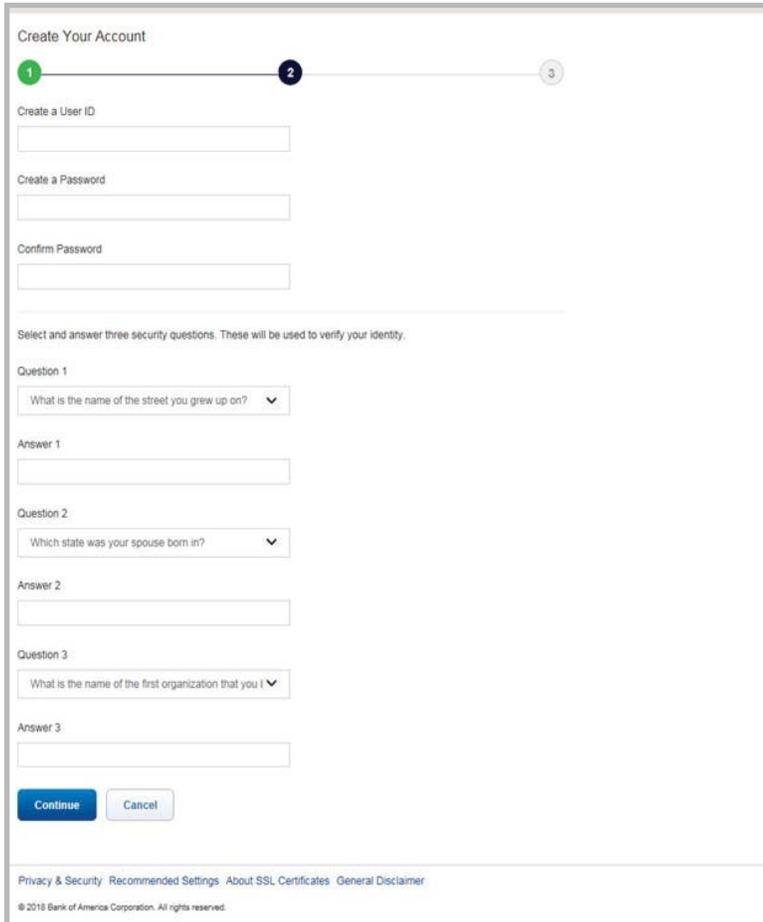
Figure 3: Complete Additional Account Information

[Return to Table of Contents](#)

6. Click **Continue**. The **Create Your Account** screen displays.
7. Complete the information to define your **User ID** and **Password** (Figure 4).

Important:

- A **User ID** must be a minimum of seven characters and a maximum of 50 characters.
- A **Password** must be a minimum of eight characters and must contain at least one alpha and one numeric character. Passwords are case sensitive.



The screenshot shows the 'Create Your Account' screen with a progress indicator at the top showing three steps: 1 (green), 2 (dark blue), and 3 (grey). Step 2 is currently active. The form includes the following sections:

- Create a User ID:** A text input field.
- Create a Password:** A text input field.
- Confirm Password:** A text input field.
- Select and answer three security questions. These will be used to verify your identity.**
- Question 1:** A dropdown menu with the text 'What is the name of the street you grew up on?' and a downward arrow.
- Answer 1:** A text input field.
- Question 2:** A dropdown menu with the text 'Which state was your spouse born in?' and a downward arrow.
- Answer 2:** A text input field.
- Question 3:** A dropdown menu with the text 'What is the name of the first organization that you...' and a downward arrow.
- Answer 3:** A text input field.

At the bottom of the form, there are two buttons: a blue 'Continue' button and a grey 'Cancel' button. Below the buttons, there is a footer with links for 'Privacy & Security', 'Recommended Settings', 'About SSL Certificates', and 'General Disclaimer', followed by the copyright notice '© 2018 Bank of America Corporation. All rights reserved.'

Figure 4: Define User ID and Password

8. Select three security validation questions and answers. This information will be used to verify your identity.
9. Click **Continue**.
10. Click **Accept** to acknowledge the Terms and Conditions (Figure 5). The Global Card Access Login screen displays a message confirming your registration is complete (Figure 6).

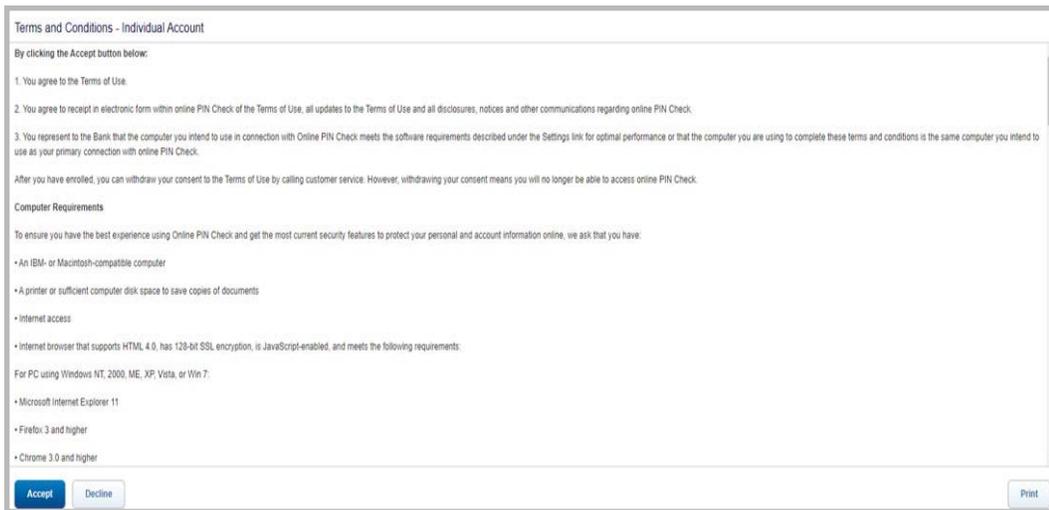


Figure 5: Accept Terms and Conditions

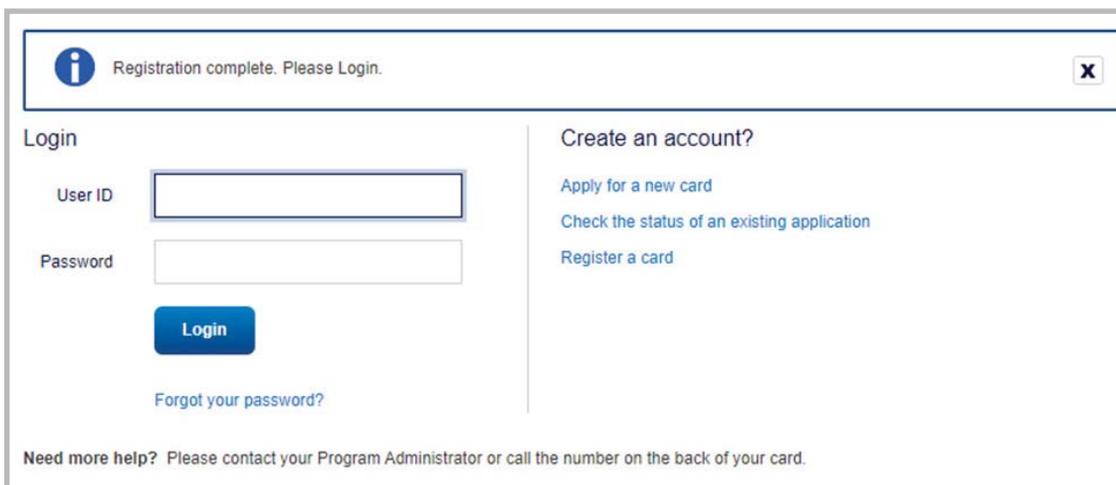


Figure 6: Registration confirmation message.

This completes the procedure.

First Time Registration for Corporate Account - New User Registration

A Program Administrator who manages a company's corporate credit card program can register for Global Card Access using the company's billing account number.

To register as a new user for a corporate account, complete the following:

1. Access the Global Card Access website at bankofamerica.com/globalcardaccess
2. Click **Register a card** on the Global Card Access Login screen.
3. Enter the corporate card number in **Card Number** field.
4. Select **I am a Program Administrator. This is the company's billing account number.** (Figure 7)

New User Registration

Enter your card number

I am a cardholder. This is my corporate card.

 I am a Program Administrator. This is the company's billing account number. [?](#)

Figure 7: New User Registration Option for a Program Administrator with a Corporate Account

5. Click **Continue**.
6. Complete the additional account information:
 - **Company Name**
 - **Company Number**
 - **Credit Limit**
 - **Zip/Postal Code**
7. Click **Continue**. The New User Registration screen displays.
8. Complete the information to define your **User ID** and **Password** (Figure 8).

Important:

- A **User ID** must be a minimum of seven characters and a maximum of 50 characters.
- A **Password** must be a minimum of eight characters and must contain at least one alpha and one numeric character. Passwords are case sensitive.

Create Your Account

1 2 3

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 is the name of the street you grew 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 worked for?

Answer 3

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

© 2018 Bank of America Corporation. All rights reserved.

Figure 8: Complete New User Registration Information

9. Select three security validation questions and answers. This information will be used to verify your identity.

[Return to Table of Contents](#)

10. Click **Continue**.

11. Click **Accept** to acknowledge the Terms and Conditions. The Global Card Access Login screen displays a message confirming your registration is complete.

This completes the procedure.

Log in as a Registered User

To log in to Global Account Access as a registered user, complete the following:

1. Go to Global Card Access at bankofamerica.com/globalcardaccess
2. Enter your **User ID**.
3. Enter your **Password**.
4. Click **Login**. The Global Card Access home page displays (Figure 9).

This completes the procedure.

Global Card Access Home Page - Cardholder

The menu bar that displays on the Global Card Access home page may differ depending on your company's configuration to applications and availability per region.

Welcome Angie!

Account Summary Balances as of Nov 30, 2019, 11:54 AM CST

CP002 TESTER - 9845

Current balance	Available credit	Credit limit
0.00	300.00	300.00

My tasks

No tasks at this time.

Quick actions

- [View your PIN](#)
- [Manage alerts](#)
- [Lock card](#)

Recent activity

Related links

- [Global Reporting and Account Management](#)
- [Works](#)

Figure 9: Global Card Access Home page - Cardholder

The following links are located on the right side navigation bar and provide quick, easy access to commonly used

features:

- **My tasks** - Notification area of any pending items that require attention. Examples are password expiration or account request key expiration.
- **Quick actions** - Options listed in this menu will vary depending on company configuration and availability per region.
 - **Manage alerts** - Click **Manage alerts** to set up preferences, contacts and alerts.
 - **Lock Card** - Click **Lock Card** to place a temporary hold on your corporate card.
 - **Unlock Card** - Click **Unlock Card** to remove the temporary hold on your corporate card.
 - **View statements** – Click **View statements** to view current and prior (rolling 13 months) card statements. An email notification is sent when your statement is available for viewing.
 - **Make a payment** – Click **Make a payment** to process a payment in US Dollars for corporate billed or individually billed accounts. **Note:** This feature is only available in North America and option will only display if program is enabled.