

Global Card Access (GCA)

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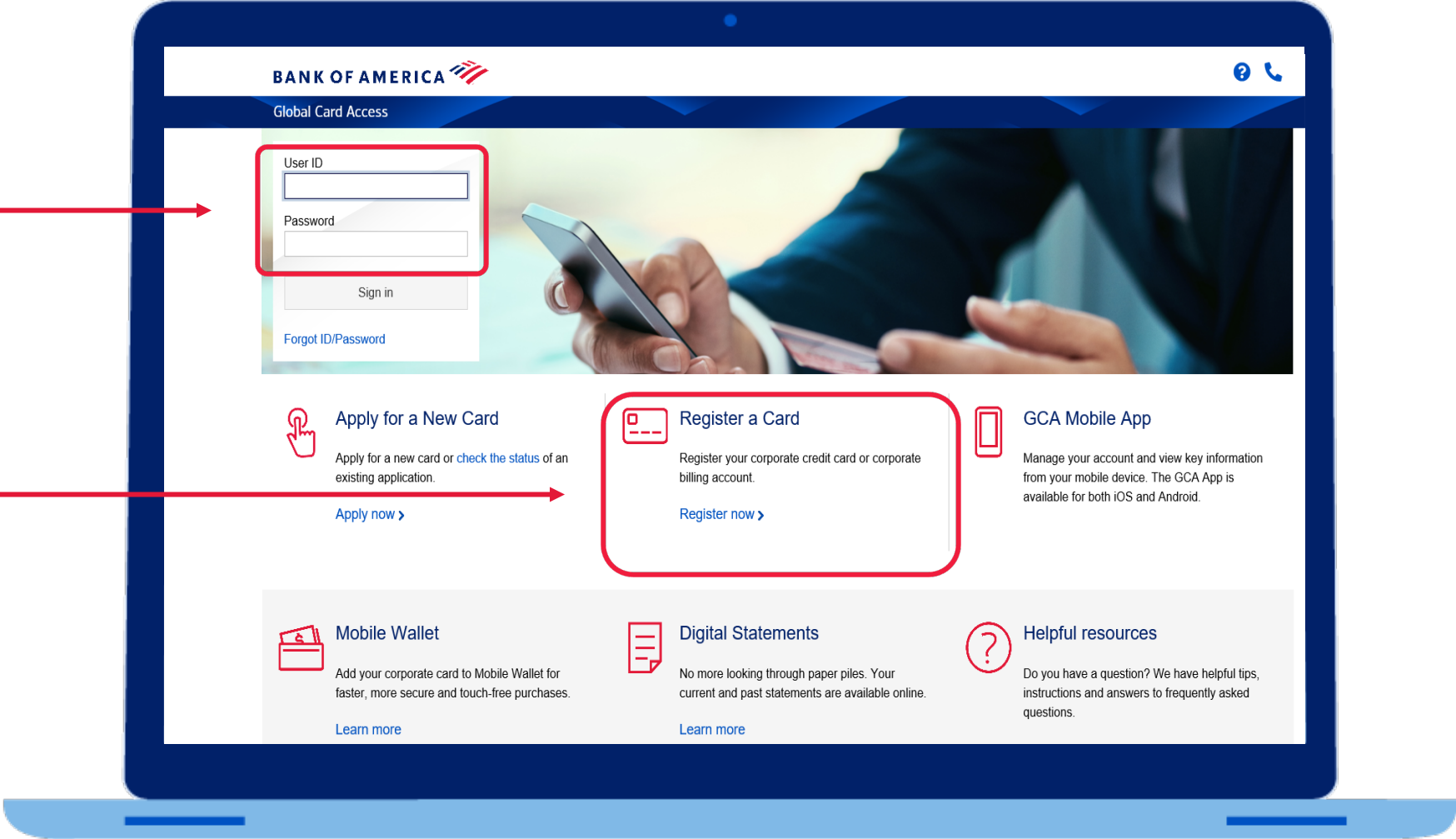
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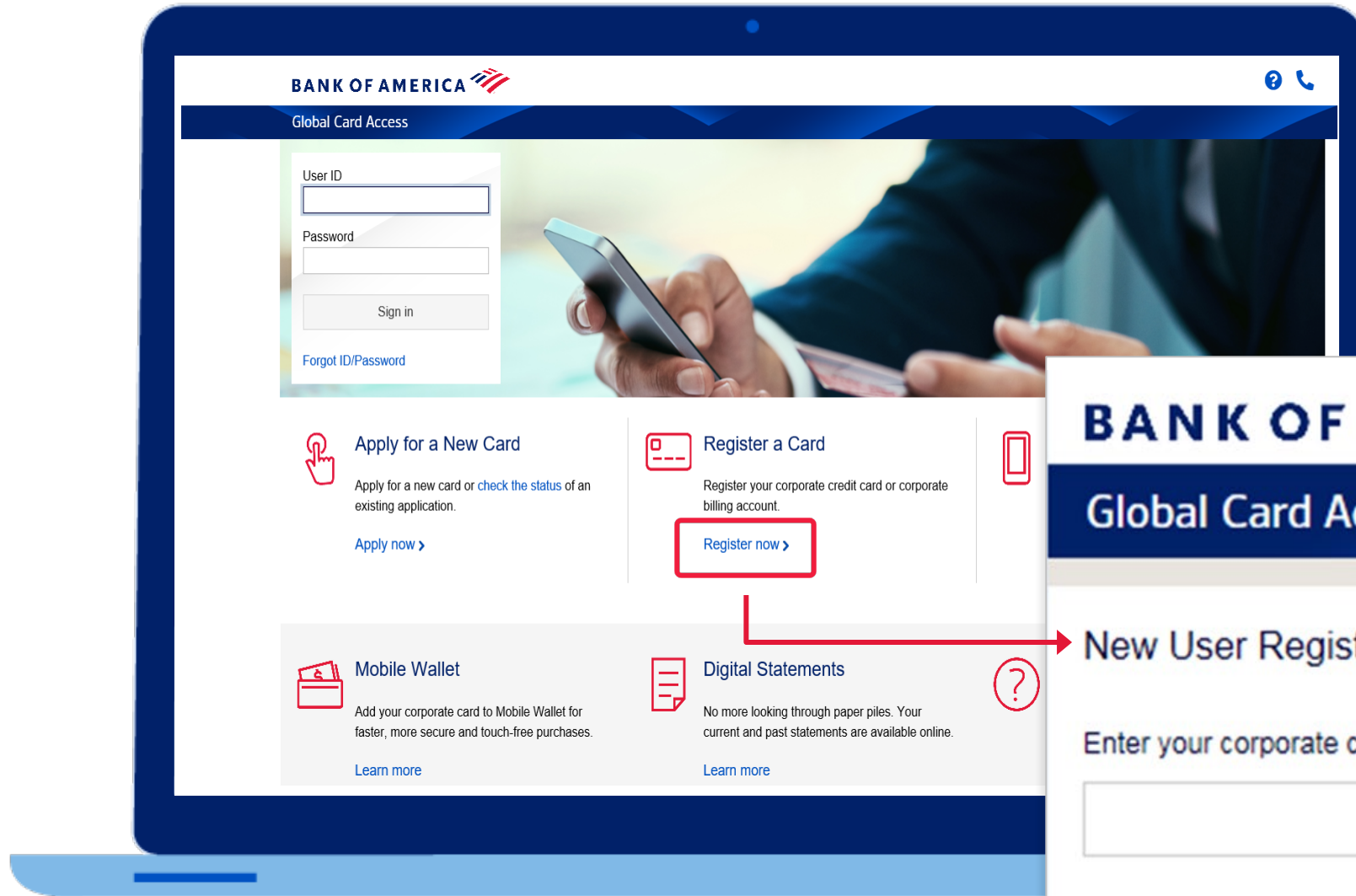
Logging in to Global Card Access (GCA)

You and your users may already have GCA user profiles, which would have been established during the implementation of your card program. Enter those login credentials here in order to log in.

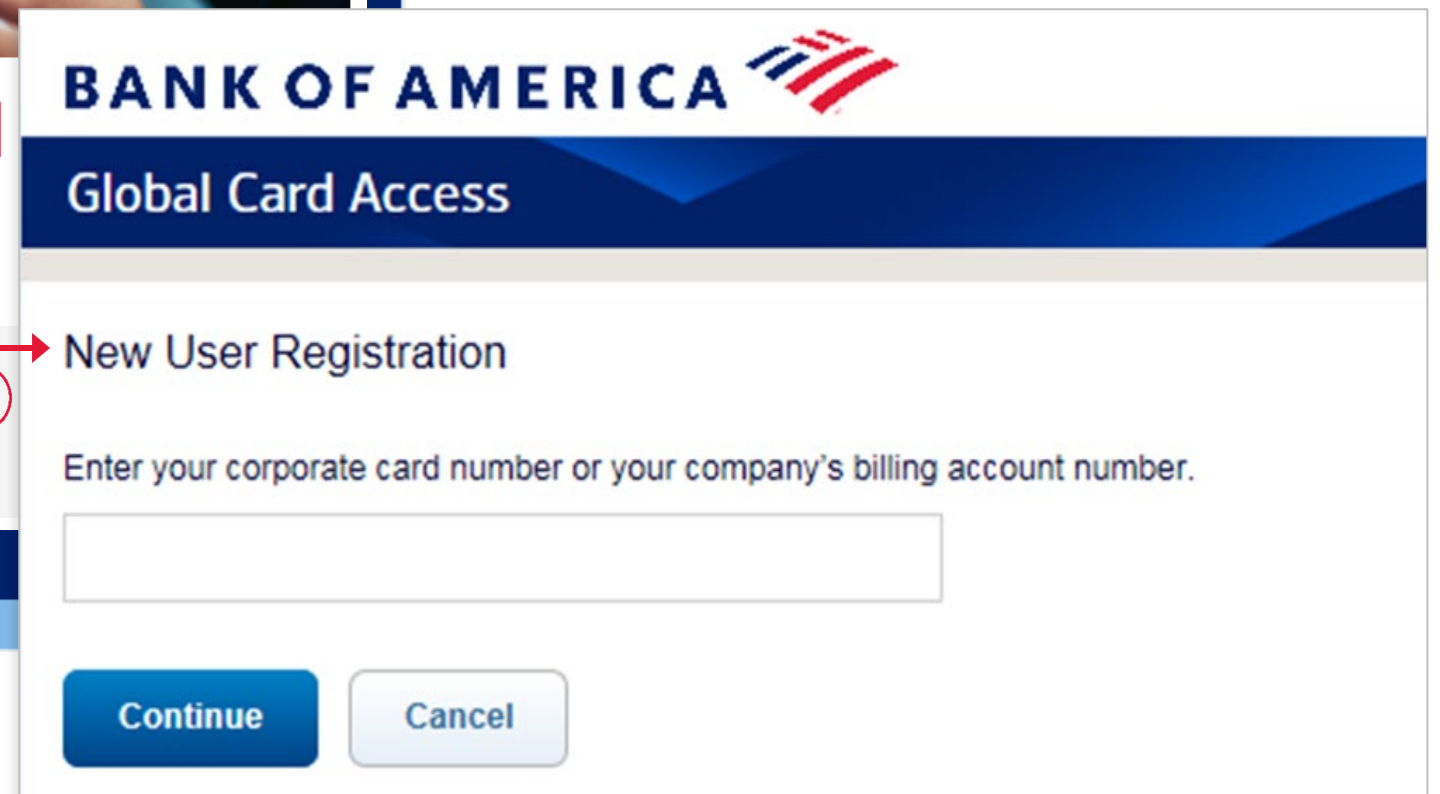
If you do not yet have a username and password, click 'Register now' to self-register.



New User Registration



- Click 'Register now', and when prompted, enter the 16 digit billing account (for PAs) or card account number (for cardholders), and click 'Continue'.
- For PAs, this functionality is currently available only in the US and Canada.



New User Registration (continued)

1. Fill in the additional information on the next three pages
2. Please note that on page 1, administrators are prompted for company name, company number, credit limit, and zip code
3. Depending on your program's settings, cardholders may be able to enter either their employee ID, the card's verification ID, or have a one-time passcode texted them
4. Once registration is complete, you will be returned to the login page, and can log in to GCA

Page 1

BANK OF AMERICA

Global Card Access

Verify Your Card

1 2

Card Number
556719****2038

Expiration Date

Security Code

Select an option below to complete verification.

Employee ID

Enter your employee ID below.

Continue Cancel

Page 2

1 2

Create a User ID
carlos_garcia

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

Answer 2
.....

Question 3
What is the name of the first organi

Answer 3
....

Enter Your Information

1 2

First Name Carlos

Middle Name Optional

Last Name Garcia

Employee ID 3447747

Email Address customermail@works.com

Submit Cancel

Continue Cancel

Page 3

- A user ID must be a minimum of seven characters, and a max of 50 characters
- A password must be a minimum of eight characters, containing at least one alpha and one numeric character. **Passwords are case sensitive**

Self-Enrolling Additional Card and/or Billing Accounts

Program Administration **My Accounts**

BANK OF AMERICA

Global Card Access

Home **Card Management**

- Register a card
- Apply for a card
- Check application status

Alerts

Set up account, transaction and suspicious activity alerts for convenient delivery via text, email or voice call.

Currently available to North America clients.
Coming soon to other regions.

Register a card

PIN Check

Access new or forgotten PINs quickly using our simple online tool.

Register a card

Program Administration **My Accounts**

BANK OF AMERICA

Global Card Access

Home **Card Management**

New Card Registration

Enter your corporate card number or your company's billing account number.

Continue **Cancel**

Existing GCA users can self-register additional card or billing accounts by navigating to 'My Accounts', then Card Management | Register a card.

Statements and Payments



Statements and Payments

Program Administration My Accounts

BANK OF AMERICA

Global Card Access

Home Account Requests Administration

Account Summary Balances as of Dec 30, 2021, 09:30 AM CST

Friendly Business Co

Current balance	Available credit	Credit limit
12,594.21	4,987,405.79	5,000,000

My tasks

No tasks at this time.


Quick actions

- Manage account requests
- Manage users
- View statements**
- Make a payment

Related links

- Global Reporting and Account Management
- Works
- Card Assistant

From the 'Quick actions' menu, you can access statements and make payments. If you allow cardholders to make payments, they will also have the 'Make a payment' action.



Statements and Payments



HOME STATEMENTS HELP

ACCOUNT ACTIVITY
PAYMENTS
MY BANK ACCOUNTS
VIEW AUTHORIZATION REQUESTS

View Account Details

My Account

Credit Limit **\$10,000.00**

VIEW LAST STATEMENT

- Select Statements | Account Activity, to obtain a full list of statements
- Or select 'VIEW LAST STATEMENT' to download the most recent statement.

Viewing Statements

Account Details for Friendly Business Co.

Summary Transactions Authorization Requests **Statements**

Activity Since Last Statement

Current balance:	(\$6.35)
Current amount past due:	\$0.00
Available to spend:	\$10,000.00
Credit limit:	

[EXPAND DETAILS \[+\]](#)






The current balance amount includes last p advances.

Summary of Last Statement (Statement Date: 12/4/2021)

Statement balance:	(\$6.35)
Past due amount:	\$0.00

After clicking into Statements | Account Activity, select 'Statements' to display the list of recent statements.

Summary Transactions Authorization Requests **Statements**

- Saturday, December 4, 2021 
- Thursday, November 4, 2021 
- Monday, October 4, 2021 
- Saturday, September 4, 2021 
- Wednesday, August 4, 2021 

Making a Payment

Define Payment Details

Account Type *
Select
 Personal Business

Account Number *
Transit Routing Number [?] *

Account Nickname *
Bank Name N/A
Name on Account *

Address Line 1 *
Address Line 2
City *

State / Province * Select
Postal Code *

Payment Date : * 01/03/2022

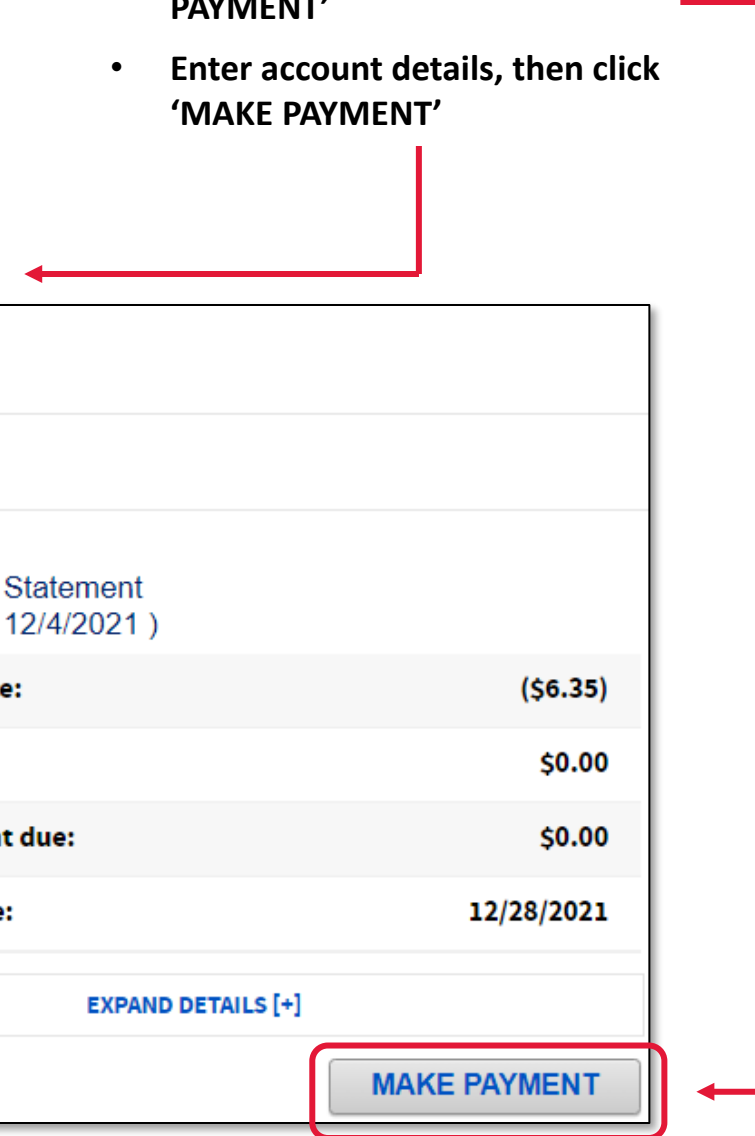
- To make a payment, click 'MAKE PAYMENT'
- Enter account details, then click 'MAKE PAYMENT'

Statement	
(12/4/2021)	
Balance:	(\$6.35)
Payment:	\$0.00
Amount due:	\$0.00
Due date:	12/28/2021

[EXPAND DETAILS \[+\]](#)

The current balance amount includes last payment received and cash advances.

[EXPAND DETAILS \[+\]](#)



Cardholder Dashboard



Viewing Account Summary and Recent Card Activity

- **Balance, credit limit, and payment information are available under the 'Account Summary' from the home page**

- **Cardholders can view recent authorizations, posted transactions, and declines from the 'Recent activity' table**

Global Card Access

[Home](#) [PIN Check](#) [Card Management](#)

Account Summary

Balances as of Jan 14, 2022, 08:14 AM CST





Julian West - 0542

Payment due date	Current balance	Credit limit	Available credit
Jan 13, 2022	0.00	5,001.00	4,954.79
Balance on last statement	Last payment		
0.00	0.00		

☰ Recent activity

Date	Description	Amount
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Jan 14 </div>	<p style="margin: 0;">Jim's Electrical Solutions</p> <div style="font-size: small; margin-top: 5px;"> Transaction date: Jan 14, 2022 08:14 CST Transaction type: Pending Card type: MasterCard Reference number: 020109 Merchant category: ELECTRICAL CONTRACTORS Merchant category code: 1731 </div>	46.21 Pending
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Jan 05 </div>	<p style="margin: 0;">Budget Airlines</p>	65.41 Pending

Lock Card

BANK OF AMERICA  Julian West   


Global Card Access

Home PIN Check Card Management

Account Summary Balances as of Jan 14, 2022, 09:03 AM CST

Julian West - 2020

Payment due date	Current balance	Credit limit	Available credit
Jan 13, 2022	0.00	5,001.00	4,954.79
Balance on last statement	Last payment		
0.00	0.00		

 Recent activity

My tasks

No tasks at this time.

Quick actions

- [View your PIN](#)
- [Change your PIN](#)
- [Manage alerts](#)
- [Lock card](#)**
- [View statements](#)
- [Make a payment](#)

Related links

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

Lock your card

When your card is locked, you cannot use it to:

- Make purchases
- Make ATM withdrawals - only available if company enabled

However, recurring transactions, refunds and credits will still be processed.

You can unlock your card at any time within Global Card Access.

[Lock card](#) [Cancel](#)

Cardholder Alerts



Cardholder Alerts

Global Card Access

[Home](#) [PIN Check](#) [Card Management](#)

Account Summary

Balances as of Jan 11, 2022, 06:52 AM CST

Julian West - 2020

Payment due date	Current balance	Credit limit	Available credit
Jan 13, 2022	0.00	5,001.00	5,001.00
Balance on last statement	Last payment		
0.00	0.00		

My tasks

No tasks at this time.

Quick actions

[View your PIN](#)

[Change your PIN](#)

[Manage alerts](#)

[Lock card](#)

[View statements](#)

[Make a payment](#)

[Recent activity](#)

Cardholders can set up alerts for certain card activity.



Cardholder Alerts (continued)

Global Card Access

Home PIN Check Card Management Bank User

Alerts (card ending 2020)

Transaction activity **Account activity**

Alert	Send to	Settings
Cash is withdrawn		<input type="checkbox"/> Off
Transaction is declined		<input checked="" type="checkbox"/> On
Transaction exceeds my specified amount <input type="text" value="250"/>		<input checked="" type="checkbox"/> On
Transaction is made online		<input type="checkbox"/> Off
Transaction is made by phone or mail		<input type="checkbox"/> Off
Transactions where merchant is based in another country (choose up to 3)		<input type="checkbox"/> Off
Transactions where merchant is based in another state or province (choose up to 3)		<input type="checkbox"/> Off

Send alerts to **Edit**

p****e@bofa.com.
Primary email address

Send alerts to

Select how you want to receive your alerts or [manage your contact information](#)

p****e@bofa.com.

*****5555

Cardholder Alerts (continued)

Global Card Access

[Home](#) [PIN Check](#) [Card Management](#) [Bank User](#)

Alerts (card ending 2020)

Send alerts to [Edit](#)

p****e@bofa.com.
Primary email address

[Transaction activity](#) **Account activity** **'Account Activity' alerts can be set on the second tab.**

Alert	Send to	Settings
Card is requested or reissued on my account		<input type="checkbox"/> Off
Personal information changed on my account		<input type="checkbox"/> Off
Payment due in xx days		<input type="checkbox"/> Off
Payment posted		<input type="checkbox"/> Off
Payment not made by due date		<input type="checkbox"/> Off
Credit available is less than my specified amount		<input type="checkbox"/> Off
Balance reaches or exceeds the specified percentages of my credit limit		<input type="checkbox"/> Off
Balance reaches or exceeds my specified amount		<input type="checkbox"/> Off

User Profile Self Management




User Profile Self Management

Contact information

Last sign in Friday, January 14, 2022, 08:07 AM CST

Email


Use with 

J****st@abccorp.com



[edit](#)

Mobile phone

Use with 

*****5555



[edit](#)

[delete](#)

[Add mobile phone](#)

Update email address

Changes to your primary email address will apply to Two-Factor Authentication and Global Card Access communications including alerts.

Email address

[Save](#) [Cancel](#)

Update mobile phone

Mobile phone number

Bank of America Mobile Alerts Service. Message frequency depends on account settings. Message & 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.

[Save](#) [Cancel](#)

User details

Julian West

User ID
julian_west

Role(s)
Cardholder

[Edit user details](#)

Users can update their name, user ID, and employee ID here.

Quick actions

[Change password](#)

[Update security questions](#)

[Show phone number and email addresses](#)

PIN Check and PIN Change



View PIN

Home PIN Check Card Management

Account Summary

Balances as of Jan 11, 2022, 06:52 AM CST

Julian West - 2020

Payment due date	Current balance	Credit limit	Available credit
Jan 13, 2022	0.00	5,001.00	5,001.00
Balance on last statement	Last payment		
0.00	0.00		

My tasks

No tasks at this time.

Quick actions

- [View your PIN](#)
- [Change your PIN](#)
- [Manage alerts](#)
- [Lock card](#)
- [View statements](#)
- [Make a payment](#)

Recent activity

1. Click this link to view the card's PIN

2. Enter the card's three digit CVV (from the back of the card) and click 'Continue'

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Global Card Access

Home PIN Check Card Management

PIN Check

Enter your security code ?

Continue



BANK OF AMERICA

Global Card Access

Home PIN Check Card Management

PIN Check

PIN shown one digit at a time.

* 4 * *

Show my PIN

3. After clicking 'Show my PIN' the digits of the PIN are displayed one at a time

Change PIN

Julian West

My tasks

No tasks at this time.

Quick actions

- View your PIN
- Change your PIN**
- Manage alerts
- Lock card
- View statements
- Make a payment

Related links

- Global Reporting and Account Management
- Works

1. Back on the home screen, select 'Change your PIN' to customize the card's PIN

BANK OF AMERICA

Global Card Access

Home PIN Check Card Management

Change your PIN

Complete the following information to change your PIN.

Security code

Current PIN

[Forgot your PIN?](#)

New 4-digit PIN

Confirm new PIN

2. Enter the card's three digit CVV (from the back of the card), the current PIN, and the new PIN, and click 'Submit'




Helpful Resources and Support Contacts



Helpful Resources and Support Contact

Global Card Access
[Helpful Resources](#) [Release Notes](#)

Helpful Resources

-  **Program Administrator**
 - [Global PA Quick Reference Guide](#)
 - [Global PA support information](#)
 - [Global Payment Guide](#)
 - [Global Card Access Live Training](#)
-  **Quick Start Guides**
 - [How to apply for a new card](#)
 - [How to view PIN for Chip and PIN card use](#)
 - [How to change your PIN \(North America\)](#)
 - [How to set up alerts \(North America\)](#)
 - [How to lock and unlock your card](#)
 - [How to manage your account](#)
-  **Complete User Guides**
 - [Global Card Access User Guide - Program Administrator](#)
 - [Online Purchase Guide using strong customer authentication \(Europe\)](#)

Select language...

Global Card Access
[Home](#) [Card Management](#)

Contact us

Select the region your card was issued in:

North America ▼

All cardholders
800 300 3084 (Canada)
888 449 2273 (US)
602 379 8752 (US Collect)

Fraud claim status
800 714 5923

Disputes (non-fraud)
800 601 9490

Executive Explorer cardholders only
800 661 6529

Premium Rewards cardholders only
800 582 5777
BOArequests@maritz.com
bankofamerica.com/premiumrewards