## The UNIVERSITY of OKLAHOMA

Step	Action		
1	A PIN is classified as a Personal Identification Number. There is a PIN to access your Pcard		
	and/or Travel Card. When activating your Pcard/Travel Card, you will be prompted to		
	establish a <b>PIN</b> . This guide will assist you if you ever need to reset or retrieve your <b>PIN</b> .		
2	To retrieve your Pcard/Travel Card <b>PIN</b> information, you will need to register your card on		
	Bank of America's Global Card Access website: <u>https://cardportal.works.com/gar/.</u>		
3	Click on the <b>Register now</b> hyperlink.		
	BANK OF AMERICA 🥙		
	Global Card Access		
	User ID		
	Sign in Forgot ID/Password		
	Apply for a New Card Apply for a new card or check the status of an Register your corporate credit card or corporate Register your corporate Register your corporate credit card or corporate Register your your your your your your your you		
	existing application. billing account. from your mobile device. The GCA App is available for both iOS and Android. Apply now > Register now >		
4	Enter your full 16-digit card number and click <b>Continue</b> .		
	Global Card Access		
	New Licer Dedictration		
	New Oser Registration		
	Enter your corporate card number or your company's billing account number.		
	Continue Cancel		
5	Enter your Expiration Date, Security Code and Select an option to complete verification.		
	Please note the following information:		
	a. Your email address is your University issued email, no personal email addresses are		
	associated with your OU Travel Card. If the system says a one-time passcode will be		
	sent to p***d@ouhsc.edu or p***d@ou.edu, please choose another option.		



	b. Your Verification ID is your six digit employee ID plus three zeroes at the end					
	(example: 412345000, 512345000, or 612345000). If your HR ID begins with a zero,					
	your Verification ID will be 111 and then your HR ID (example: 111012345).					
	<b>c.</b> Your Employee ID number is your six digit HR employee ID.					
6	Once you have entered all of the required information, click <b>Continue</b> .					
7	On the next screen, create a User ID, Password, select security questions and provide					
	answers to those questions. Please note that the user ID and password you create will not					
	be tied to an existing OU account. You may create any user ID and password of your choice.					
	This website is to retrieve your Pcard/Travel Card <b>PIN</b> only. When complete, click <b>Submit</b> .					
	Create Your Account  Create a Deartord  Create a Password  Confirm Password  Setect and answer these security quastions. These will be used to verify your identity.  Confirm Password  Setect and answer these security quastions. These will be used to verify your identity.  Confirm Password  Setect and answer these security quastions. These will be used to verify your identity.  Confirm Password  Confi					
8	On the next screen enter your <b>First Name, Last Name</b> and <b>Email Address</b> for your account.					

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	Global Card Access		
	Enter Your Information		
		0	
		First Name	
		Middle Name	Optional
		Last Name	
		Employee ID	Optional
		Email Address	
			Submit Cancel
9	You will be taken back to the main login screen. Enter your newly created <b>user ID</b> and <b>password</b> , then click <b>Sign in</b> .		
	Г	BANK OF AMERICA 🚧	0 5
		Global Card Access	
		User ID	
		Password	
		Sign in	
		Forgot ID/Password	
		Apply for a New Card	GCA Mobile App
		Apply for a new card or check the status of an existing application.	Register your corporate credit card or corporate billing account. Manage your account and view key information from your mobile device. The GCA App is available for bith IOS and admini
		Apply now >	Register now >
10	On the next screen, enter the one-time passcode that was sent to your email address and		
	then click	Continue.	
11	The Tern	ns and Conditions for	accessing Bank of America's website will appear. Click Accept
	to continu	ue.	
12	You will be taken to the homepage of Bank of America's Global Card Access site. To retrieve		
	your PIN, click PIN Check.		
	your <b>PIN</b>	, click <b>PIN Check</b> .	



		BANK OF AMERICA 🦅	
		Global Card Access	
		Home PIN Check Card Management	
		PIN Check	
		Enter your security code  Continue	
	L		
14	You will be redirected to a page that will display your four-digit <b>PIN</b> one digit at a time. Click		
	Show my PIN.		
		Home PIN Check Card Management	
		PIN Check	
		PIN shown one digit at a time.	
15	If you need to view yo	our <b>PIN</b> again, click <b>PIN Check again</b> . You will be asked to enter your	
	three-digit security of	code again and the <b>PIN</b> will display one digit at a time.	