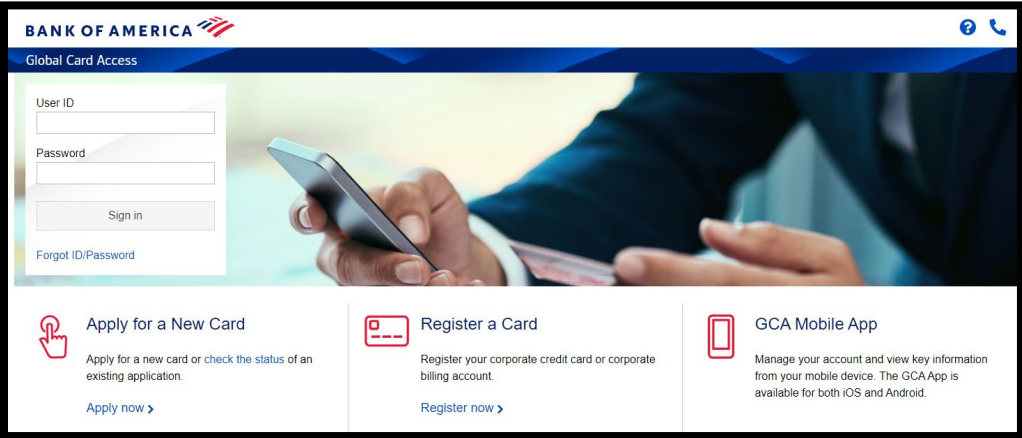
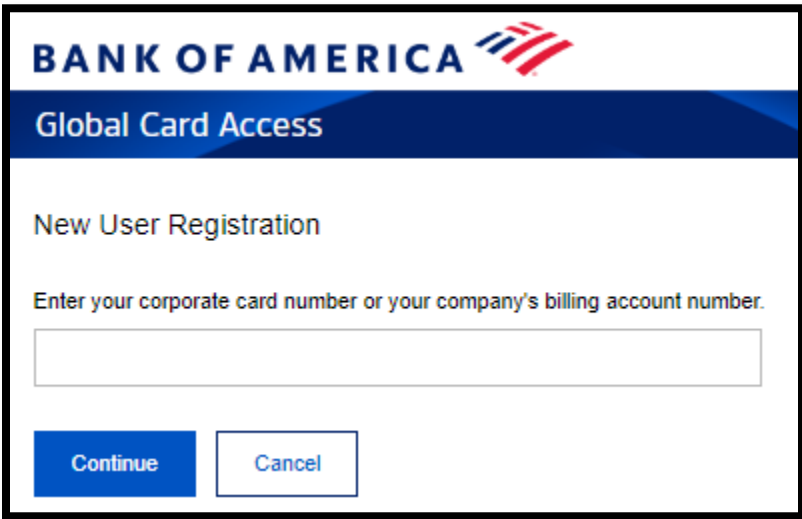
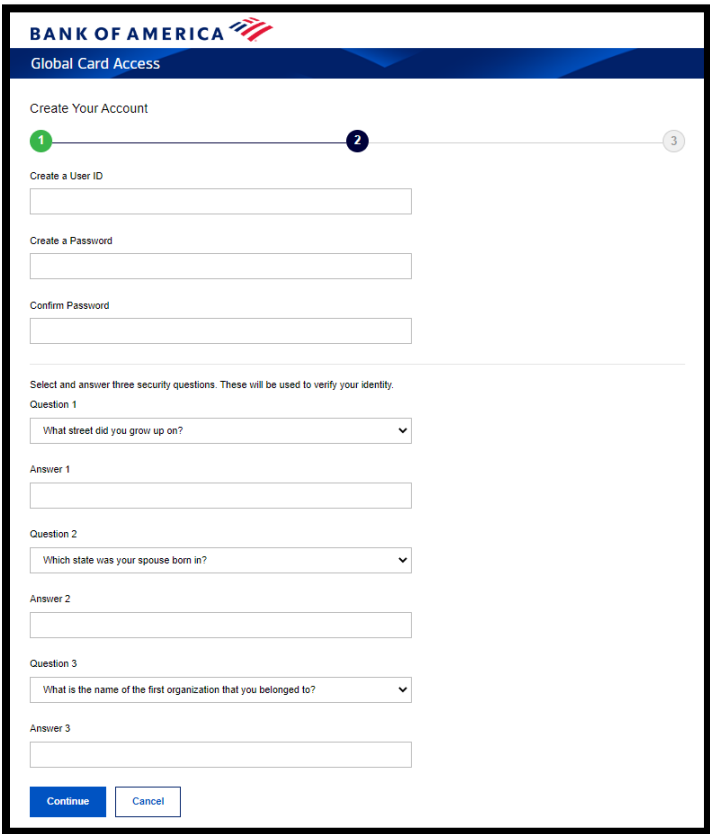


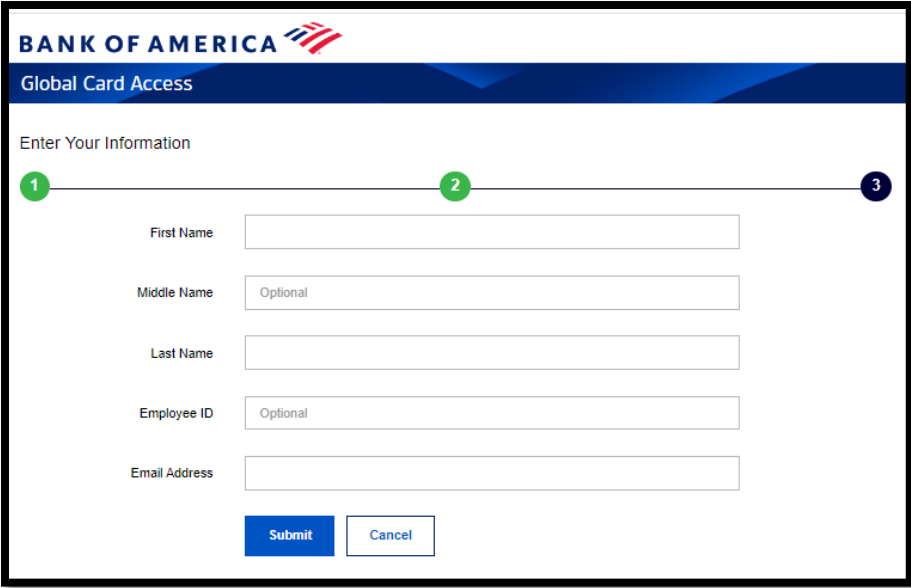
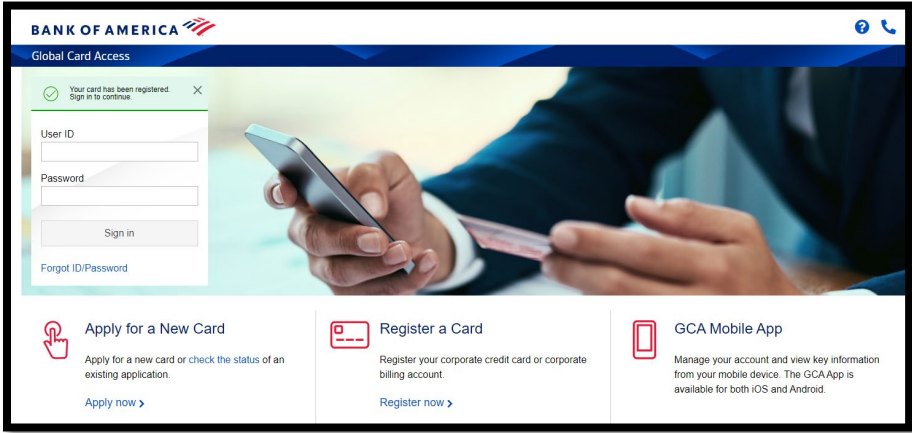


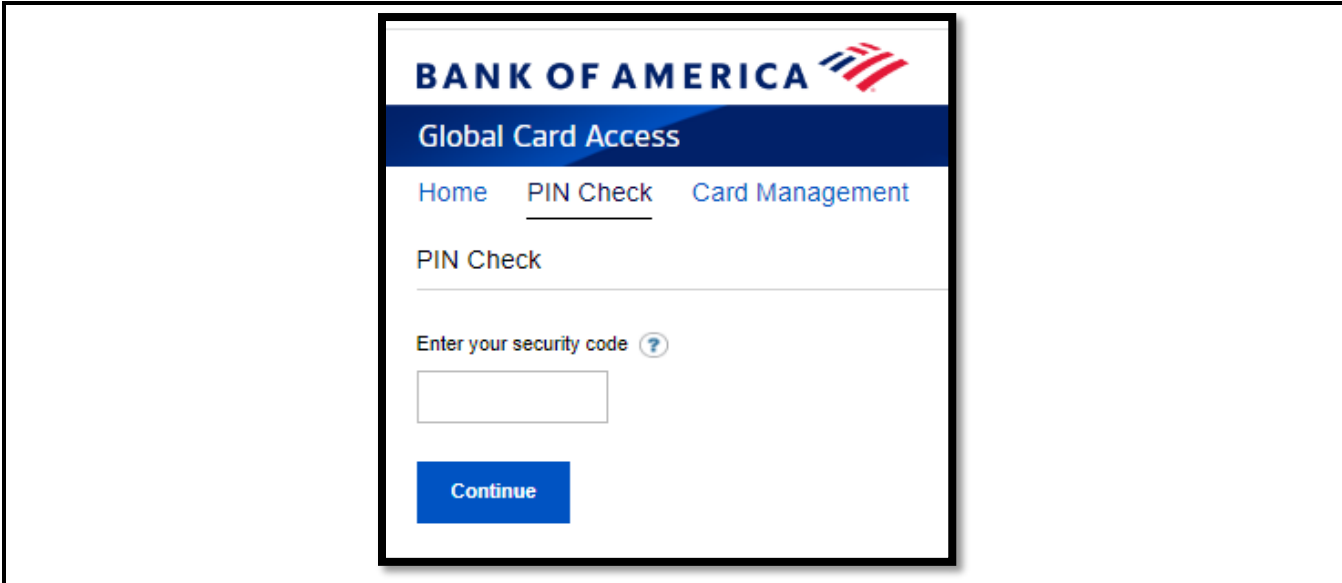
| Step | Action  |
|------|---|
| 1    | A <b>PIN</b> is classified as a Personal Identification Number. There is a <b>PIN</b> to access your Pcard and/or Travel Card. When activating your Pcard/Travel Card, you will be prompted to establish a <b>PIN</b> . This guide will assist you if you ever need 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: <a href="https://cardportal.works.com/gar/">https://cardportal.works.com/gar/</a> .   |
| 3    | Click on the <b>Register now</b> hyperlink.   |
|      |    |
| 4    | Enter your full 16-digit card number and click <b>Continue</b> .  |
|      |   |
| 5    | <p>Enter your <b>Expiration Date, Security Code</b> and <b>Select an option to complete verification</b>. Please note the following information:</p> <ol style="list-style-type: none"> <li>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.</li> </ol> |



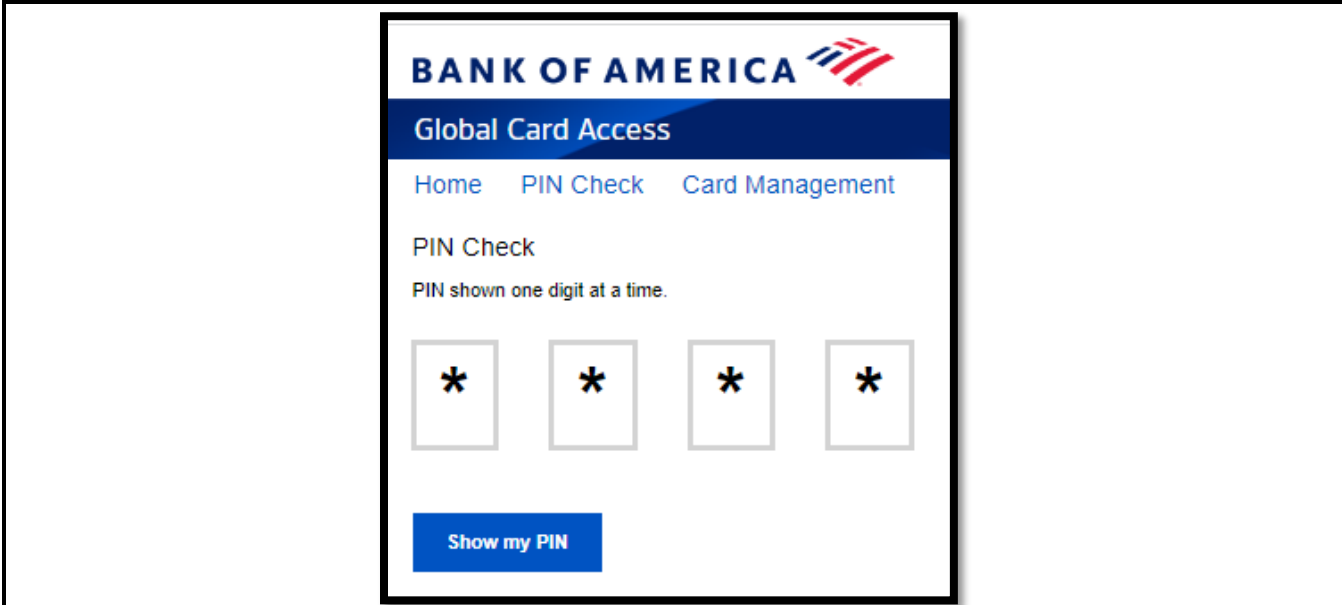
|                 |   |
|-----------------|---|
|                 | <p>b. Your Verification ID is your six digit employee ID plus three zeroes at the end (example: 412345000, 512345000, or 612345000). If your HR ID begins with a zero, your Verification ID will be 111 and then your HR ID (example: 111012345).</p> <p>c. Your Employee ID number is your six digit HR employee ID.</p>   |
| <p><b>6</b></p> | <p>Once you have entered all of the required information, click <b>Continue</b>.</p>  |
| <p><b>7</b></p> | <p>On the next screen, create a <b>User ID, Password, select security questions</b> and <b>provide answers to those questions</b>. 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>.</p> |
|                 |    |
| <p><b>8</b></p> | <p>On the next screen enter your <b>First Name, Last Name</b> and <b>Email Address</b> for your account.</p>  |



|    |   |
|----|---|
|    |   |
| 9  | <p>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>.</p> |
|    |    |
| 10 | <p>On the next screen, enter the one-time passcode that was sent to your email address and then click <b>Continue</b>.</p>                      |
| 11 | <p>The Terms and Conditions for accessing Bank of America's website will appear. Click <b>Accept</b> to continue.</p>                           |
| 12 | <p>You will be taken to the homepage of Bank of America's Global Card Access site. To retrieve your <b>PIN</b>, click <b>PIN Check</b>.</p>     |
| 13 | <p>Enter the <b>three-digit security code</b> from the back of your card and click <b>Continue</b>.</p>   |



**14** You will be redirected to a page that will display your four-digit **PIN** one digit at a time. Click **Show my PIN.**



**15** If you need to view your **PIN** again, click **PIN Check again.** You will be asked to enter your **three-digit security code** again and the **PIN** will display one digit at a time.