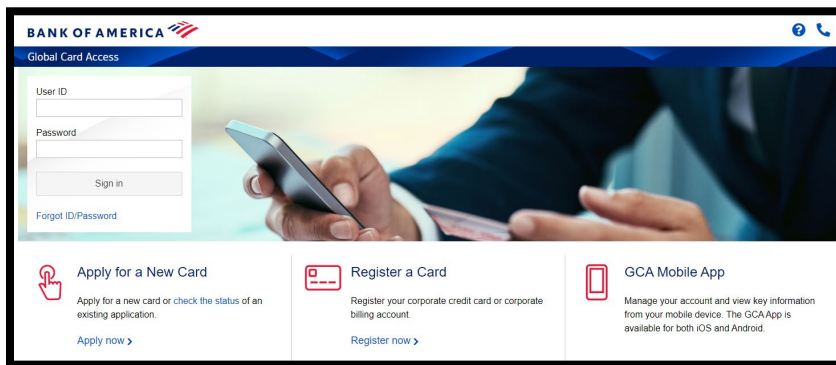


PIN Information

A **PIN** is classified as a Personal Identification Number. There is a **PIN** for your Travel Card. When activating your Travel Card, you will be prompted to establish a **PIN**. This guide will assist you with retrieving your **PIN** if you forget it or need to reset it.

Accessing Bank of America's Global Card Access website

1. To retrieve your Travel Card **PIN** information, you'll need to register your card on Bank of America's Global Card Access website: <https://cardportal.works.com/gar/>.
2. Click on the **Register Now** hyperlink.



3. Enter your full 16-digit card number and click **Continue**.

A screenshot of the "New User Registration" page on the Bank of America Global Card Access website. The page has a blue header with the Bank of America logo and the text "Global Card Access". Below the header, the text "New User Registration" is displayed. Underneath, there is a prompt: "Enter your corporate card number or your company's billing account number." followed by a large text input field. At the bottom of the page, there are two buttons: a blue "Continue" button and a white "Cancel" button with a blue border.

4. Enter your **Expiration**, **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/OUHSC Travel Card. If the system says a one-time

PIN Information

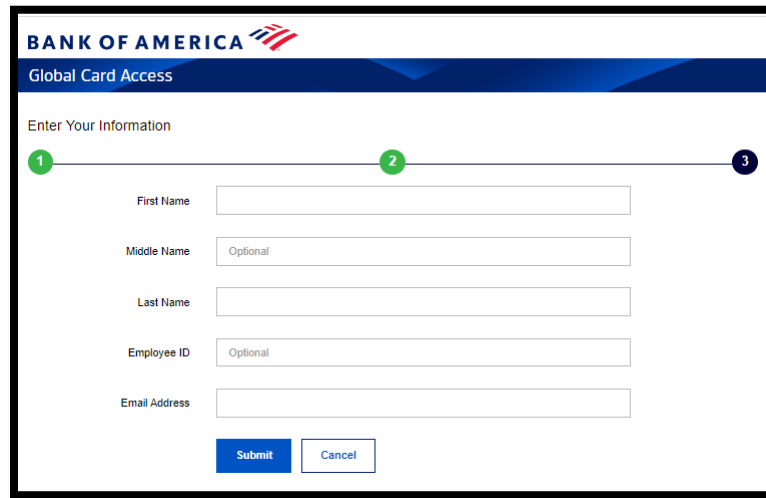
passcode will be sent to P***D@OUHSC.EDU or P***D@OU.EDU, please choose another option.

- b. Your verification ID is your six-digit HR ID plus three zeroes at the end (example: 512345000). If your HR ID begins with a zero, your Verification ID will be 111 and then your HR ID (example: 111012345).
 - c. Your Employee ID number is your six-digit HR ID.
5. Once you have entered all of the required information, click **Continue**.
 6. On the next screen, create a **User ID**, **Password**, **select security questions** and **provide answers to those questions**.
 - a. Please note that the user ID and password you create will not be tied to an existing OU/OUHSC account. You may create any user ID and password of your choice. This website is to retrieve your Travel Card **PIN** only. When complete, click **Continue**.

The screenshot shows the 'Create Your Account' page on the Bank of America Global Card Access website. The page is titled 'BANK OF AMERICA Global Card Access' and 'Create Your Account'. It features a progress bar with three steps: 1 (Create a User ID), 2 (Create a Password), and 3 (Select and answer three security questions). Step 2 is currently active. The form includes three input fields for 'Create a User ID', 'Create a Password', and 'Confirm Password'. Below these are three security questions, each with a dropdown menu for the question and a text input field for the answer. The questions are: 'What street did you grow up on?', 'Which state was your spouse born in?', and 'What is the name of the first organization that you belonged to?'. At the bottom of the form are 'Continue' and 'Cancel' buttons.

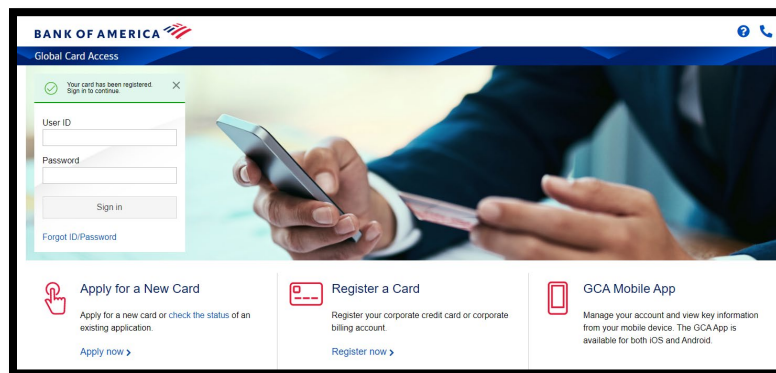
PIN Information

7. On the next screen, enter your **First Name**, **Last Name** and **Email Address** for your account.



The screenshot shows the 'Global Card Access' registration page. At the top, it says 'BANK OF AMERICA' with the logo. Below that is 'Global Card Access' and 'Enter Your Information'. There are three numbered steps: 1 (green circle), 2 (green circle), and 3 (blue circle). The form fields are: First Name, Middle Name (Optional), Last Name, Employee ID (Optional), and Email Address. At the bottom are 'Submit' and 'Cancel' buttons.

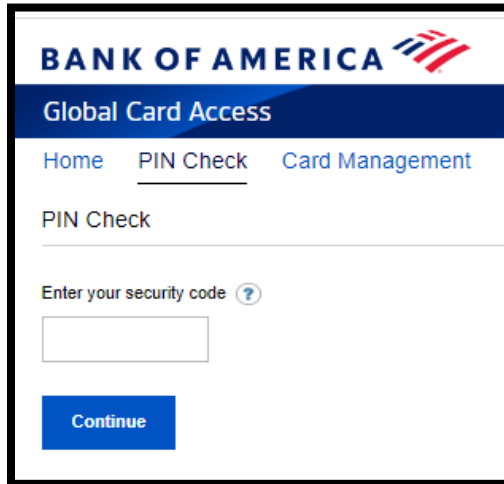
8. You will be taken back to the main login screen. Enter your newly created **User ID** and **password**, then click **Sign in**.



The screenshot shows the 'Global Card Access' login page. At the top, it says 'BANK OF AMERICA' with the logo. Below that is 'Global Card Access'. There is a notification: 'Your card has been registered. Sign in to continue.' Below that are fields for 'User ID' and 'Password', and a 'Sign in' button. There is also a link for 'Forgot ID/Password'. At the bottom, there are three sections: 'Apply for a New Card', 'Register a Card', and 'GCA Mobile App'.

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

PIN Information



BANK OF AMERICA

Global Card Access

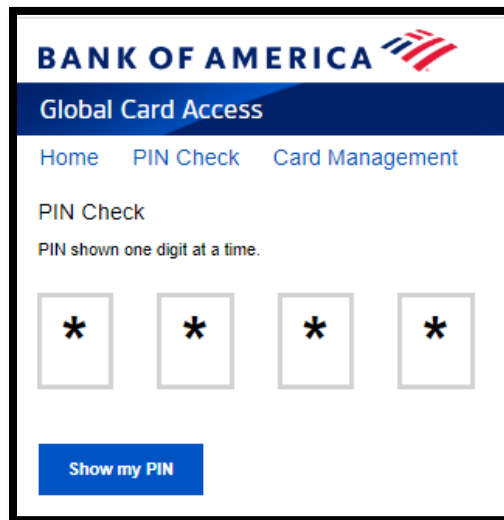
Home PIN Check Card Management

PIN Check

Enter your security code ?

Continue

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



BANK OF AMERICA

Global Card Access

Home PIN Check Card Management

PIN Check

PIN shown one digit at a time.

* * * *

Show my PIN

16. 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.