How to Locate Card Activation Information for Your PCard

1. Log into your BOA Works account. From the landing page, click on the last four digits of your card number.

   ![Image of Accounts Dashboard]
   
   The Account Name: BARBIE EDWARDS
   The Account ID: 9684

2. A dropdown menu will show. Select View Full Details.

   ![Image of Account ID]
   
   The Account Name: BARBIE EDWARDS
   Verification ID: 221 999999

3. The Account tab will show your verification ID in the format 221mmddyy (ODU’s state agency # plus your birthdate in six digit format).

   ![Image of Account and Address]
   
   The Account Name: BARBIE EDWARDS
   Verification ID: 221 999999

4. The Address tab will show the phone number associated with the account.

   ![Image of Primary Mailing Address]
   
   * Phone: (757) 883-3105