Global Card Access User’s Guide

You’re never without your PIN.

As you make purchases, you will find that Chip and PIN terminals are becoming more common and require the use of a Chip and PIN enabled card. To complete a purchase at these terminals, you will need to enter a PIN in addition to providing a signature.

It is important that you remember your PIN and do not share with others. You can retrieve a forgotten PIN online at any time by visiting: www.bofaml.com/globalcardaccess after a one time registration.

The instructions on the next pages will help you get started.
Global Card Access Registration

All users must self-register for access to Global Card Access at: cardportal.works.com/acctservices/.

After registration is complete, users may access other applications within the portal to which they are authorized, as Online PIN Check and Alerts. Your organization must be configured for an application to view and access the application within Global Card Access.

Once below is completed, click **Submit**. The **New User Registration** screen displays.

- **Card Number:** 566750******2413
- **Name on Card:**
- **Expiration Date:**
- **Security Code:**
- **Verification ID:**

Must be as it appears on the front of the card.
Also on the front of card.
Last 3 digits on the back of the card.
ODU Agency Number + Your Birth Date Format: 221mmddyy
Please create a new User ID and Password

* First Name: 
* User ID: 
Middle Name: 
Employee ID: 
* Last Name: 
* Email Address: 

Please set your new password.

* Password: 
* Confirm Password: 

Please select three security validation questions and enter your answer for each question. This information will be used to verify your identity.

Question 1: What is your favorite sport or hobby?
* Answer 1: 
* Confirm 1: 

Question 2: Which city was your youngest brother born in?
* Answer 2: 
* Confirm 2: 

Question 3: Who was your first babysitter?
* Answer 3: 
* Confirm 3: 

Click Accept to acknowledge the Terms and Conditions

User ID must be a minimum of 7 characters (max 50)

Password must be a minimum of 8 characters and must contain at least one alpha and on numeric character. Passwords are case sensitive.

Select 3 security validation questions. Used to verify identity.
Click CHECK YOUR PIN. Enter the information requested (Security Code located on the back of the card) and Click SUBMIT. If you miss any of the numbers, you can hit the Back button to view your PIN again.