**ACTIVATING YOUR NEW BANK OF AMERICA PROCUREMENT/TRAVEL & ENTERTAINMENT CARDS**

Please follow the steps below after you receive your new Bank of America Procurement and/or Travel & Entertainment card:

* Activate Your Card
	+ Call the toll-free number 888-233-8855
	+ Provide them with your 16-digit credit card number
	+ You will need your **Verification ID** which is your Banner ID with the #9 replacing the alpha character
		- For example if your Banner ID is B12345678, your Verification ID is **9**12345678
	+ Provide them with your office phone number which is associated with this account
		- Note: If you do not have an office number and provided a mobile phone number on your application form instead, please provide that number
* Selecting your PIN number
	+ You will be prompted to choose a new 4 digit PIN over the phone
	+ You may also access this selected PIN number online at any time through BofAML.com/globalcardaccess
	+ Note: If your PIN fails at your first attempted point-of-transaction, you may need to run the charge a second time. Sometimes upon activating the card and choosing a PIN over the phone there is a lag in communication with the bank.

If you forget your PIN and would like to access it online please follow the steps below:

* Log into BofAML.com/globalcardaccess
* Click on “Register New User” button



* Enter your 16-digit credit card number and select “I am a Cardholder”. Click “Submit” to continue.



* Enter the Name on Card exactly as it appears on the front of your card, the Expiration Date located on the front of the card, the 3-digit Security Code on the back of your card, and your Verification ID (Banner ID with the #9 replacing the alpha character). Click “Submit” to continue.



* Create your User ID, Password, and answer 3 security questions. Click “Submit” to continue.



* Click on “Accept” to acknowledge the Terms & Conditions



* Your registration is now complete and you should be re-directed to the home screen. Enter the User ID and Password that you just created and click “Login”.



* Answer the security question when prompted. Click “Submit” to continue.



* Click on “Check Your PIN” under “PIN Check”



* Enter the 3-digit Security Code found on the back of your card. Click “Submit” to continue.



* Click on “Show my PIN”. The PIN number for your card will flash one digit at a time. You can re-enter the security code to view the PIN again.

