**RESETTING YOUR BANK OF AMERICA PIN**

Please follow the steps below to reset your Bank of America PIN.

* Call the Global Card Services number on the back of your Procurement Card or your Travel & Entertainment Card (888-449-2273).
  + Select preferred language.
  + Enter your card number. For security reasons, you may be prompted to enter your full card number, just the last 4 digits, the card’s security code, and/or any combination of these to verify you are the cardholder.
  + Enter the zip code for Wellesley, MA (02481).
  + Your balances and available credit will be read to you. When prompted, select feature “5” for PIN services.
  + Select “2” and you will be transferred to the PIN management automated system.
  + Select a 4-digit PIN number and press the # key. You will be prompted to verify the PIN by entering it a second time, and pressing “#”.
  + Your new PIN is active. **Note:** If your PIN fails at your first attempted point-of-sale transaction, you may need to run the charge a second time. Sometimes upon changing your PIN there is a lag in communication with the bank.