Global Card Access Reference Guide
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Global Card Access

Introduction

Bank of America Merrill Lynch has developed the Global Card Access website to provide cardholders and Program Administrators with Bank of America Merrill Lynch corporate card programs a single point of access to self-service tools such as PIN Check and Alerts registration. Currently, Alerts via Global Card Access is only available for US and Canada Card programs.

Global Card Access Registration

All users must self-register for access to Global Card Access (Figure 1). After registration is complete, users may access other applications within the portal to which they are authorized, such as PIN Check and Alerts.

Global Card Access Login Page

![Global Card Access Login Page](image)

Figure 1: Global Card Access Login Page
Global Card Access - First Time Registration for Individual Accounts

To register as a new user for Global Card Access, complete the following:

1. Access the Global Card Access website at bankofamerica.com/globalcardaccess
2. From the Global Card Access Login screen (Figure 1) click Register a card.
3. Enter your card account number in the Card Number text box.

**Important:** The option, “I am a Cardholder. This is my corporate credit card number.” defaults (Figure 2). Do not change this option. For instructions on registering as a Program Administrator managing a corporate credit card program, refer to “First Time Registration for Corporate Account - New User Registration” on page 6.

4. Click Continue.
5. Complete the additional account information (Figure 3).

**Important:**
- Registration information required varies based on region and account type.
- Click the icon for additional details, as needed.

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**Figure 2:** New User Registration Option as a Cardholder Registering an Individual Account

**Figure 3:** Complete Additional Account Information
6. Click **Continue**. The **Create Your Account** screen displays.

7. Complete the information to define your **User ID** and **Password** (Figure 4).

   **Important:**
   - A **User ID** must be a minimum of seven characters and a maximum of 50 characters.
   - A **Password** must be a minimum of eight characters and must contain at least one alpha and one numeric character. Passwords are case sensitive.

![Create Your Account](image)

**Figure 4:** Define User ID and Password

8. Select three security validation questions and answers. This information will be used to verify your identity.

9. Click **Continue**.

10. Click **Accept** to acknowledge the Terms and Conditions (Figure 5). The Global Card Access Login screen displays a message confirming your registration is complete (Figure 6).
First Time Registration for Corporate Account - New User Registration

A Program Administrator who manages a company's corporate credit card program can register for Global Card Access using the company's billing account number.

To register as a new user for a corporate account, complete the following:

1. Access the Global Card Access website at bankofamerica.com/globalcardaccess
2. Click **Register a card** on the Global Card Access Login screen.
3. Enter the corporate card number in **Card Number** field.
4. Select **I am a Program Administrator. This is the company’s billing account number.** (Figure 7)
5. Click **Continue**.

6. Complete the additional account information:
   - Company Name
   - Company Number
   - Credit Limit
   - Zip/Postal Code

7. Click **Continue**. The New User Registration screen displays.

8. Complete the information to define your **User ID** and **Password** (Figure 8).

   **Important:**
   - A **User ID** must be a minimum of seven characters and a maximum of 50 characters.
   - A **Password** must be a minimum of eight characters and must contain at least one alpha and one numeric character. Passwords are case sensitive.

9. Select three security validation questions and answers. This information will be used to verify your identity.
10. Click Continue.

11. Click Accept to acknowledge the Terms and Conditions. The Global Card Access Login screen displays a message confirming your registration is complete.

This completes the procedure.

Log in as a Registered User

To log in to Global Account Access as a registered user, complete the following:

1. Go to Global Card Access at bankofamerica.com/globalcardaccess
2. Enter your User ID.
3. Enter your Password.
4. Click Login. The Global Card Access home page displays (Figure 9).

This completes the procedure.

Global Card Access Home Page - Cardholder

The menu bar that displays on the Global Card Access home page may differ depending on your company’s configuration to applications and availability per region.

![Image](bankofamerica.com/globalcardaccess)

Figure 9: Global Card Access Home page - Cardholder

The following links are located on the right side navigation bar and provide quick, easy access to commonly used
features:

- **My tasks** - Notification area of any pending items that require attention. Examples are password expiration or account request key expiration.

- **Quick actions** - Options listed in this menu will vary depending on company configuration and availability per region.
  - **Manage alerts** - Click **Manage alerts** to set up preferences, contacts and alerts.
  - **Lock Card** - Click **Lock Card** to place a temporary hold on your corporate card.
  - **Unlock Card** - Click **Unlock Card** to remove the temporary hold on your corporate card.
  - **View statements** – Click **View statements** to view current and prior (rolling 13 months) card statements. An email notification is sent when your statement is available for viewing.
  - **Make a payment** – Click **Make a payment** to process a payment in US Dollars for corporate billed or individually billed accounts. **Note**: This feature is only available in North America and option will only display if program is enabled.