



BANK OF AMERICA

Global Card Access

**Prepared by Procurement Services
May 2024**

MONTCLAIR
STATE UNIVERSITY



Benefits of Using Global Card Access (GCA)

- Self-Service – Use it When You Need it
- View Balances, Credit Limits and Recent Transactions
- Set Up Email, Text or Phone Alerts to Reflect Card Activity
- View or Change Your PIN Number
- Lock or Unlock Your Card
- View and Print Your Statements

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Registration

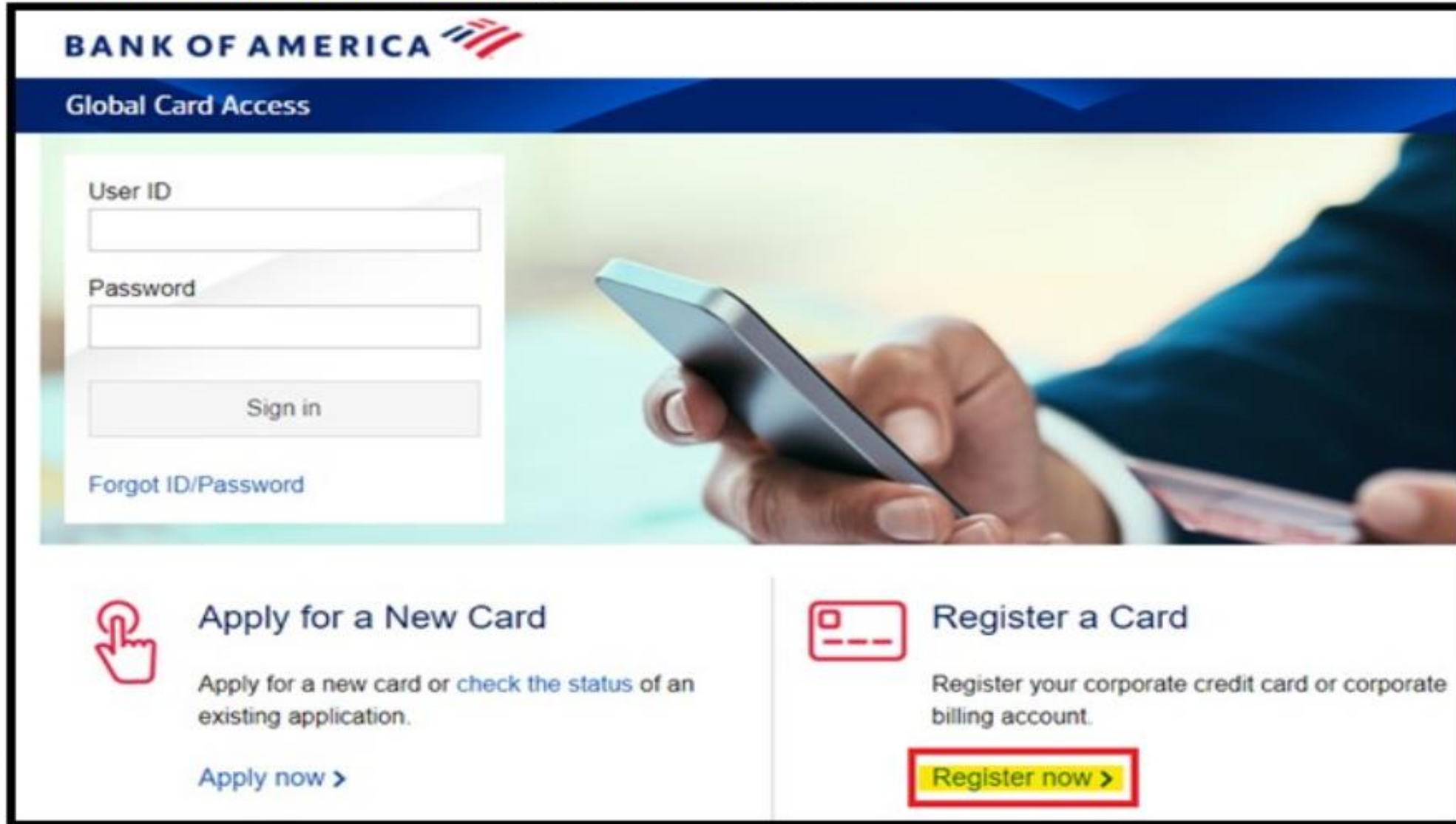
<https://www.bankofamerica.com/gca>

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Registration (1 of 3)

1. Go to www.bankofamerica.com/gca and select "Register now".



The screenshot shows the Bank of America Global Card Access page. At the top left is the Bank of America logo. Below it is a blue header with the text "Global Card Access". The main content area features a sign-in form on the left with fields for "User ID" and "Password", a "Sign in" button, and a link for "Forgot ID/Password". To the right of the form is a background image of a person's hand holding a smartphone. Below the sign-in form are two main options: "Apply for a New Card" with a hand cursor icon and "Register a Card" with a card icon. The "Register a Card" option includes a description and a yellow "Register now >" button highlighted with a red border.

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Global Card Access

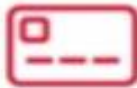
User ID

Password

Sign in

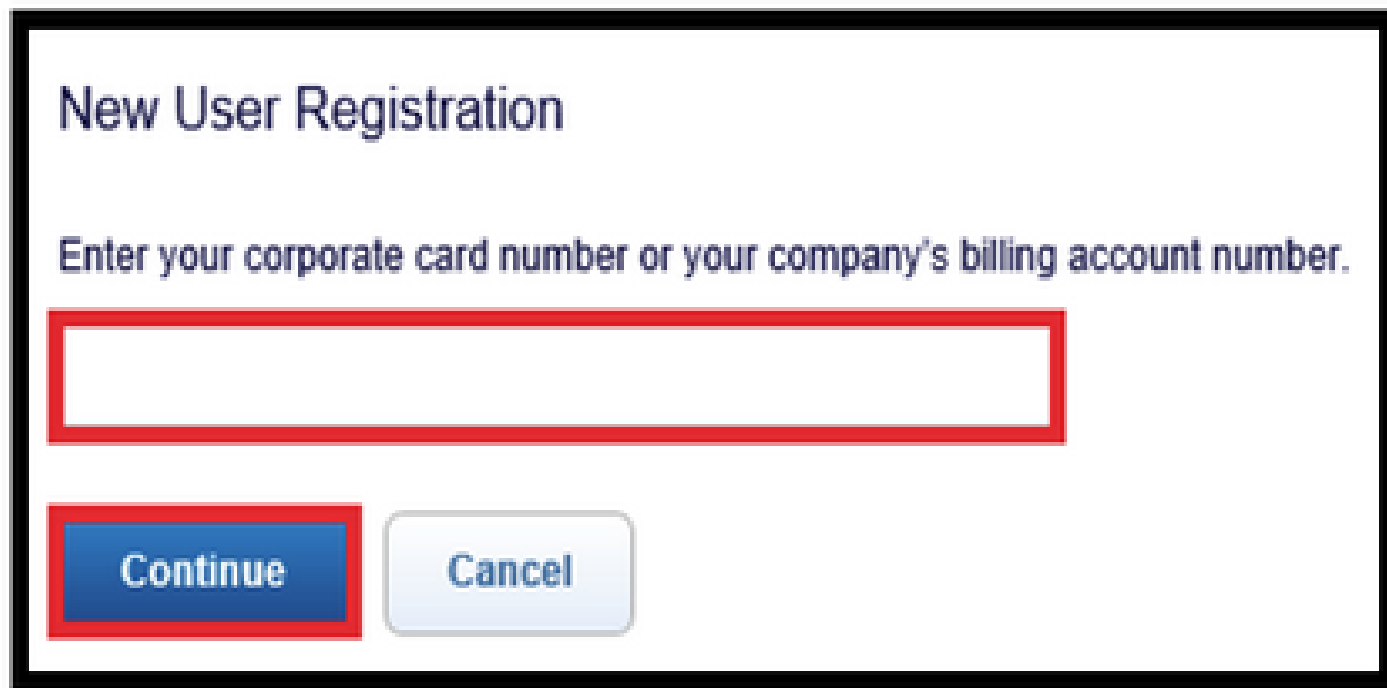
[Forgot ID/Password](#)

 **Apply for a New Card**
Apply for a new card or [check the status](#) of an existing application.
[Apply now >](#)

 **Register a Card**
Register your corporate credit card or corporate billing account.
[Register now >](#)

Registration (2 of 3)

2. The cardholder will enter their 16-digit account number > select **Continue**.



New User Registration

Enter your corporate card number or your company's billing account number.

The image shows a 'New User Registration' dialog box. It contains a title, a prompt to enter a corporate card or billing account number, a text input field, and two buttons: 'Continue' and 'Cancel'. Red boxes highlight the input field and the 'Continue' button.



Registration (3 of 3)

3. The cardholder will then be prompted to enter the information for their card:

- **Cardholder name as it reads on the card (in all capitals).**
- **The card Expiration Date.**
- **Card Security Code.**
- **Select an option below to complete verification.**

Once all information is entered, select **Continue**.

The screenshot shows a 'Verify Your Card' form with a progress indicator at the top showing three steps. Step 1 is active. The form contains the following fields:

- Card Number:** A blacked-out field.
- Name on Card:** A text input field with a red border.
- Expiration Date:** Two date selection dropdowns with red borders.
- Security Code:** A text input field with a red border.
- Select an option below to complete verification:** A dropdown menu with 'Select one' and a red border.
- Buttons:** A blue 'Continue' button with a red border and a grey 'Cancel' button.

Two informational callouts are present:

- A yellow callout with a question mark icon: "Enter your name exactly as it appears on your card, including any spaces or special characters."
- A white callout with a question mark icon: "Signature and digits from card 123. The 3-digit security code is on the back of the card, to the right of the signature."

Account Summary

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Viewing Account Summary and Recent Card Activity

- Balance, credit limit, and payment information are available under the 'Account Summary' from the home page

Global Card Access

[Home](#) [PIN Check](#) [Card Management](#)

Account Summary

Balances as of Jan 14, 2022, 08:14 AM CST

Julian West - 0542

Payment due date	Current balance	Credit limit	Available credit
Jan 13, 2022	0.00	5,001.00	4,954.79
Balance on last statement	Last payment		
0.00	0.00		

Recent activity

Date	Description	Amount
Jan 14	Jim's Electrical Solutions	46.21 Pending
	Transaction date: Jan 14, 2022 08:14 CST	
	Transaction type: Pending	
	Card type: MasterCard	
	Reference number: 020109	
	Merchant category: ELECTRICAL CONTRACTORS	
	Merchant category code: 1731	
Jan 05	Budget Airlines	65.41 Pending

- Cardholders can view recent authorizations, posted transactions, and declines from the 'Recent activity' table

On the right side of your Account Summary Page are the following Quick Actions:

[Quick actions:](#)

[View your PIN](#)

[Change your PIN](#)

[Manage Alerts](#)

[Lock Card](#)

[View statements](#)

Select the desired action to view the options available



Cardholder Alerts

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Managing Alerts

- The Manage Alerts tab lets you set up alerts for either transaction activity or account activity and can be sent by email or text.
- Transaction Activity examples are notifications when a purchase is declined or if a purchase was made in a foreign country.
- Account Activity examples are notifications for low credit balances or when the balance for the month reaches or exceeds a specified amount.
- The following screen shots provide the how to steps:

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Cardholder Alerts

Global Card Access

[Home](#) [PIN Check](#) [Card Management](#)

Account Summary

Balances as of Jan 11, 2022, 06:52 AM CST

Julian West - 2020

Payment due date	Current balance	Credit limit	Available credit
Jan 13, 2022	0.00	5,001.00	5,001.00
Balance on last statement	Last payment		
0.00	0.00		

My tasks

No tasks at this time.

Quick actions

- [View your PIN](#)
- [Change your PIN](#)
- [Manage alerts](#)
- [Lock card](#)
- [View statements](#)
- [Make a payment](#)

Recent activity

Cardholders can set up alerts for certain card activity.



Cardholder Alerts (continued)

Global Card Access

Home PIN Check Card Management Bank User

Alerts (card ending 2020)

Transaction activity Account activity

Alert Send to Settings

Cash is withdrawn		<input type="checkbox"/> Off
Transaction is declined		<input checked="" type="checkbox"/> On
Transaction exceeds my specified amount <input type="text" value="250"/>		<input checked="" type="checkbox"/> On
Transaction is made online		<input type="checkbox"/> Off
Transaction is made by phone or mail		<input type="checkbox"/> Off
Transactions where merchant is based in another country (choose up to 3)		<input type="checkbox"/> Off
Transactions where merchant is based in another state or province (choose up to 3)		<input type="checkbox"/> Off

Send alerts to Edit

p****e@bofa.com.
Primary email address

Send alerts to

Select how you want to receive your alerts or [manage your contact information](#)

p****e@bofa.com.

*****5555

Save Cancel

Cardholder Alerts (continued)

Home PIN Check Card Management Bank User

Alerts (card ending 2020)

Send alerts to
p****e@bofa.com.
Primary email address

Transaction activity **Account activity** 'Account Activity' alerts can be set on the second tab

Alert	Send to	Settings
Card is requested or reissued on my account		<input type="checkbox"/> Off
Personal information changed on my account		<input type="checkbox"/> Off
Payment due in xx days		<input type="checkbox"/> Off
Payment posted		<input type="checkbox"/> Off
Payment not made by due date		<input type="checkbox"/> Off
Credit available is less than my specified amount		<input type="checkbox"/> Off
Balance reaches or exceeds the specified percentages of my credit limit		<input type="checkbox"/> Off
Balance reaches or exceeds my specified amount		<input type="checkbox"/> Off

These three are available for MSU to use

PIN Check and PIN Change

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Viewing the PIN Number

- You can view the Bank of America assigned PIN via the GCA platform, or can opt to change it to something more memorable.
- To view the PIN, simply choose View PIN from the Quick Actions List.
- Enter the 3-digit security code from the back of your card and select Show my PIN. The PIN will be displayed one digit at a time.
- See following screen shot:



View PIN

Home PIN Check Card Management

Account Summary Balances as of Jan 11, 2022, 06:52 AM CST

Julian West - 2020

Payment due date	Current balance	Credit limit	Available credit
Jan 13, 2022	0.00	5,001.00	5,001.00
Balance on last statement	Last payment		
0.00	0.00		

1. Click this link to view the card's PIN → [View your PIN](#)

My tasks
No tasks at this time.

Quick actions
[View your PIN](#)
[Change your PIN](#)
[Manage alerts](#)
[Lock card](#)
[View statements](#)
[Make a payment](#)

⊕ Recent activity

2. Enter the card's three digit CVV (from the back of the card) and click 'Continue'

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Home PIN Check Card Management

PIN Check

Enter your security code ?

[Continue](#)



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Global Card Access

Home PIN Check Card Management

PIN Check

PIN shown one digit at a time.

* 4 * *

[Show my PIN](#)

3. After clicking 'Show my PIN' the digits of the PIN are displayed one at a time

Changing the PIN Number

- To change a PIN number, select Change Your PIN from the Quick Actions list .
- From the pop-up screen, enter the security code from the back of the card, the current PIN number and the new Pin Number
- Click Submit.
- See the following screenshot:

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Change PIN

Julian West

My tasks

No tasks at this time.

Quick actions

[View your PIN](#)

[Change your PIN](#)

[Manage alerts](#)

[Lock card](#)

[View statements](#)

[Make a payment](#)

Related links

[Global Reporting and Account Management](#)

[Works](#)

1. Back on the home screen, select 'Change your PIN' to customize the card's PIN

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[Home](#) [PIN Check](#) [Card Management](#)

Change your PIN

Complete the following information to change your PIN.

Security code



Current PIN

[Forgot your PIN?](#)

New 4-digit PIN

Confirm new PIN

Submit

Cancel

2. Enter the card's three digit CVV (from the back of the card), the current PIN, and the new PIN, and click 'Submit'



Locking Your P-Card

- The GCA platform allows you to lock the card and prevent unauthorized purchases if the card is temporarily misplaced or if the cardholder is on vacation. The card will still accept recurring bills such as subscriptions.
- If you believe the card is lost, or stolen and not misplaced, contact the bank immediately rather than use this locking feature. The number to call is 888-449-2273.
- When the card is locked, you will still be able to sign into the GCA platform and use any of its features, including Unlock Card.

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Lock/Unlock

To Lock/Unlock your card:

- Select Lock Card from the Quick Actions Menu
- Select Lock Card again from the explanation pop-up menu. The card is now locked and you will receive an email alerting you that the card is locked.
- To unlock your card, select Unlock Card and proceed as above
- See following screenshot:

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Lock/Unlock

Global Card Access

Home PIN Check Card Management

Account Summary

Balances as of Jan 14, 2022, 09:03 AM CST

Julian West - 2020

Payment due date	Current balance	Credit limit	Available credit
Jan 13, 2022	0.00	5,001.00	4,954.79
Balance on last statement	Last payment		
0.00	0.00		

My tasks

No tasks at this time.

Quick actions

[View your PIN](#)

[Change your PIN](#)

[Manage alerts](#)

[Lock card](#)

[\(Unlock card\) if locked](#)

[View statements](#)

[Make a payment](#)

Related links

[Global Reporting and Account Management](#)

[Works](#)

Recent activity

Lock your card

When your card is locked, you cannot use it to:

- Make purchases
- Make ATM withdrawals - only available if company enabled

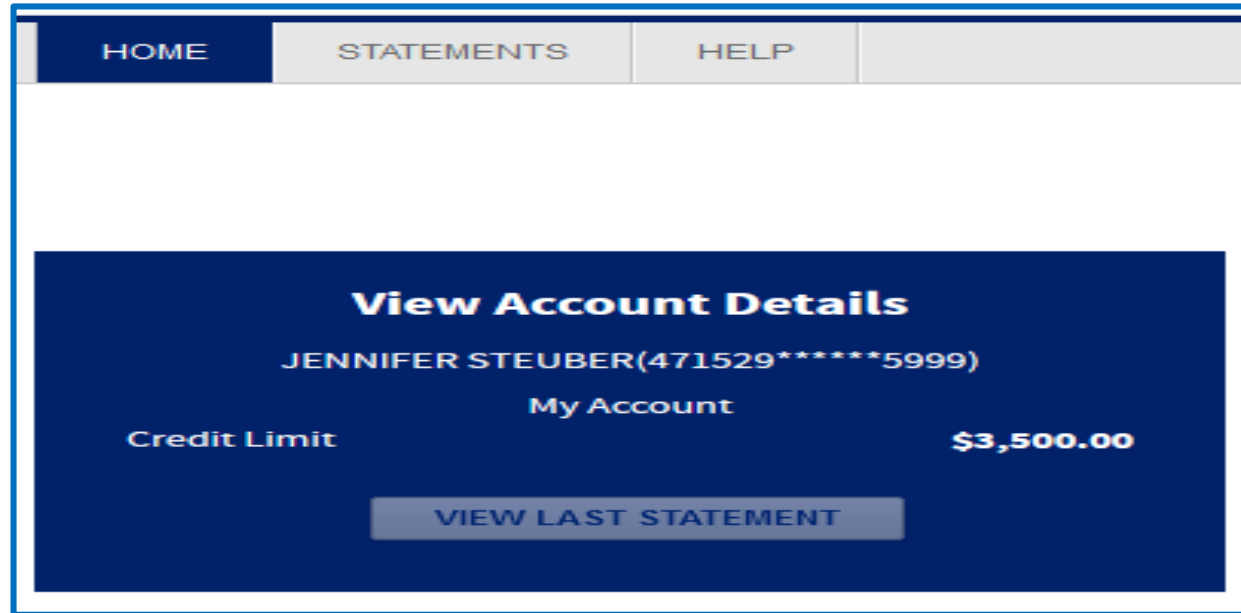
However, recurring transactions, refunds and credits will still be processed.

You can unlock your card at any time within Global Card Access.

[Lock card](#) [Cancel](#)

Viewing Statements

The GCA platform allows you to view your current month's statement and historical statements. To view your most recent statement, select View Last Statement from Home Tab



Viewing Statements (continued)

To view historical statements, select Account Activity from the Statements tab to view up to 12 months of past statements and make your selection from the drop down tab. Statements can be opened or downloaded by clicking on the pdf icon to the right of the statement date.

Global Card Access

[Home](#) [Card Management](#)

[Account Summary](#) Balances as of Apr 17, 2024, 01:22 PM CDT



JENNIFER STEUBER - 5999

Current balance	Available credit	Credit limit
0.00	3,500.00	3,500.00

Activity **Statements**

2024

February 29, 2024



User Profile Self Management


Global Card Access

[Home](#) [PIN Check](#) [Card Management](#)

Contact information

Last sign in Friday, January 14, 2022, 08:07 AM CST

Email

Use with 

J****st@abccorp.com





Mobile phone

Use with 

*****5555





[delete](#)

[Add mobile phone](#)

Update email address

Changes to your primary email address will apply to Two-Factor Authentication and Global Card Access communications including alerts.

Email address

[Save](#) [Cancel](#)

Update mobile phone

Mobile phone number

Bank of America Mobile Alerts Service. Message frequency depends on account settings. Message & Data Rates May Apply. Carriers and the Bank are not responsible for any delayed or undelivered messages. Messages may be delayed or not delivered due to factors outside of the carrier's or Banks's control. Get additional support or help by calling the number on the back your card.

[Save](#) [Cancel](#)

User details

Julian West

User ID
julian_west

Role(s)
Cardholder



Users can update their name, user ID, and employee ID here.

Quick actions

[Change password](#)

[Update security questions](#)

[Show phone number and email addresses](#)

Bank of America Customer Service Numbers

- Customer Service for All Cardholders:
1-888-449-2273 or 1-800-822-5985 Option 2
- For the Hearing Impaired:
Bank of America accepts calls made through the relay services, dial 711
- To Report Fraud:
1-866-500-8262
- For Billing Disputes (non-fraud):
1- 855-449-2273

