

ACTIVATING & REGISTERING YOUR P-CARD

This document explains how to activate your P-Card and register it on the Bank of America (BAML) site. Please complete the instructions in the order below.

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STEP 1. P-Card Activation

IMPORTANT:

- You MUST use the automated system to activate your P-Card and AVOID talking to an actual person. A person will likely ask you several questions to verify your identity and, as your application was partially completed by the university, you may not have the correct answers.*
 - Sometimes the activation prompts change. If you have issues, contact Bill Kephart.*
- Call the activation # on the card.
 - At prompt, enter your “full account number” (the full credit card number).
 - At prompt for phone #, use **217-300-3943**
 - NOTE: That’s Bill Kephart’s office phone; it was listed as the contact phone on your P-Card application.
 - You should then be asked to enter your “Account Verification Code/ID” - use your **COMPLETE *UIN***, all 9-digits.
 - At prompt, **create a PIN**.
 - At this point you should get a message that card has been activated.
 - Sign you card! Then...**
 - Send an EMAIL with subject “P-Card Activated” to Bill Kephart (kephrt@illinois.edu).**

TIP: Concerned about forgetting your PIN? A safe way to keep it with your card is to write it disguised as a phone number or date along with a few other #s.

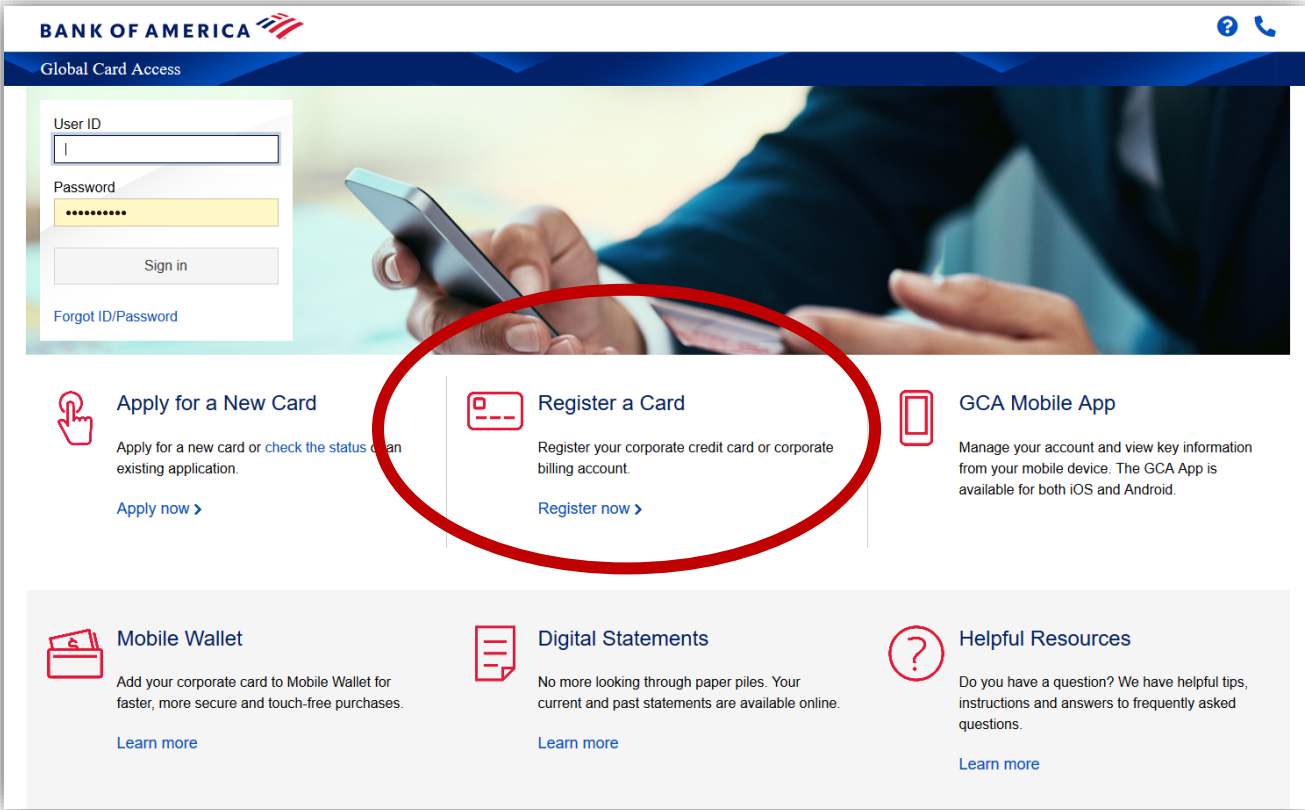
END OF STEP 1 -----

Step 2. Create a BAML Account and Register P-Card

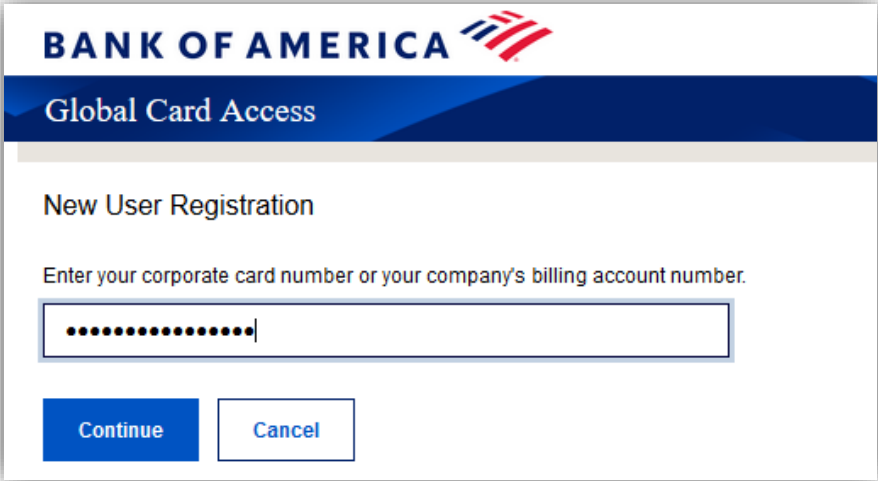
Registering you P-Card on the BAML site will allow you to:

- Locate your PN if you forget it.
- Set up alerts to notify you when your P-Card is charged.
- View pending and final charges BEFORE they appear in Chrome River.

- Open the following link: <https://spacardportal.works.com/gar/login>
- Bookmark it!
- Select “Register a Card”




- Enter your P-Card account number as directed.



6. Enter your **UIN** in the Employee ID field.

7. Choose username, password, and security questions.

Question 3



Answer 3

8. Enter name and @illinois.edu email.

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Global Card Access

Enter Your Information

1

2

3

First Name

Tonya

Middle Name

Anna

Last Name

Bernstein

Employee ID

Optional

Email Address

tbernste@illinois.edu

Submit

Cancel

9. Accept terms.

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Global Card Access

Terms and Conditions - Individual Account

By clicking the Accept button below:

1. You agree to the Terms of Use.

2. You agree to receipt in electronic form within online PIN Check of the Terms of Use, all updates to the Terms of Use and all disclosures, notices and other communications regarding online PIN Check.

3. You represent to the Bank that the computer you intend to use in connection with Online PIN Check meets the software requirements described under the Settings link for optimal performance or that the computer online PIN Check.

After you have enrolled, you can withdraw your consent to the Terms of Use by calling customer service. However, withdrawing your consent means you will no longer be able to access online PIN Check.

Computer Requirements

To ensure you have the best experience using Online PIN Check and get the most current security features to protect your personal and account information online, we ask that you have:

An IBM- or Macintosh-compatible computer

A printer or sufficient computer disk space to save copies of documents

Internet access

Internet browser that supports HTML 4.0, has 128-bit SSL encryption, is JavaScript-enabled, and meets the following requirements:

For PC using Windows NT, 2000, ME, XP, Vista, or Win 7:

Microsoft Internet Explorer 11

Firefox 3 and higher

Chrome 3.0 and higher

10. After you accept the terms, you'll be returned to the home screen.

11. Log in.

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 >](#)

GCA Mobile App

Manage your account from your mobile device available for both iOS

Mobile Wallet

Add your corporate card to Mobile Wallet for faster, more secure and touch-free purchases.

[Learn more](#)

Digital Statements

No more looking through paper piles. Your current and past statements are available online.

[Learn more](#)


Helpful Resources

Do you have a question? Find answers, instructions and answers to common questions.

[Learn more](#)

12. At first login, you'll be sent an email with a verification code.

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Global Card Access

Authentication required

A one-time passcode will be sent to *****e@illinois.edu.

Enter the code below to continue:

Didn't receive your code?

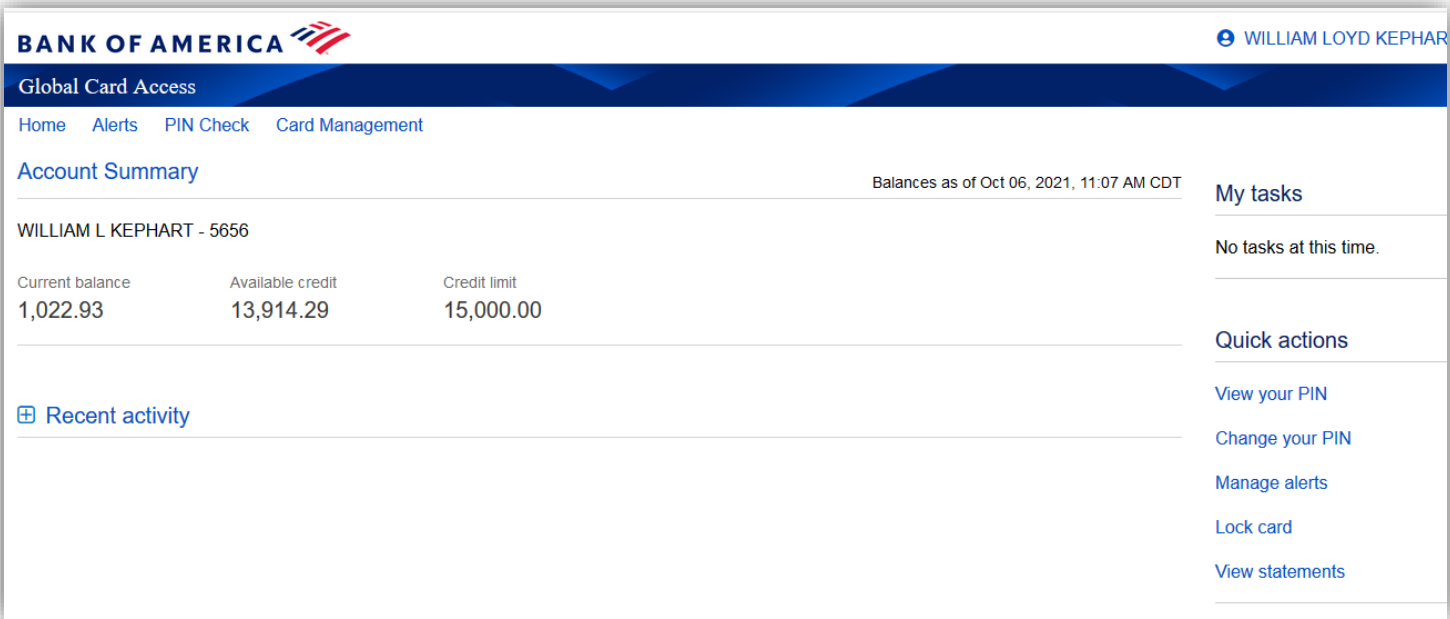
[Resend code](#)

Continue

Cancel

13. Once verified, you'll be taken to the screen below. From this point on, you should only need to login to access this page, no other verification will be needed.

IMPORTANT: Like other secure sites, unique to each visit BAML adds additional garbage characters to your password once you submit it (you should see a string of additional dots in the field each time you visit). You'll likely need to clear those password dots and re-enter with each visit. Your browser may prompt you to save your password each time, but don't bother, because it will save your password PLUS all the garbage characters – which change with every visit – so it will not be useful the next time you try to log on.

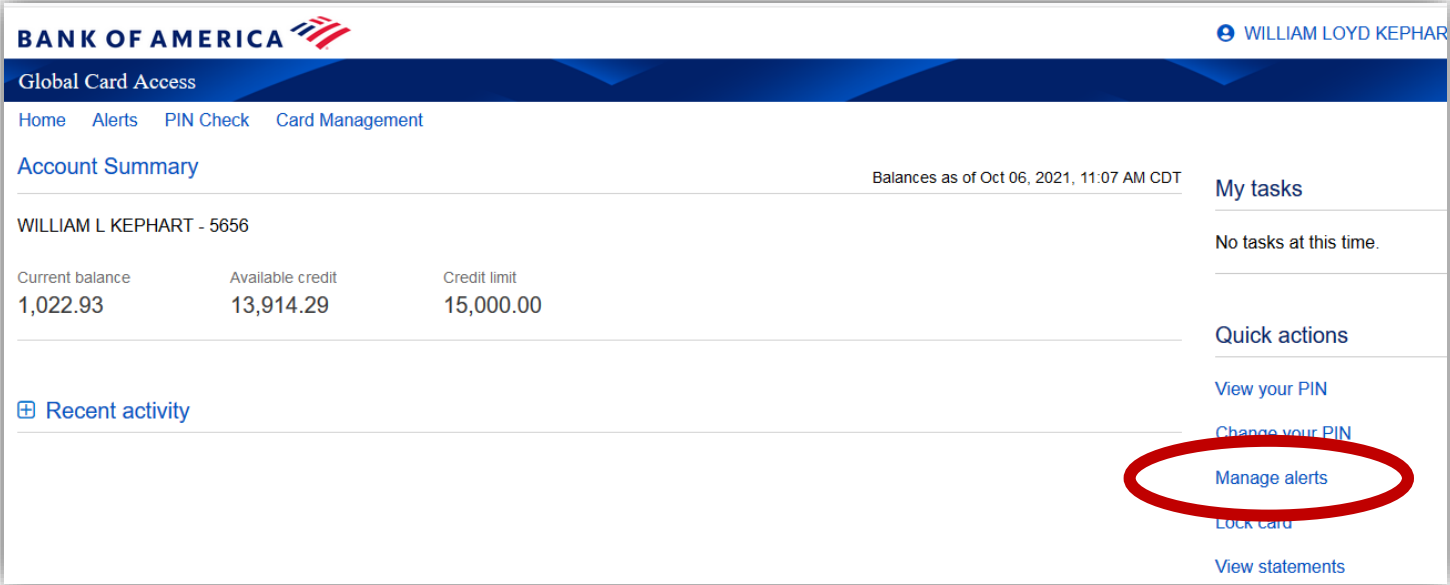


END OF STEP 2 -----

Step 3. Set Up Alerts

*****The best way to prevent fraud - and all the extra work it creates - is to set-up alerts.**

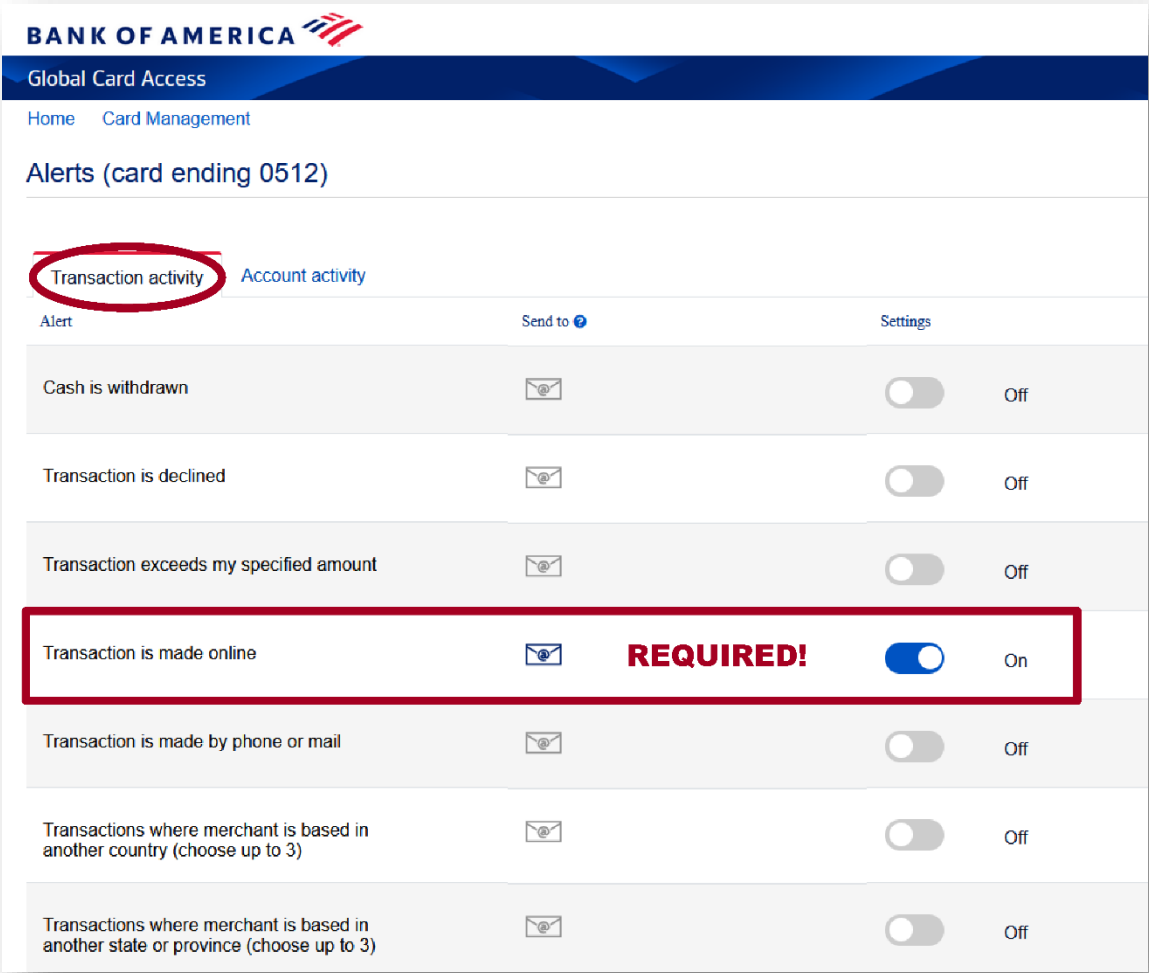
1. Starting on the home page, select “Manage alerts” (circled below).



2. On the Transactions Activity tab (circled), Turn ON alert for “Transaction is made online.”

THIS ALERT IS REQUIRED.

The envelope icon should offer a dropdown which allows text message alerts rather than email.
OPTIONAL: Feel free to select any other notifications you might find useful.



3. Select the Account Activity tab (circled). The choices here are OPTIONAL, but you may find it useful to select a BALANCE alert to let you know when you're reaching your \$5,000 spending limit. You can choose any amount.

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

Alerts (card ending 0512)

Transaction activity

Account activity

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

Balance reaches or exceeds my specified amount

4500

OPTIONAL

Save

Cancel

4. Done! Log out.
5. Send an EMAIL with subject “Registered on BAML” to Bill Kephart (kephrt@illinois.edu).
6. You’re all set to start your tax-exempt shopping!

END OF STEP 3 -----