# **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.

## MENU/OVERVIEW

Step 1. P-Card Activation Step 2. Create a BAML Account and Register P-Card Step 3. Set Up Alerts

## 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.
- 1. Call the activation # on the card.
- 2. At prompt, enter your "full account number" (the full credit card number).
- 3. At prompt for phone #, use 217-300-3943
- 4. NOTE: That's Bill Kephart's office phone; it was listed as the contact phone on your P-Card application.
- 5. You should then be asked to enter your "Account Verification Code/ID" use your **COMPLETE \*UIN\*, all 9-digits**.
- 6. At prompt, create a PIN.
- 7. At this point you should get a message that card has been activated.
- 8. Sign you card! Then...
- 9. 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.

### 1. Open the following link: <u>https://spacardportal.works.com/gar/login</u>

- 2. Bookmark it!
- 3. Select "Register a Card"

BANK OF AMERICA 🦘		Ø 📞
Global Card Access         User ID         1         Password         Sign in         Forgot ID/Password         Where the status of the status of the existing application.         Apply for a new card or check the status of an existing application.         Apply now >	Register a Card         Register row >	GCA Mobile App Manage your account and view key information from your mobile device. The GCA App is available for both iOS and Android.
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? We have helpful tips, instructions and answers to frequently asked questions.     Learn more

#### 4. Enter your P-Card account number as directed.

BANKC	FAMERICA 🦅
Global Car	d Access
New Liser Ro	poistration
New User Re	gistration
Enter your corpor	ate card number or your company's billing account number.
•••••	•••••
	Ganad

- 5. Verify your P-Card details and choose "Employee ID" from the dropdown.
- 6. Enter your UIN in the Employee ID field.

Verifv Your Card		
1	2	
Card Number		
*****6760		
Expiration Date		
02 ~ 2023		~
Security Code		
•••		?
Select an option below to complete verification.		
Employee ID		~
Enter your employee ID below.		
Enter UIN		

7. Choose username, password, and security questions.

BANK OF AMERICA
Global Card Access
Create Your Account
12
Create a User ID
Create a Password
Confirm Password
Select and answer three security questions. These will be used to verify your identity. Question 1
What street did you grow up on?
Answer 1
Question 2
Which state was your spouse born in?
Answer 2
Question 3
What is the name of the first organization that you belonged to?
Answer 3
Continue Cancel

# 8. Enter name and @illinois.edu email.

Hobal Card Access		
nter Your Information		
1	2	3
First Name	Топуа	
Middle Name	Anna	
Last Name	Bernstein	
Employee ID	Optional	
Email Address	tbernste@illinois.edu	

## 9. Accept terms.

BANK OF AMERICA 🚧
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
Accept Decline

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

# 11. Log in.

User ID		
Password		
Sign in		and and a second
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 corp billing account. Register now >	orate GCA Mobil Manage your ac from your mobile available for bot
Mobile Wallet	Digital Statements	

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



# 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.

BANKOFAI	MERICA 🚧			WILLIAM LOYD KEPHAR
Global Card Acce	ess			
Home Alerts P	IN Check Card Manager	nent		
Account Summa	ігу		Balances as of Oct 06, 2021, 11:07 AM CDT	My tasks
WILLIAM L KEPHAF	RT - 5656			No tasks at this time.
Current balance	Available credit	Credit limit		
1,022.93	13,914.29	15,000.00		
				Quick actions
🕀 Recent activit	by a second s			View your PIN
	y			Change your PIN
				Manage alerts
				Lock card
				View statements

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).

BANKOFAM	IERICA 🥎			• WILLIAM LOYD KEPHAR
Global Card Acces	s			
Home Alerts PIN	Check Card Managem	ent		
Account Summar	у		Balances as of Oct 06, 2021, 11:07 AM CDT	My tasks
WILLIAM L KEPHART	r - 5656			No tasks at this time.
Current balance	Available credit	Credit limit		
1,022.93	13,914.29	15,000.00		Quick actions
				View your PIN
Recent activity	1			Change your PIN
			C	Manage alerts
				LOCK Caru
				View statements

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.



Transaction activity Account activity				
Alert	Send to 😮		Settings	
Cash is withdrawn	@			Off
Transaction is declined	(@			Off
Transaction exceeds my specified amount	@			Off
Transaction is made online	`@´	<b>REQUIRED!</b>		On
Transaction is made by phone or mail	@			Off
Transactions where merchant is based in another country (choose up to 3)	<u>`@</u>			Off
Transactions where merchant is based in	@			Off

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.

ANK OF AMERICA 💞		
lobal Card Access		
ome Card Management		
lerts (card ending 0512)		
Transaction activity		
Alert	Send to 😧	Settings
Card is requested or reissued on my account	<u>`@`</u>	Off
Personal information changed on my account	<u>`@`</u>	Off
Payment due in xx days		Off
Payment posted		Off
Payment not made by due date	<u>`@</u>	Off
Credit available is less than my specified amount		Off
Balance reaches or exceeds the specified percentages of my credit limit	<u>`@</u>	Off
Balance reaches or exceeds my specified amount	OPTIONAL	Save
4500		Cancer

- 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 -----