Online PIN Check

Introduction
As you travel, you will find that Chip and PIN terminals are becoming more common and require the use of a Chip and PIN enabled card. To complete a purchase at these terminals, you will need to enter a PIN rather than provide a signature. The chip supplements the magnetic stripe on the card, providing you with greater access to points of sale and improved acceptance around the globe. Online Pin Check is a simple online tool with robust security features, allowing you to access your 4-digit PIN associated with your Chip and PIN Card whenever you need it. Online PIN Check is available only to Individual Accounts in:
- North America
- Europe
- Middle East Asia (not Asia Pacific)
- Australia
Your organization must be configured for Online PIN Check to view and access the application within Global Card Access.

You are never without your PIN
It is important that you remember your PIN and do not share with others. You can retrieve a forgotten PIN online at any time by visiting www.bofaml.com/globalcardaccess after a one time registration. The instructions that follow will help you get started.

Figure 1: Cardholder Login Page
First Time Registration

A user must register through the Global Card Access website before gaining full access to the PIN Check site and retrieving a PIN. To register as a new user, complete the following:

1. Go to Global Card Access at www.bofaml.com/globalcardaccess
2. From the Global Card Access login screen, click Register New User.
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.

4. Click Submit.

5. Complete the additional account information (Figure 3).

**Important:** Click the icon for additional details, as needed.
6. Click Submit.

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

**Important:**

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

9. Click **Submit**.

10. Click **Accept** to acknowledge the Terms and Conditions (Figure 5). The Global Card Access login screen displays with 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:

2. Enter your **User ID**.
3. Enter your **Password**.
4. Click **Login**. The Global Card Access home page displays.

This completes the procedure.