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| `Bank of America logo |
| Subject: Get started with Global Card Access |
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| Dear Cardholder,  As a corporate cardholder, it is important that you monitor the activity on your card and that you keep it secure. [Global Card Access](http://www.bofa.com/globalcardaccess) is a mobile-friendly website and app that helps you manage your corporate card. Available features include:   * **Dashboard:** current balance, recent transactions and credit limit * **Activation:** activate a new card online * **View PIN:** securely view your PIN number * **Change PIN:** create a new PIN number(online only) * **Alerts:** set up email, text or phone alerts for card activity * **Lock/Unlock:** turn your card on or off as needed * **Statements:** view and download up to 13 months of statements (online only) |
| Register for Global Card Access today!  1. Visit [bofa.com/GlobalCardAccess](http://www.bofa.com/globalcardaccess) and choose “Register a card” ([registration video](https://players.brightcove.net/pages/v1/index.html?accountId=1786718357&playerId=Sk1PhbL9l&videoId=6125946316001&autoplay=true)). 2. Enter your card information and complete verification by entering your Verification ID or Employee ID (as provided by your Program Administrator) or request a one-time passcode. (If one-time-passcode is requested, confirm that the email address shown is accessible by you.) 3. Create your username/password and provide answers to three security questions. 4. Accept the Terms and Conditions 5. Sign in to set up alerts, confirm your profile and explore Global Card Access.   Now you can easily manage your card from anywhere using Global Card Access.  Kind Regards,  Bank of America  Commercial Card Team |
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