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| `Bank of America logo |
| Subject: Two steps to better protect your card. |
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| Dear Cardholder,  Bank of America uses many strategies to make sure that your corporate card is protected, but there are two very simple steps that you can take to help prevent fraud – set up alerts and lock your card when you don’t plan to use it. You can do both actions in [Global Card Access](http://www.bofa.com/globalcardaccess) and the Global Card Access app.  [Global Card Access](http://www.bofa.com/globalcardaccess) is a mobile-friendly website and app that helps you manage your corporate card.   * **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) |
| Take steps to protect your card  1. Sign into the Global Card Access app or visit [bankofamerica.com/globalcardaccess](http://www.bofa.com/globalcardaccess). (If you have not registered for Global Card Access, [*How to register for Global Card Access*](https://www.bofaml.com/content/dam/boamlimages/documents/PDFs/gca-registration.pdf)has complete instructions and frequently asked questions. 2. Select *Manage Alerts* from the Quick Actions list. 3. Choose the alerts that you would like to receive from the Transaction and Account activity tabs by toggling the Settings switch On or Off. 4. For each alert enabled, choose at least one channel to be notified, either SMS Text or Email. 5. You can edit your contact information (email and mobile phone numbers) from the Send alerts 6. to section by selecting the edit link.   For more information on setting up alerts or how to lock your card, review the [Global Card Access Alerts](https://www.bofaml.com/content/dam/boamlimages/documents/PDFs/alerts.pdf) or [Global Card Access Lock Card](https://www.bofaml.com/content/dam/boamlimages/documents/PDFs/lockcard.pdf) quick start guides.  Kind Regards,  Bank of America  Commercial Card Team |
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