

# Register for Global Card Access on Mobile Application or Online

Global Card Access is a card management tool that gives you access to your card information. Features like **View PIN**, **Change PIN**, **Lock Card**, and **Alerts** help you keep your card secure. Cardholders may choose one of two registration options.

## Download the Global Card Access application from any major app store.

1. Go to the GlobalCardAccess (GCA) app and choose Register a card.
2. Enter your card number.
  - a. Select Continue.
3. Enter your account information (expiration date, security code).
  - a. Verification ID or Employee ID: Your Workday ID serves as both the Verification ID and Employee ID. If you are unsure of your Workday ID, please refer to your Workday profile.
  - b. Select Continue.
4. Create your User ID and Password. Select and answer three security questions. This information will be used to verify your identity.
  - a. A User ID must be a minimum of seven characters and a maximum of 50 characters.
  - b. A Password must be a minimum of eight characters and must contain at least one alpha and one numeric character. Passwords are case sensitive.
  - c. Select Continue.
5. Enter your name and email address.
  - a. Select Submit.
6. Accept the Terms and Conditions and your registration is complete.

## Register as a new user for Global Card Access online.

1. Go to <https://www.bankofamerica.com/globalcardaccess> and choose Register now.
2. Enter your card number.
  - a. Select Continue.
3. Enter your account information (name on card, expiration date, security code).
  - a. Verification ID or Employee ID: Your Workday ID serves as both the Verification ID and Employee ID. If you are unsure of your Workday ID, please refer to your Workday profile.
  - b. Select Continue.
4. Create your User ID and Password. Select and answer three security questions. This information will be used to verify your identity.
  - a. A User ID must be a minimum of seven characters and a maximum of 50 characters.
  - b. A Password must be a minimum of eight characters and must contain at least one alpha and one numeric character. Passwords are case sensitive.
  - c. Select Continue.
5. Enter your name and email address.
  - a. Select Submit.
6. Accept the Terms and Conditions and your registration is complete.