

## Bank of America Procurement Card Activation

**To Register for Global Card Access and Activate:** use QR Code below OR visit [www.baml.com/globalcardaccess](http://www.baml.com/globalcardaccess) and “Register a New Card”

**To activate card by phone:** verification ID is 9 + 6-digit UT personnel number (example: 9123456)

**Global Card Access** will offer many benefits to our cardholders:

- Check or change PIN number
- View recent transactions
- Temporarily lock/unlock a card
- Manage card alerts (suspicious activity, declined purchases, and balance notifications)

Card statements will be available through the global card access account prior to the IRIS statement. Please take advantage of this statement to begin matching receipts and verifying account activity. ***The IRIS statement will be available by the 5<sup>th</sup> of each month, and will still be the statement that should be signed and attached in IRIS per policy FI0530.***

For detailed registration and activation instructions see [Global Card Access Registration](#)



### For Declined Transactions, Lost, Stolen, or Compromised Cards Contact

1-888-449-2273 – Bank of America Customer Service

The cardholder should always contact the bank first if there is an issue with the card. Additional support will be provided by the Program Administrator as needed. **If a card is reissued**, please fill out the [Notification Form](#) and return to the [Program Administrator's Office](#) via email to ensure that you receive the replacement card in a timely fashion.

### Updated policy FI0530 – Procurement Cards

Various changes and updates have been made to the system-wide [Procurement Card Policy](#). Please review these changes to ensure compliance with current policy.

Additional information, including forms and available training, can be found on the [System Accounts Payable Website](#).