

Know your corporate credit card PIN number

As the Bank of America corporate card program continues to transition cards to chip technology, it's more important than ever to know your corporate credit card's four-digit PIN. Starting October 1, when using your card for Point of Sale transactions, your PIN may be required in the U.S. – and it is currently required for most international transactions. Using your PIN helps prevent fraud by making it more difficult to copy or counterfeit a transaction.

Please note that if you do not have a Chip and PIN card yet, cards without chips will continue to be accepted by using the magnetic stripe until you receive a new Chip and PIN card.

Reminder: PIN requirements for your corporate card may differ from other cards you carry as a consumer.

Know your PIN

Your PIN is mailed separately when your corporate credit card is replaced near expiration. To ensure that you know your four-digit PIN, visit the PINCheck website to access and register for your PIN. To register, you will need your verification code. This 9-digit code was provided when you first received your card. You will also need your expiration date and CVV number (security code, located on the back of your card) to register. If you don't have any of this information, please contact your Program Administrator.

- **Access the PINCheck website** through your computer or mobile device to register your PIN as recommended by visiting www.bofam.com/globalcardaccess. When registering please enter the name as it appears on your card (example: ALL CAPS, include middle initial, or a name prefix/suffix if applicable)
- **Recall your PIN anytime** you need to be reminded from your computer or mobile device at the www.bofam.com/globalcardaccess. Your PIN will be securely displayed one digit at a time.

What else you need to know

You can continue to use your corporate card just as you do today:

- For merchants that accept chip transactions, insert your card and await direction – you may be prompted to enter your PIN.
- For merchants that do not accept chip transactions, you will swipe your card and sign your name.
- For ATMs, use your card as you do today.

For additional questions, please refer to www.baml.com/globalcardus.

PIN safety reminders



Your PIN, when properly used, is designed to give you added safety when using electronic terminals that accept your card.

For maximum safety, be sure to:

1. Memorize your PIN.
2. Do not carry your PIN in your wallet or purse along with your card.
3. Do not write your PIN on your card.
4. Only you – or persons authorized to use your card – should know your PIN.
5. If your card is lost or stolen, or if you think an unauthorized person knows your PIN, please report it immediately to card services by calling the number on the back of your card.