Global Card Access

Global User Guide – Program Administrators

Contents

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Introduction

Global Card Access is an online card management tool that gives you and your cardholders access to your corporate card information whenever, wherever and however you need it. As a Program Administrator, you'll be able to view your global account dashboard, manage your cardholders, approve new account requests online, make payments[1], and view your statements. Your cardholders will have access to features such as checking their credit limit, balance, and available credit, along with viewing/changing their PIN, locking card, managing alerts, accessing statements, and making payments[2] for added convenience and security.

[1] Payments are only available in North America

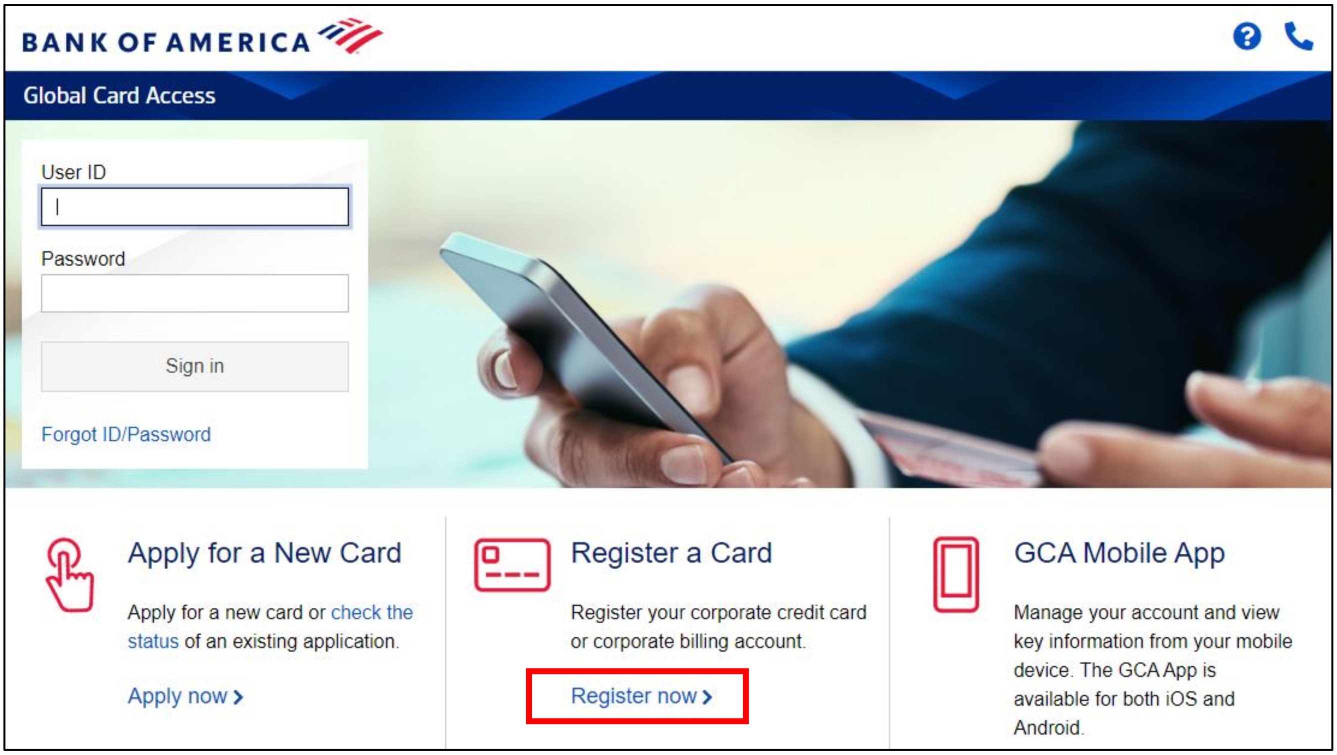
First-time Registration for Corporate Accounts

While Global Card Access allows users to self-register to gain access to the site, you may not need to register. You may receive a Welcome Email from globalcardaccess@bofa.com . The email will provide you with your Global Card Access user ID and a link for setting up your password and security questions. After your password and security questions are established, you will be directed back to the Global Card Access Login Page.

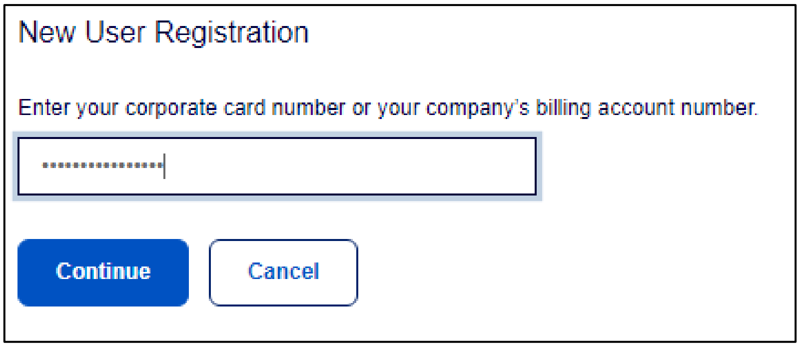
A Program Administrator who manages a company's North America corporate card program can also register for Global Card Access using the company's billing account number. Program Administrators who manage EMEA and APAC corporate accounts should contact Card Digital Services to be registered for Global Card Access. All cardholders, globally, can self-register their account on Global Card Access.

To register as a new user for a corporate account, complete the following:

1. Access the Global Card Access website at https://www.bankofamerica.com/globalcardaccess.
2. From the Global Card Access sign-in screen, click *Register now*.



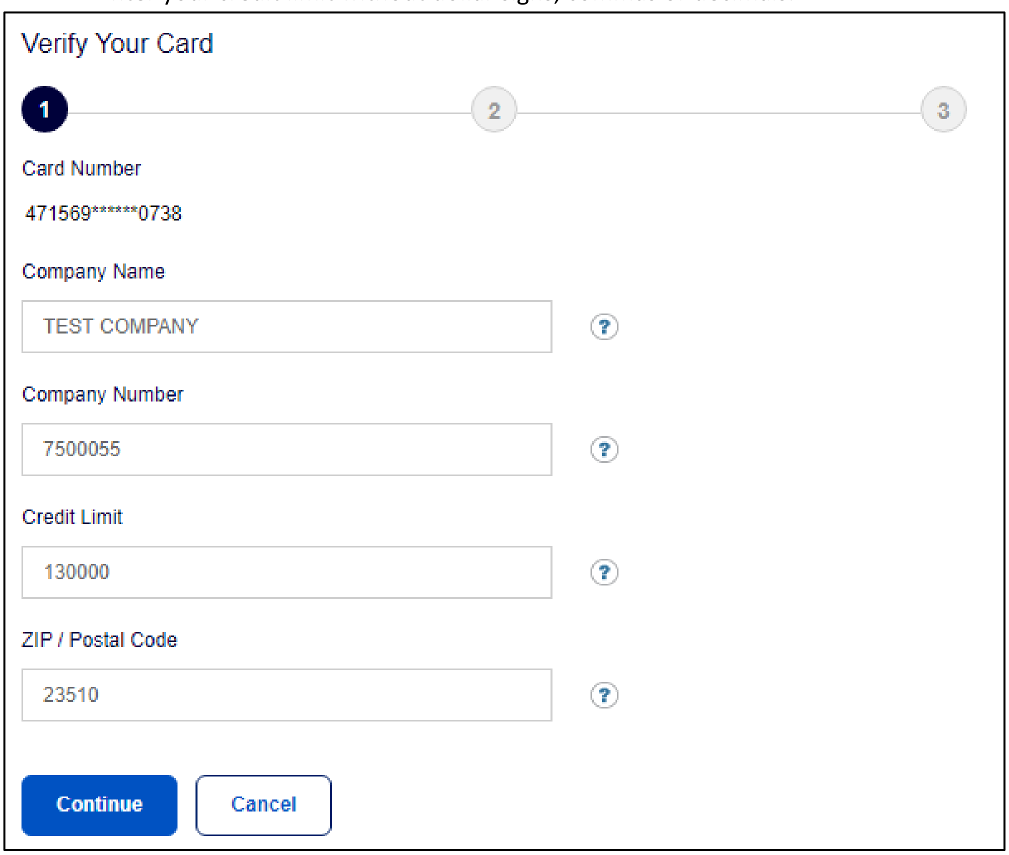
3. Enter your company's billing account number and click *Continue*.



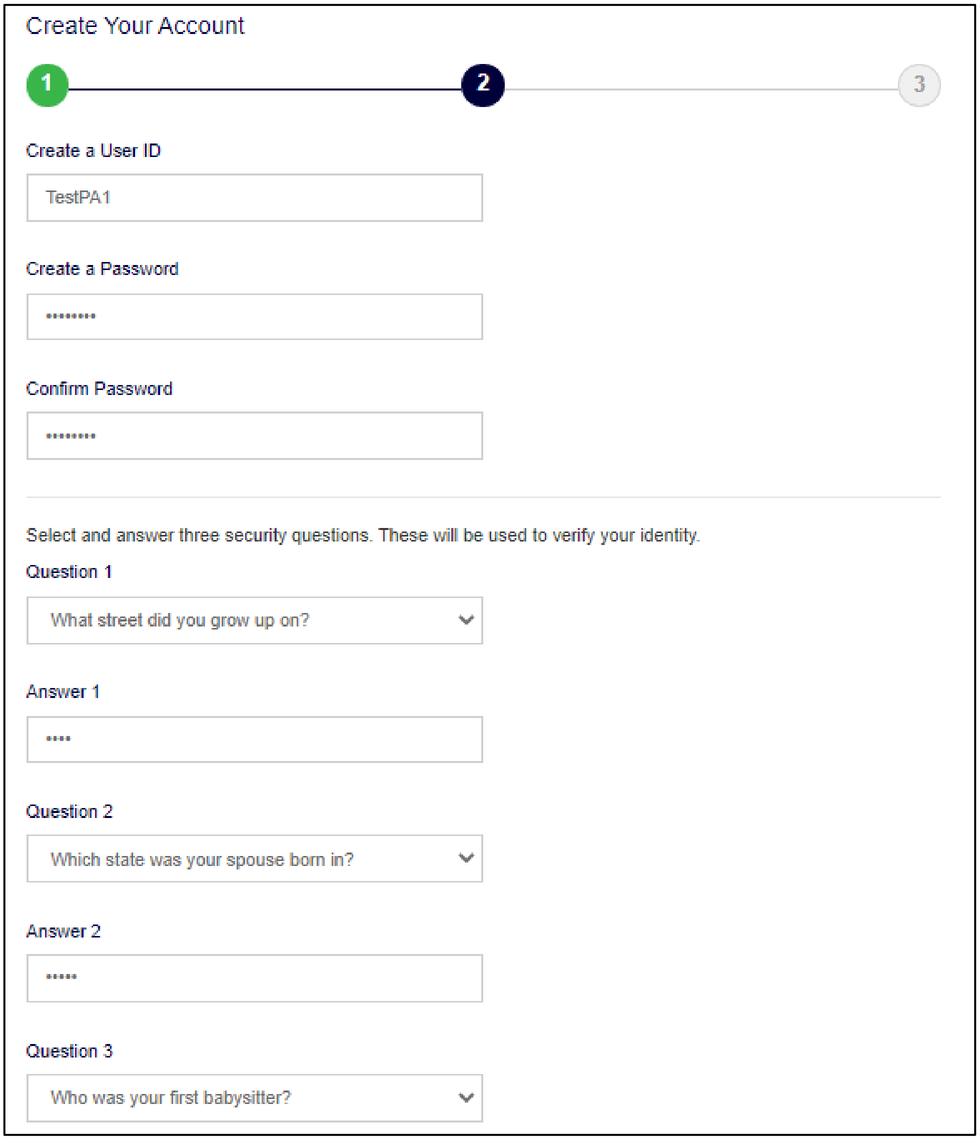
4. Enter your account information (company name, company number, credit limit, zip/postal code) and click *Continue.*

   Important:

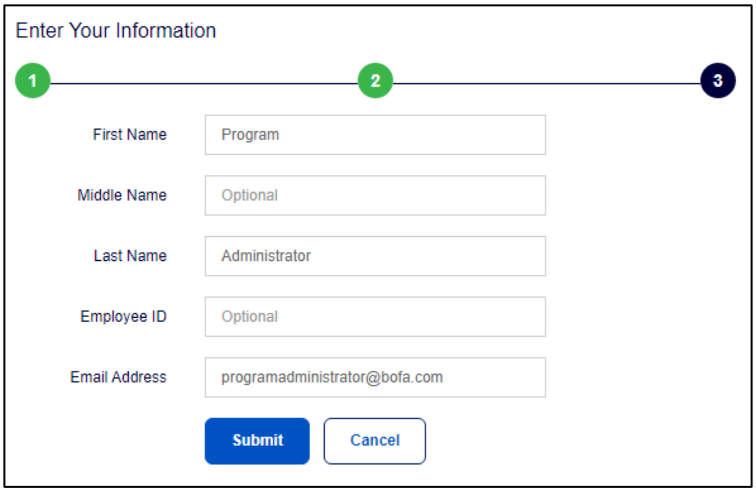
   - Enter the company name exactly as it appears on your statement.
   - Enter your credit limit without dollar signs, commas or decimals.



5. Create your user ID, password and answer three security questions. This information will be used to verify your identity. Click *Continue*.
   - A user ID must be a minimum of 7 characters and a maximum of 50 characters.
   - A password must be a minimum of 12 characters and a maximum of 100 characters and include alphabetic and numeric characters. Passwords are case sensitive.

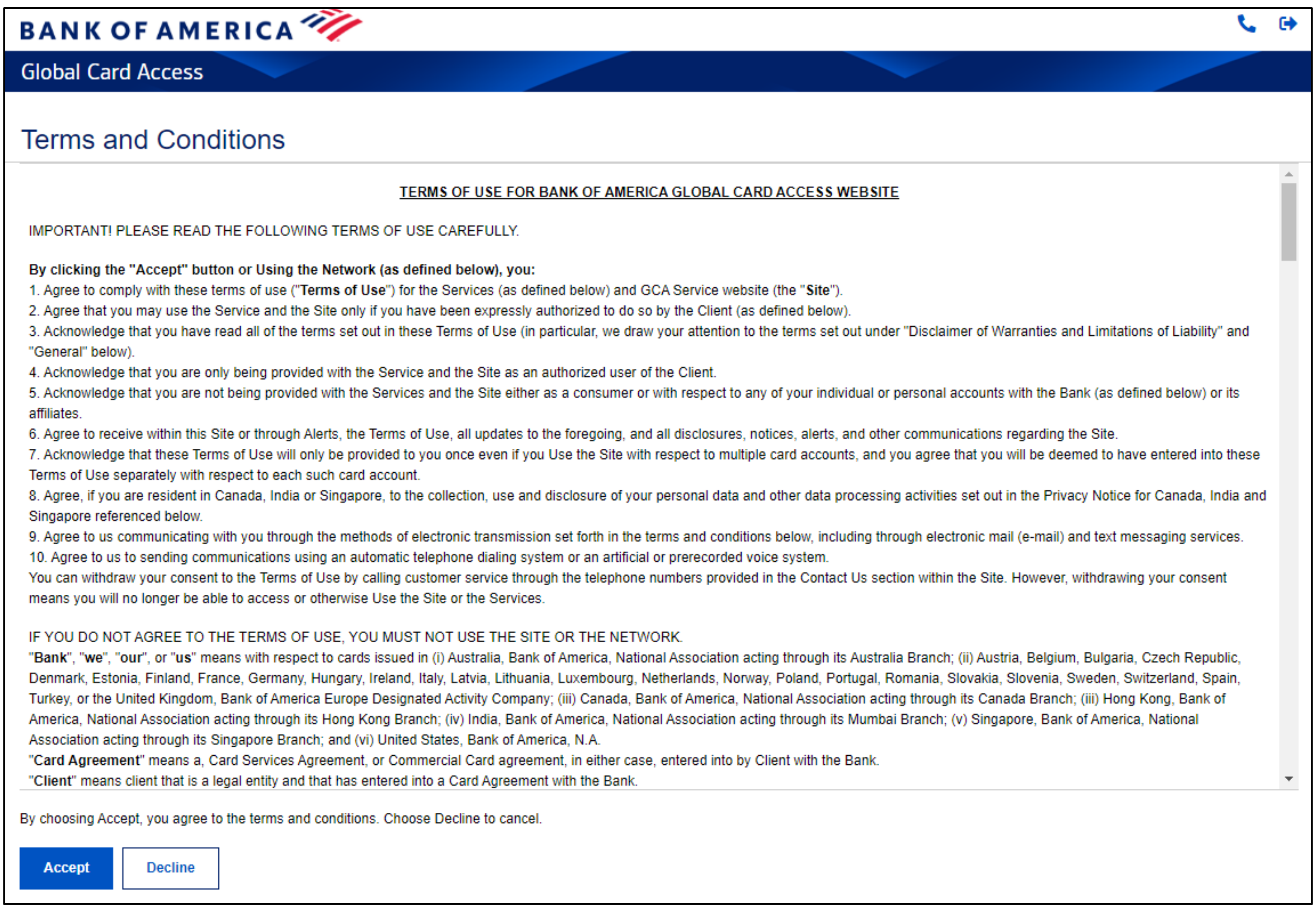


6. Enter your user information (first name, last name, email address) and click *Submit*.



7. You will be taken to the Global Card Access page to sign in with the user credentials you just created. You will also receive an email confirming your enrollment.

8. Accept the Terms and Conditions upon next sign-in to complete your registration.


BANK OF AMERICA

Global Card Access

Terms and Conditions

TERMS OF USE FOR BANK OF AMERICA GLOBAL CARD ACCESS WEBSITE

IMPORTANT! PLEASE READ THE FOLLOWING TERMS OF USE CAREFULLY.

By clicking the "Accept" button or Using the Network (as defined below), you:
1. Agree to comply with these terms of use ("**Terms of Use**") for the Services (as defined below) and GCA Service website (the "**Site**").
2. Agree that you may use the Service and the Site only if you have been expressly authorized to do so by the Client (as defined below).
3. Acknowledge that you have read all of the terms set out in these Terms of Use (in particular, we draw your attention to the terms set out under "Disclaimer of Warranties and Limitations of Liability" and "General" below).
4. Acknowledge that you are only being provided with the Service and the Site as an authorized user of the Client.
5. Acknowledge that you are not being provided with the Services and the Site either as a consumer or with respect to any of your individual or personal accounts with the Bank (as defined below) or its affiliates.
6. Agree to receive within this Site or through Alerts, the Terms of Use, all updates to the foregoing, and all disclosures, notices, alerts, and other communications regarding the Site.
7. Acknowledge that these Terms of Use will only be provided to you once even if you Use the Site with respect to multiple card accounts, and you agree that you will be deemed to have entered into these Terms of Use separately with respect to each such card account.
8. Agree, if you are resident in Canada, India or Singapore, to the collection, use and disclosure of your personal data and other data processing activities set out in the Privacy Notice for Canada, India and Singapore referenced below.
9. Agree to us communicating with you through the methods of electronic transmission set forth in the terms and conditions below, including through electronic mail (e-mail) and text messaging services.
10. Agree to us to sending communications using an automatic telephone dialing system or an artificial or prerecorded voice system.

You can withdraw your consent to the Terms of Use by calling customer service through the telephone numbers provided in the Contact Us section within the Site. However, withdrawing your consent means you will no longer be able to access or otherwise Use the Site or the Services.

IF YOU DO NOT AGREE TO THE TERMS OF USE, YOU MUST NOT USE THE SITE OR THE NETWORK.

"**Bank**", "**we**", "**our**", or "**us**" means with respect to cards issued in (i) Australia, Bank of America, National Association acting through its Australia Branch; (ii) Austria, Belgium, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, Switzerland, Spain, Turkey, or the United Kingdom, Bank of America Europe Designated Activity Company; (iii) Canada, Bank of America, National Association acting through its Canada Branch; (iii) Hong Kong, Bank of America, National Association acting through its Hong Kong Branch; (iv) India, Bank of America, National Association acting through its Mumbai Branch; (v) Singapore, Bank of America, National Association acting through its Singapore Branch; and (vi) United States, Bank of America, N.A.

"**Card Agreement**" means a, Card Services Agreement, or Commercial Card agreement, in either case, entered into by Client with the Bank.

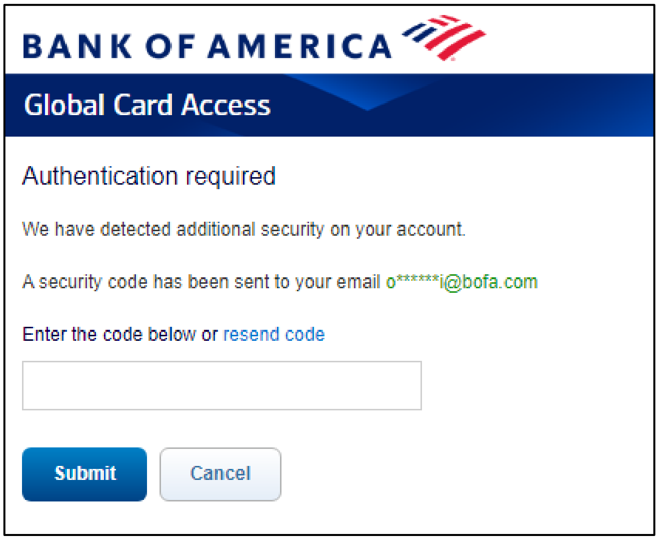
"**Client**" means client that is a legal entity and that has entered into a Card Agreement with the Bank.

By choosing Accept, you agree to the terms and conditions. Choose Decline to cancel.

Accept Decline

Signing into Global Card Access

Sign into Global Card Access via the following link: bankofamerica.com/globalcardaccess. After registration, subsequent sign-in to Global Card Access for all users will require additional authentication via a One-Time Passcode (OTP).



Important:

- The OTP is valid only for the current session and expires within 15 minutes from the time of generation. A new OTP will be required if the current session ends due to inactivity.
- The resend code link allows you to request a new single-use OTP to be resent via email. This will cause any outstanding passcodes previously sent during sign-in to expire. Multiple, consecutive expired or invalid token entries will cause your account to be locked.
- For North America and EMEA users, an email OTP is only presented at first sign-in from a particular device/browser. Users can continue to access Global Card Access from the same device/browser and will not be prompted for an email OTP going forward as this has now become a recognized device.
- APAC users will experience an email OTP upon each sign-in due to regional regulatory requirements.

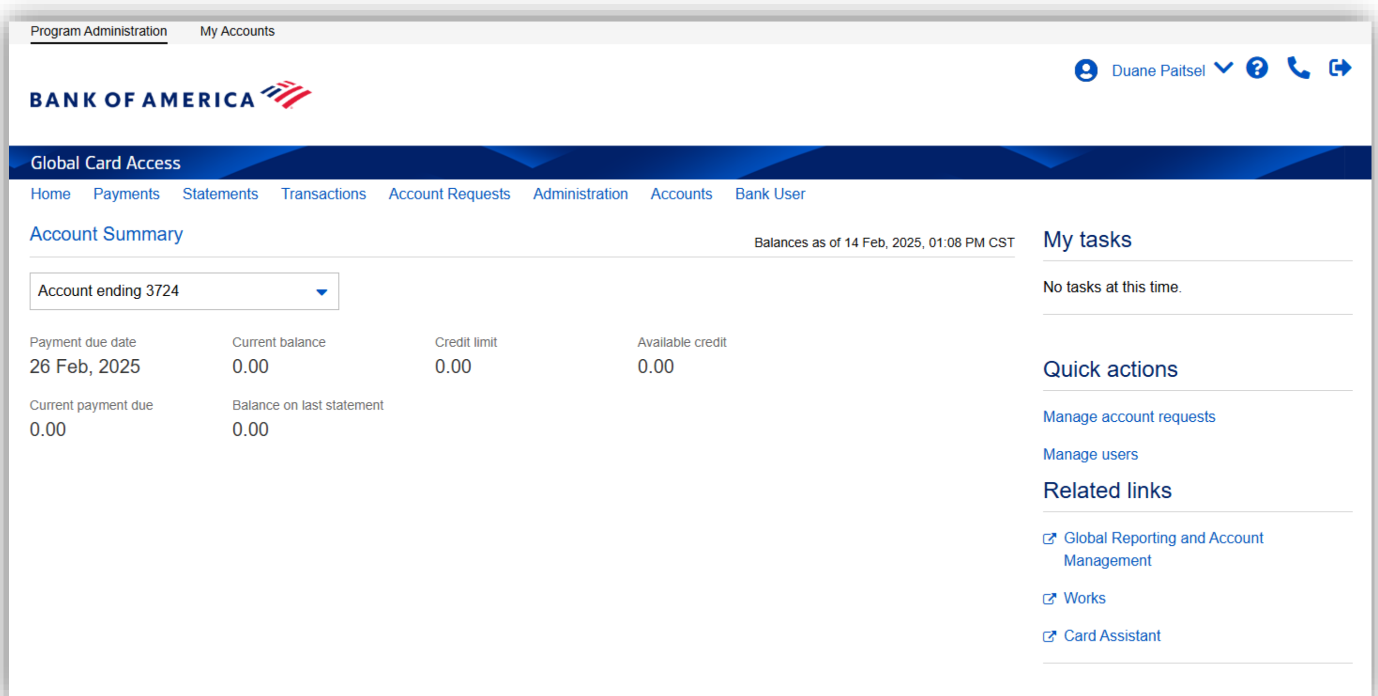
If you have self-registered for an account, you will use the User ID and Password you created upon registration to sign into Global Card Access.

If you have had your role created for you either by a Program Administrator in your organization or a Bank Servicing user, you will receive an email from Global Card Access containing your User ID and a link to complete registration by setting your password and security questions. You may change your User ID from your profile upon signing into Global Card Access.

Program Administration Dashboard

From the account dashboard, you are able to view the spend details, statements, credit limit, available credit limit, and make payments for your corporate accounts. The following links are also located on the right-side navigation bar and provide quick, easy access to commonly used features:

- My tasks – Notification area of any pending items that require attention (e.g. password expiration or account request key expiration).
- Quick actions – Options listed in this menu vary depending on company configuration and availability per region.
    - Manage account requests – access the account requests awaiting approval and view account request history.
    - Manage users – view a complete list of users tied to your company.
    - View statements – view current and historical corporate statements. An email notification is sent when your statement is available for viewing.
    - Card Rewards (U.S. Only) – eligible accounts can view available Premium Reward points balance and access the rewards site to redeem reward points.
- Related Links
    - Global Reporting and Account Management – opens Global Reporting and Account Management in a new tab or browser window.
    - Works – opens Works in a new tab or browser window.
    - Card Assistant – opens Card Assistant, your commercial card resource center, in a new tab or browser window.



User Management

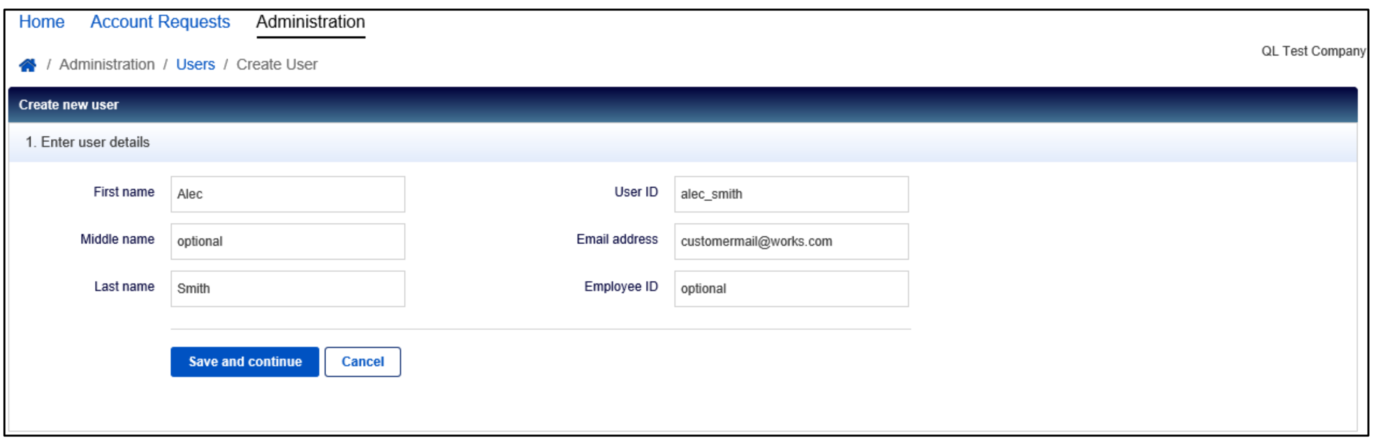
As a Program Administrator, you can view, create, edit, and deactivate users, as well as reset their passwords.

Viewing Users

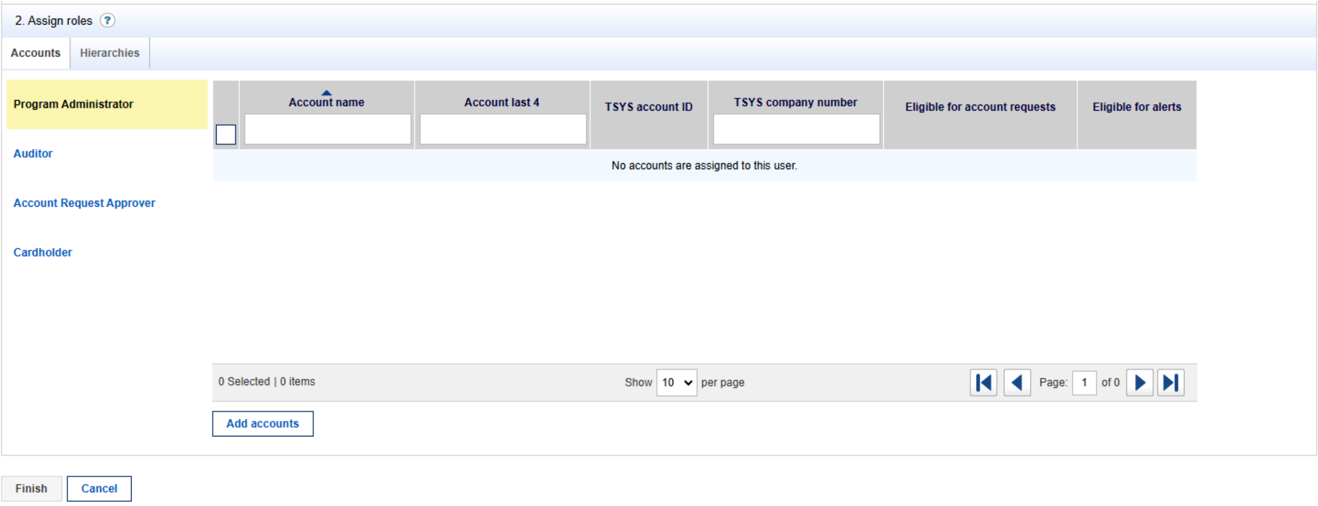
1. Go to *Administration* → *Users* from the top of the Program Administration Dashboard or *Manage users* from the Quick actions menu.
2. This will show you a view of all the users within your scope that are registered for Global Card Access, along with their role type.

Creating a User

1. Go to *Administration* → *Users* from the top of the Program Administration Dashboard or *Manage users* from the Quick actions menu.
2. Click *Create* from the top right-hand corner.
3. Select *Create User*.
4. Enter the user details: Name, User ID, Employee ID (optional), and Email Address.
    - A user ID must be a minimum of 7 characters and a maximum of 50 characters.
    - You may customize the field label from Employee ID to your preferred internal identifier (e.g. Person Number). Refer to the Customize Applications section for more information.
5. Click *Save and continue*.



6. Assign the desired roles to the new user. Each role can be assigned to accounts or hierarchy levels, not both.



7. Role options are:
   - Program Administrator: User will have full administrative permission over the selected billing accounts or hierarchy.
     i. Click *Add accounts* to assign accounts the user will be a Program Administrator for.
     ii. Select the radio button for the type of Program Administrator you would like to create.
        1. Selecting *All accounts (Global)* will give the user the Global Program Administrator role, where they will have administrative privileges over all of your company's existing billing accounts, as well as any future billing accounts.

           Note: This option may not be available based on your company's configuration.

        2. Selecting *Select accounts (Scoped)* will give the user the Scoped Program Administrator role, where they will have administrative privileges over a subset of your company's billing accounts. Use the radio buttons to designate these specific accounts.
        3. Selecting *None* removes the Program Administrator role from the user.
     iii. Once you've made your selection, click *Add*.
   - Auditor: User will have read-only permissions on the selected billing accounts or hierarchy.
     i. Click *Add accounts* to assign accounts the user will be an Auditor for.
     ii. Select the radio button for the type of Auditor you would like to create.
        1. Selecting *All accounts (Global)* will give the user the Global Auditor role, where they will have read-only permissions over all of your company's billing accounts, as well as any future billing accounts.

           Note: This option may not be available based on your company's configuration.

        2. Selecting *Select accounts (Scoped)* will give the user the Scoped Auditor role, where they will have read-only permissions over a subset of your company's billing accounts. Use the radio buttons to designate these specific accounts.

        3. Selecting *None* removes the Auditor role from the user.

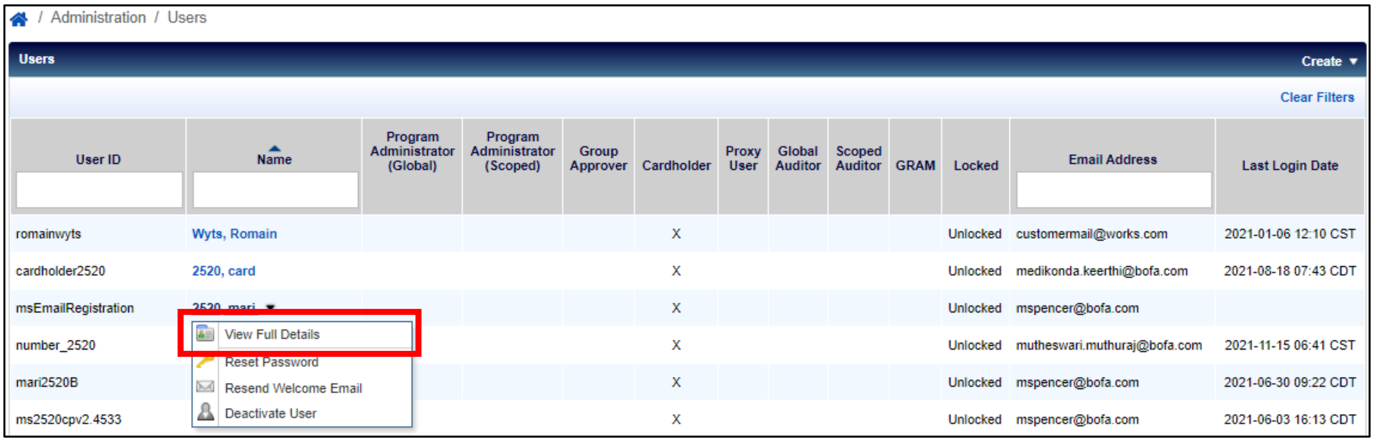
Important: A user cannot be a Program Administrator and an Auditor for the same billing account.

- Account Request Approver: If applicable to your program, the user will be able to approve online account request applications.
    i. Click *Add approval groups* to add the groups that this user should approve applications for.
- Cardholder: This user is assigned to another cardholder's card account or hierarchy to perform functions on their behalf, such as setting up alerts, checking statements, etc. This role is often assigned to Executive Assistants to perform functions for their manager's card.
    i. Click *Add accounts* to add accounts the user will have certain permissions over.

8. Once you complete the role assignment, click *Finish*. The user will receive a welcome email from Global Card Access with their user ID and steps for completing their registration.

Editing User Details

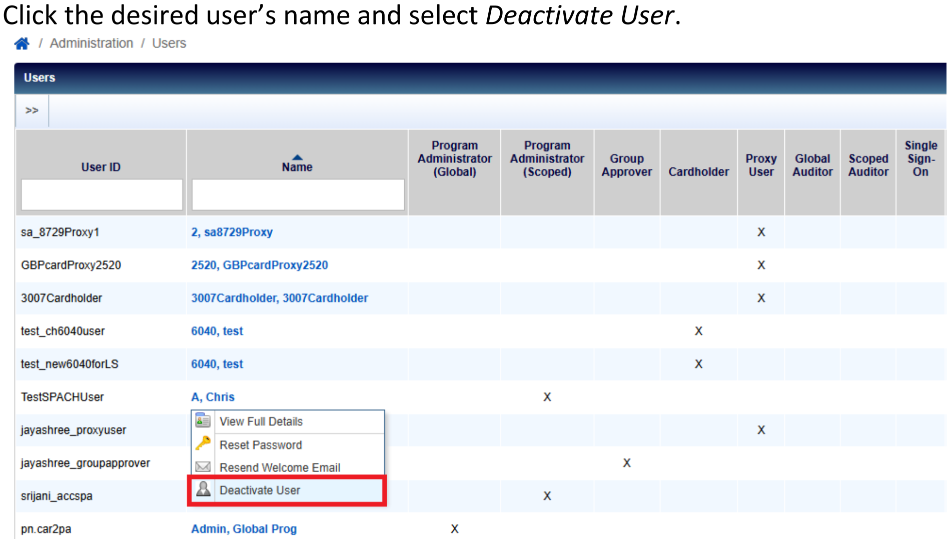
1. Go to *Administration* → *Users* from the top of the Program Administration Dashboard or *Manage users* from the Quick actions menu.
2. Click the desired user's name and select *View Full Details*.



3. Edit the available fields as desired and click *Save*.
   - A user ID must be a minimum of 7 characters and a maximum of 50 characters.
   - Suppress awaiting approval email – selecting this checkbox provides the ability for the user to opt out of receiving an email each time an account request is submitted by an applicant.
   - Do not include my name or email address in emails to applicant – selecting this checkbox suppresses the user's name and email address in emails to applicants.

Deactivating a User

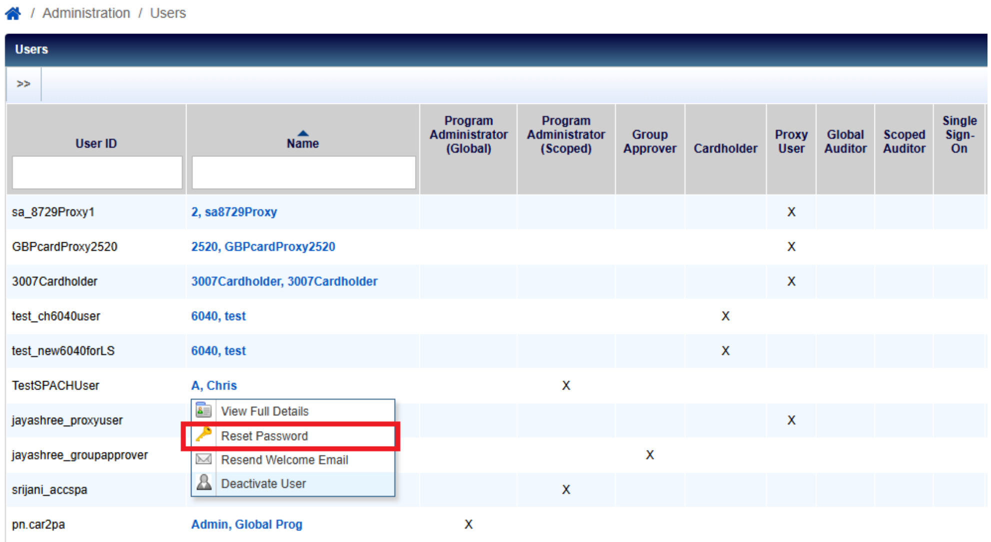
1. Go to *Administration* → *Users* from the top of the Program Administration Dashboard or *Manage users* from the Quick actions menu.
2. Click the desired user's name and select *Deactivate User*.



3. Click *Ok*. The user will no longer be able to sign in to Global Card Access.

Resetting a Password

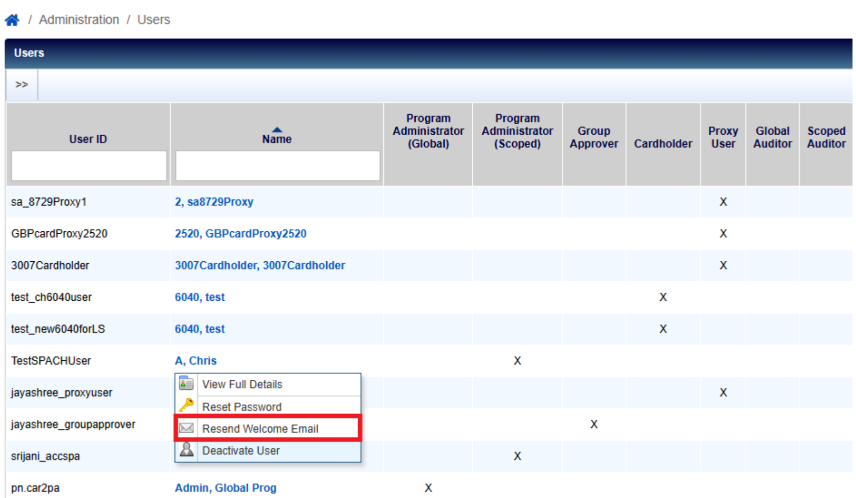
1. Go to *Administration* → *Users* from the top of the Program Administration Dashboard or *Manage users* from the Quick actions menu.
2. Click the desired user's name and select *Reset Password*.



3. Click *Ok*. The user will be sent an email providing further instructions on how they can successfully reset their password.

Resend Welcome Email

1. Go to *Administration* → *Users* from the top of the Program Administration Dashboard or *Manage users* from the Quick actions menu.
2. Click the desired user's name and select *Resend Welcome Email*.



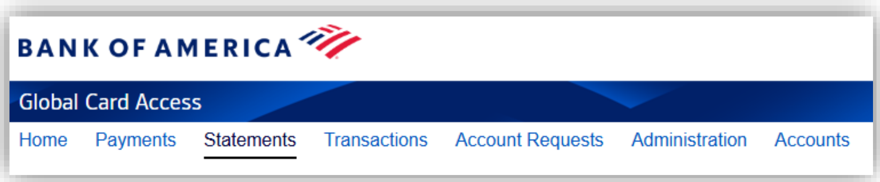
3. Click *Ok*. The user will be sent an email providing further instructions on how they can successfully reset their password and security questions.

Statements

As a Program Administrator, you can view and download statements.

Viewing and Downloading Statements

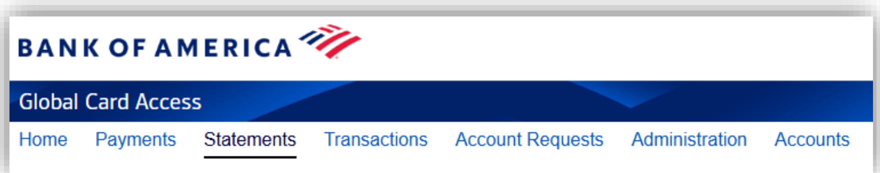
1. Go to *Statements* from the top of the Program Administration Dashboard.



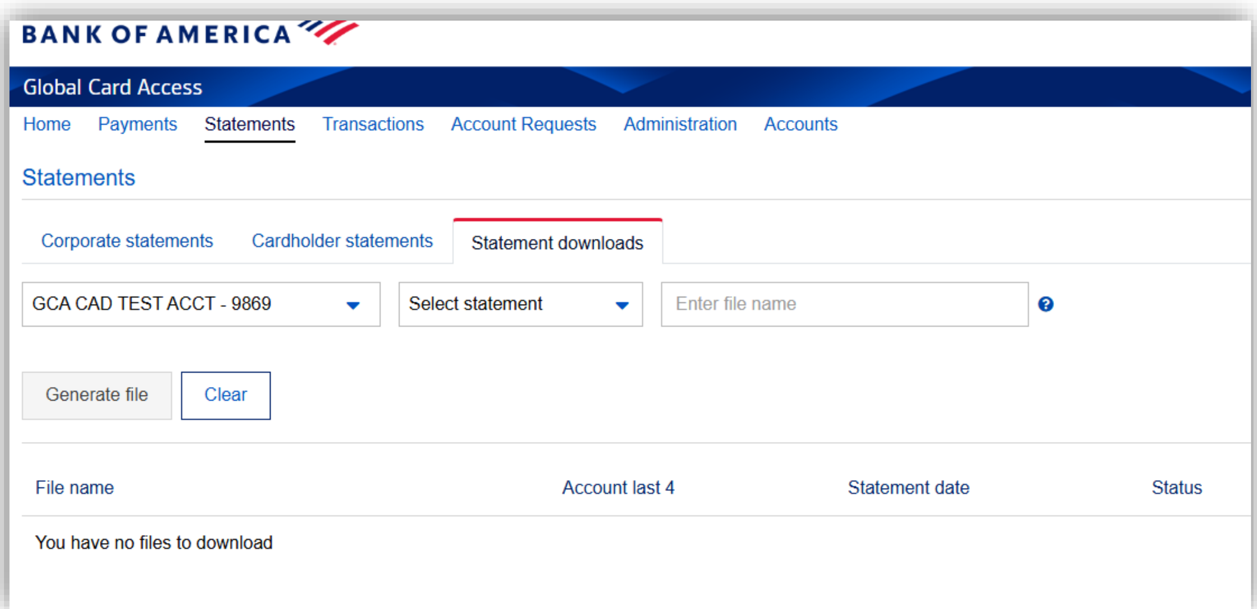
2. This will show you a view of all statements within your scope.
3. Search for the corporate or cardholder statements that you would like to view.
4. Select the row with the PDF icon to download the statement.

Downloading Multiple Statements

1. Go to *Statements* from the top of the Program Administration Dashboard.



2. Select the Statements download tab to download multiple statements.



3. Select the corporate billing account, statement cycle, enter a file name and select the Generate File button to submit the multiple statement request.
4. When the statement file is ready to be downloaded you will receive an email.

5. Select the file name once the file download is ready to download a zip file of all statements in the billing cycle.

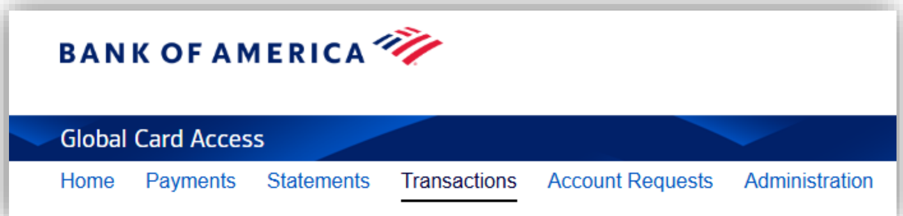
   Note: Files will be available for 5 business days and multiple files may be generated for larger requests.

Transactions

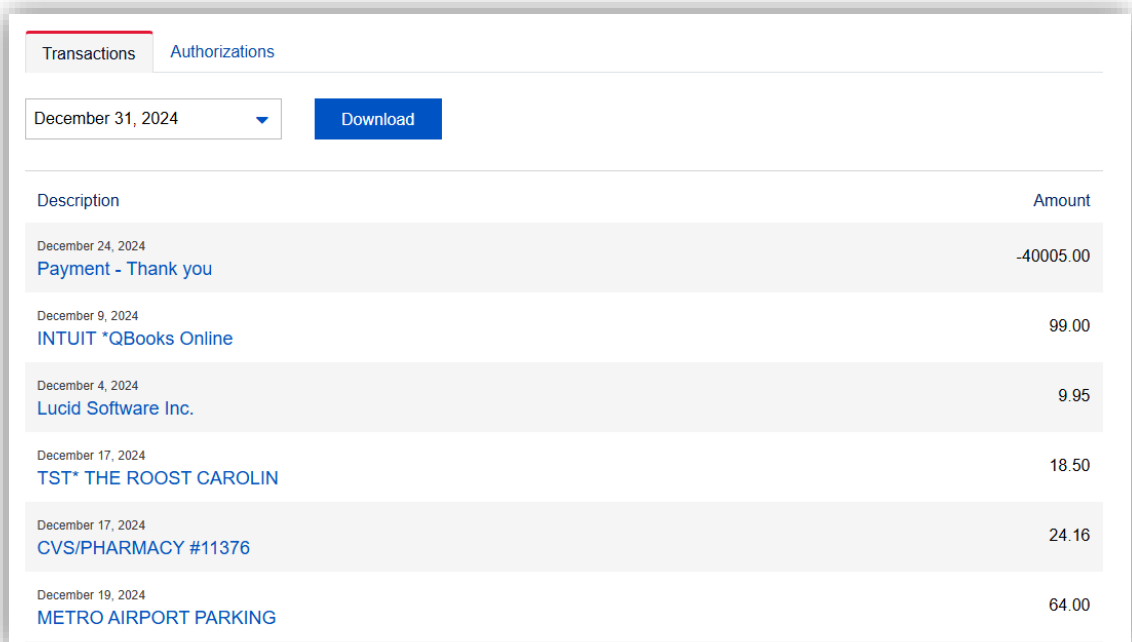
As a Program Administrator, you can view and download transactions.

Viewing and Downloading Transactions

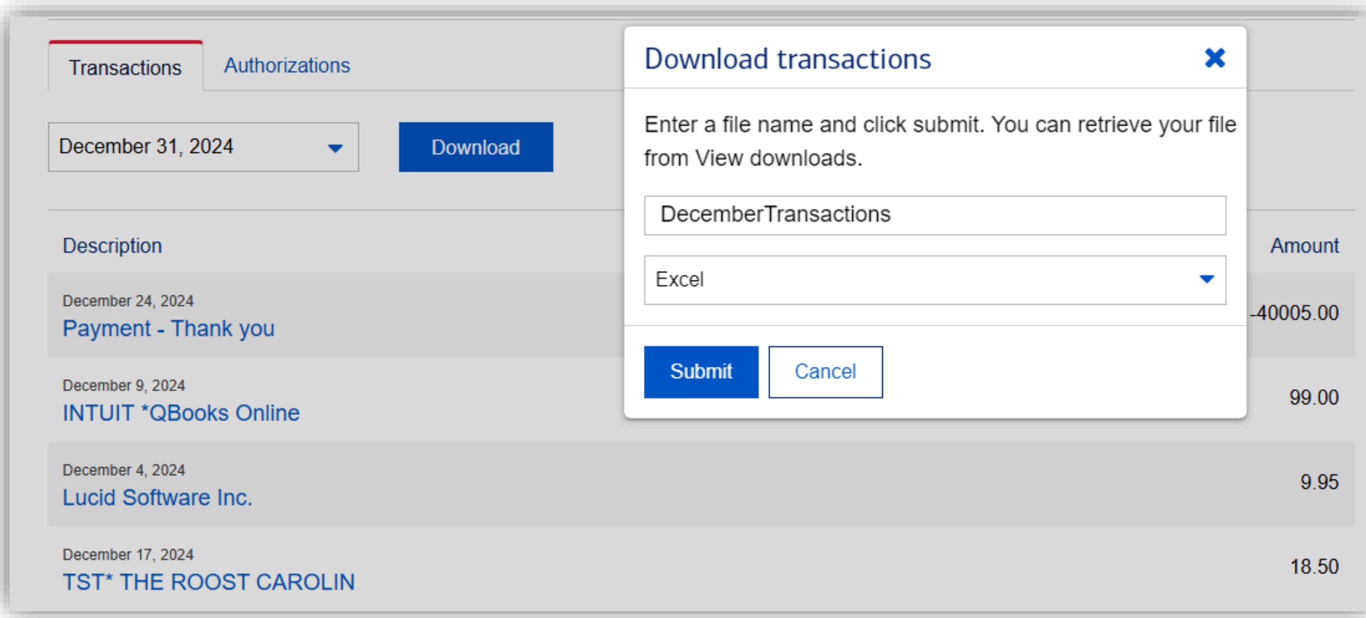
1. Go to *Transactions* from the top of the Program Administration Dashboard.



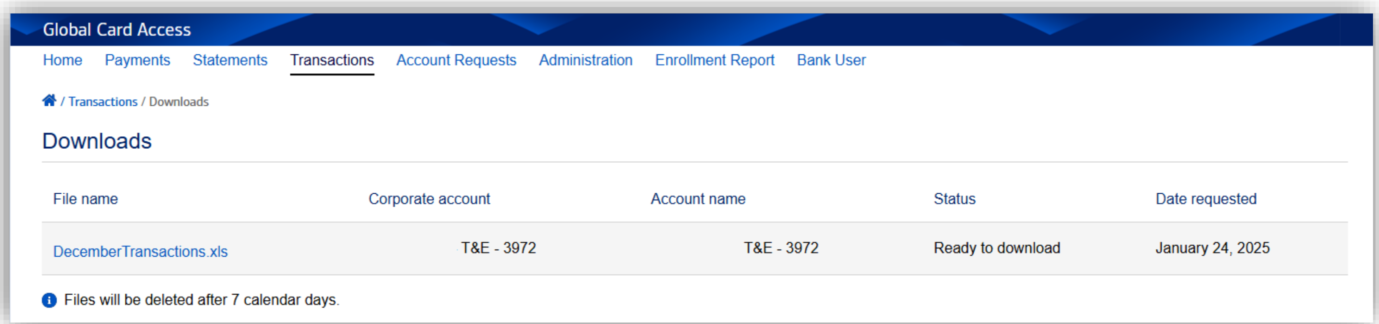
2. This will show you a view of the corporate accounts and individual cards within your scope
3. Search for the corporate or cardholder transactions that you would like to view. If you select the corporate account at the top of the account list, you will be able to view and download all transactions.
4. Select the row of the account you want to view and/or download.
5. Choose current transactions or the appropriate billing cycle to view the transactions.



6. If you would like to download the transactions, select the Download button and type the filename for this request and select the format (Excel or QuickBooks) and submit.



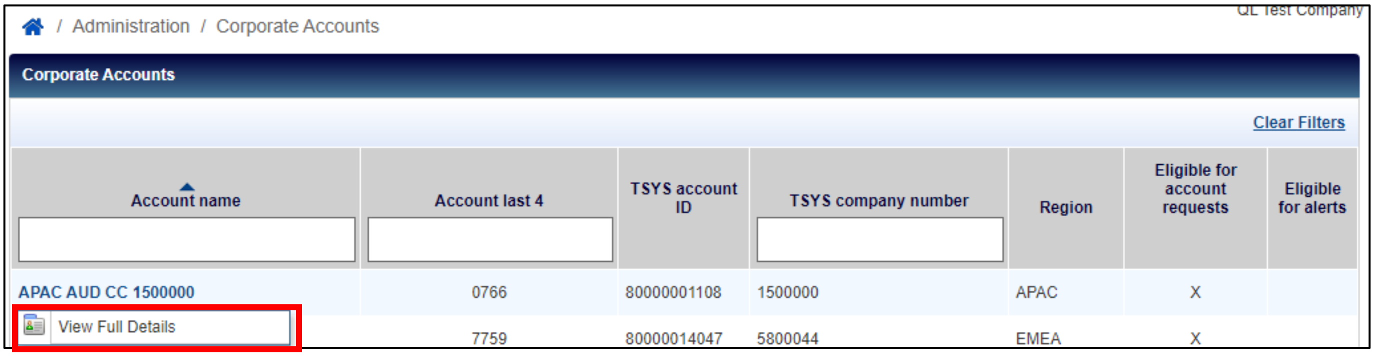
7. Use the Quick actions menu to view the downloads that are processing.
8. Once the status changes to Ready to download you can download the file.



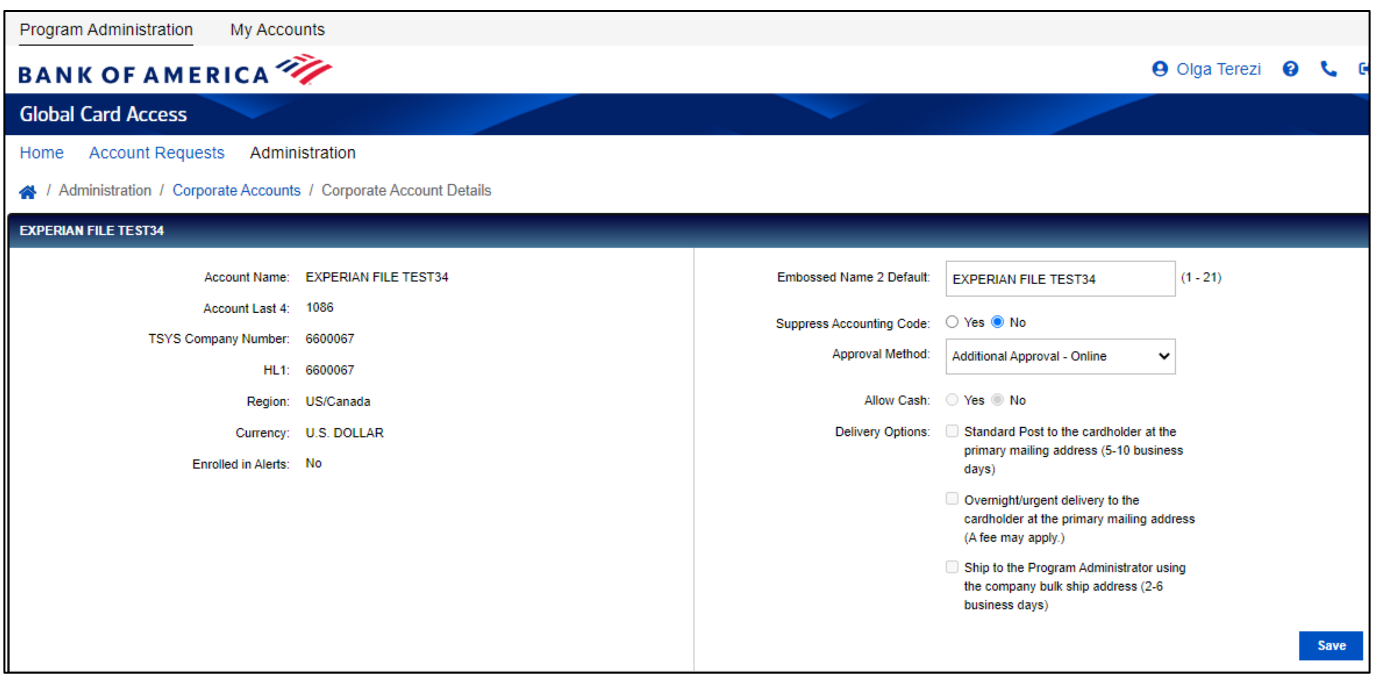
Note: Files will be available for 7 calendar days.

Corporate Account Maintenance

1. Go to *Administration* → *Corporate Accounts* from the top of the Program Administration Dashboard.
2. Click the account you would like to edit and select *View Full Details*.



3. Edit the fields as desired and click *Save*.
    - Embossed Name 2 is the default value that will display on cards that are issued to new applicants; this is usually the company name.
    - Suppressing the accounting code will hide the Accounting Code field to Program Administrators on online account requests.
    - Select the approval method for account requests. Selecting Additional Approval – Online will enable the ability to set up Approval Groups and Approval Panels to review and approve online account requests in addition to Program Administrator approval.



4. To add a corporate account, select *Add* from the bottom left-hand side of the Corporate Accounts screen (North America accounts only). The New Card Registration page will appear.

Online Account Request Management

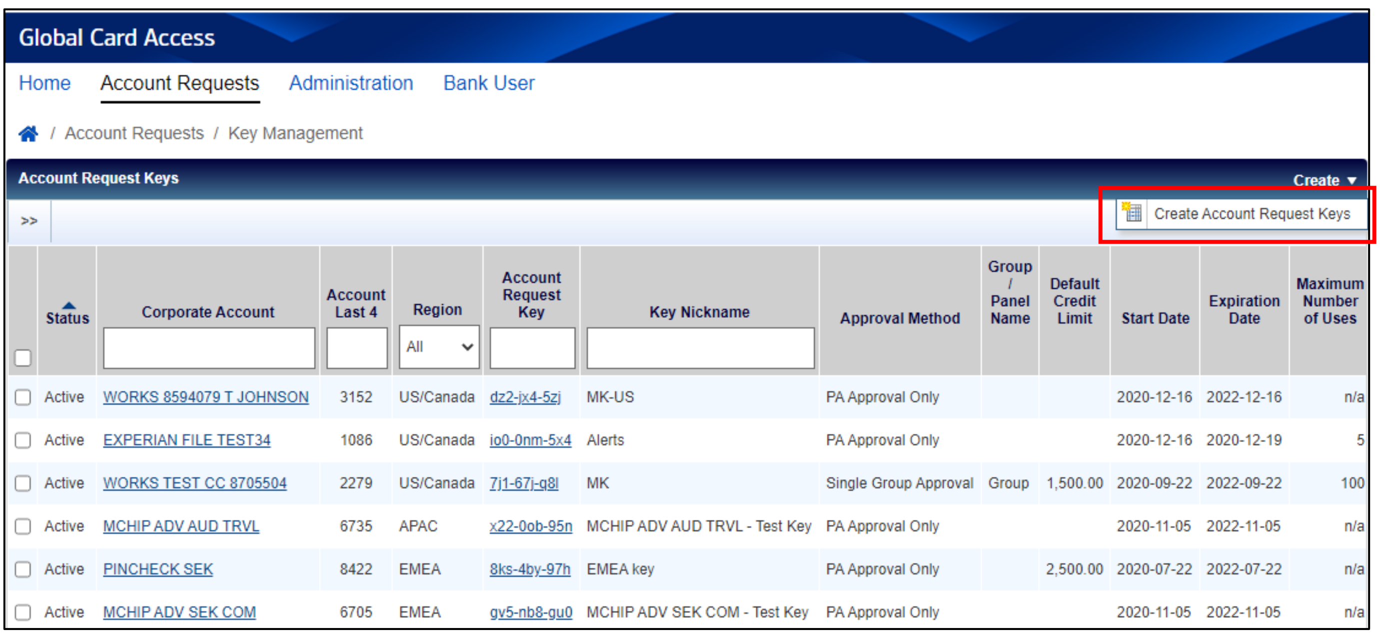
Global Card Access allows your employees to apply for new card accounts online. You must provide your employees with an Account Request Key which you generate in order for online card applications to be successfully submitted. As a Program Administrator, you'll be able to create and manage Account Request Keys and review and approve new account requests. Your company must be configured for this feature.

Creating Account Request Keys

Your employees will use Account Request Keys to request accounts online. Each Account Request Key has specific settings that govern how an employee's account is set up and managed, such as the Corporate Account to which an account will be linked to, and the type of card the applicant will receive upon approval.

Note: Once an account has been requested for a particular Corporate Account or product type, it cannot be changed. If the applicant has submitted a request using an incorrect Account Request Key for the account intended, they must submit a new application.

1. Go to *Account Requests > Key Management* from the top of the Program Administration Dashboard.
2. Click the *Create* dropdown from the top right-hand corner and select *Create Account Request Keys*.



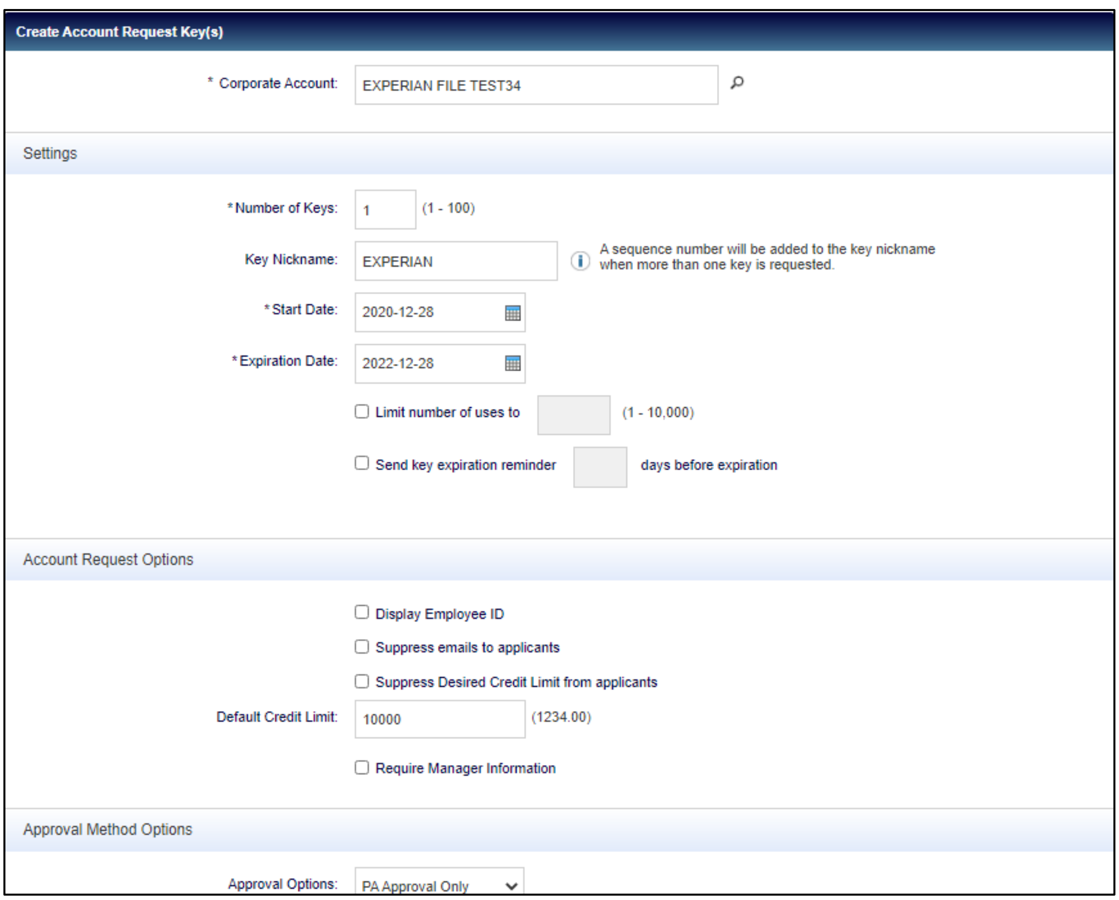
Note: If multiple corporate accounts exist, the *Select Corporate Account(s)* window displays. Select a corporate account and click *OK*.

3. Complete the *Create Account Request Key(s)* page.
   a. Configure your Account Request Key in the *Settings* section.
      i. *Key Nickname* gives you the option to name the key with a user-friendly name.
      ii. Fields under *Expiration Date* are optional and provide you with alerts when keys are near expiration.
   b. Select any of the optional *Account Request Options*.

i. Selecting *Display Employee ID* requires you to set a minimum and maximum length for the Employee ID field. You can also indicate if the Employee ID is required when an account request is submitted.
ii. Selecting the *Suppress emails* option withholds any account request-related emails from being sent to applicants.
iii. Selecting the *Suppress Desired Credit Limit* option hides this field from applicants completing an online account request.
iv. Entering an amount in the *Default Credit Limit* field causes the Credit Limit amount to default on the Account Request form for Program Administrators. You may still edit the Credit Limit amount prior to approving a request, as needed.
v. Selecting *Require Manager Information* indicates that a Manager Name is required when an account request is submitted.

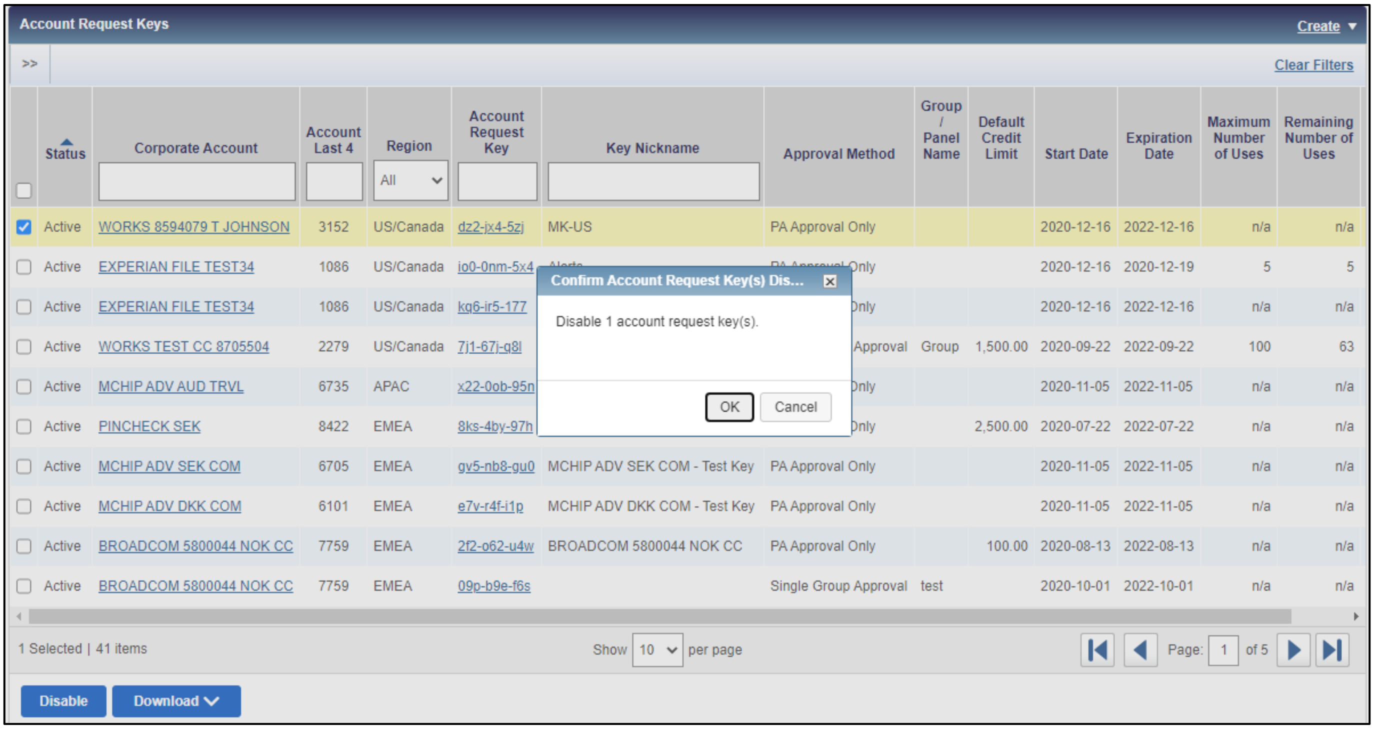
c. Select one of the *Approval Method Options*.
   i. Selecting *PA Approval Only* routes account requests directly to the Program Administrator for approval.
   ii. Selecting *Single Group Approval* routes account requests to members of the selected Approval Group first for approval before routing to the Program Administrator. Click the search tool to select the name of an Approval Group.
   iii. Selecting *Panel Approval* routes account requests to the Approval Groups in the order designated on the Panel before routing to the Program Administrator. Click the search tool to select the name of an Approval Panel.

4. Click *Save*.



Disabling or Editing Account Request Keys

1. Go to *Account Requests > Key Management* from the top of the Program Administration Dashboard.
2. To disable an Account Request Key, select the Account Request Key you wish to disable, click *Disable*, then click *OK*.



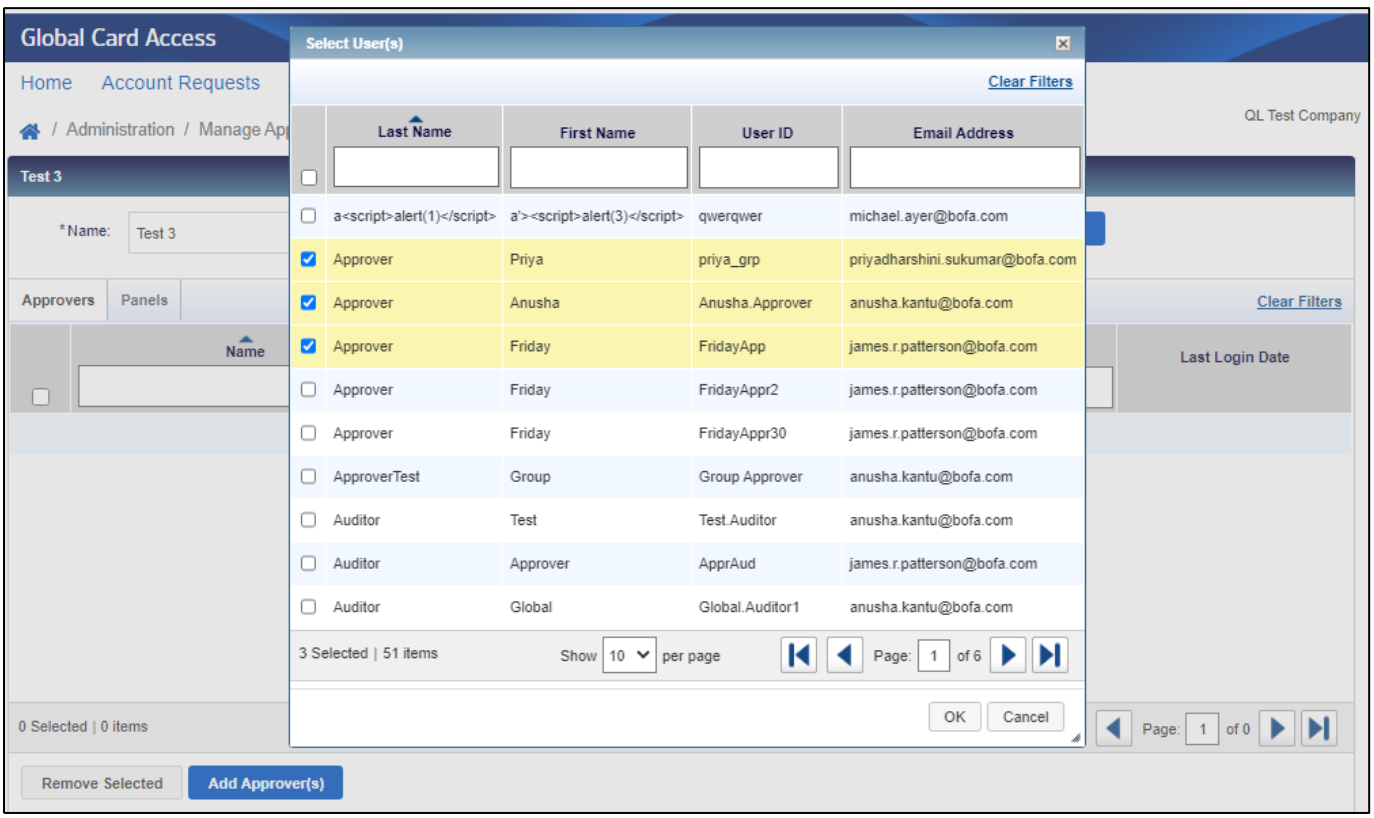
3. To edit an Account Request Key, select the desired Account Request Key, edit the parameters as needed, and click *Save*.

Manage Approvers

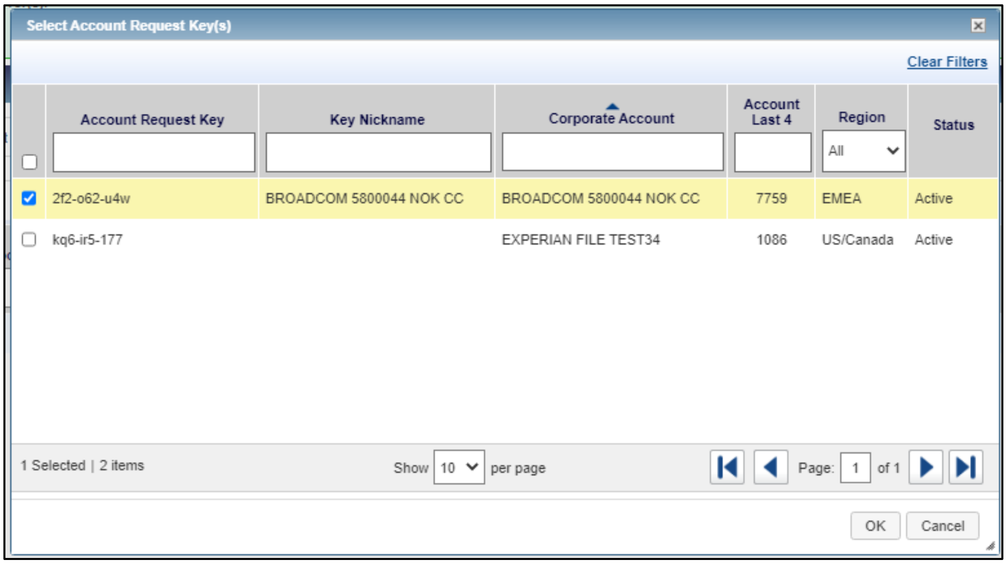
As part of your online account request configuration, you can designate Approval Groups or Panels. Using Approval Groups and Panels enables your organization to require additional approvals for online account requests. Using a single Group Approval requires the approval of one approver from the designated Approval Group. Once approved, the request is routed to the Program Administrator for final approval. Using Approval Panels requires the approval by one approver from each of the Approval Groups that are members of the Approval Panel. A maximum of two Approval Groups can be assigned to a panel. An Approval Panel uses a set approval order, which can be edited by the Program Administrator.

Creating Approval Groups

1. Go to *Administration > Manage Approvers* from the top of the Program Administration Dashboard.
2. Click the *Create* dropdown from the top right-hand corner and select *Create Approval Group*.
3. Enter an Approval Group Name and Description (optional), and click *Save*.
4. The *Select User(s)* window displays. Select the checkbox next to each user to be added and click *OK*.



5. Click the *Keys* tab to assign Account Request Keys to the group.
6. Click *Add Key(s)* and click the checkbox next to each Account Request Key you would like to add.
7. Click *OK*.

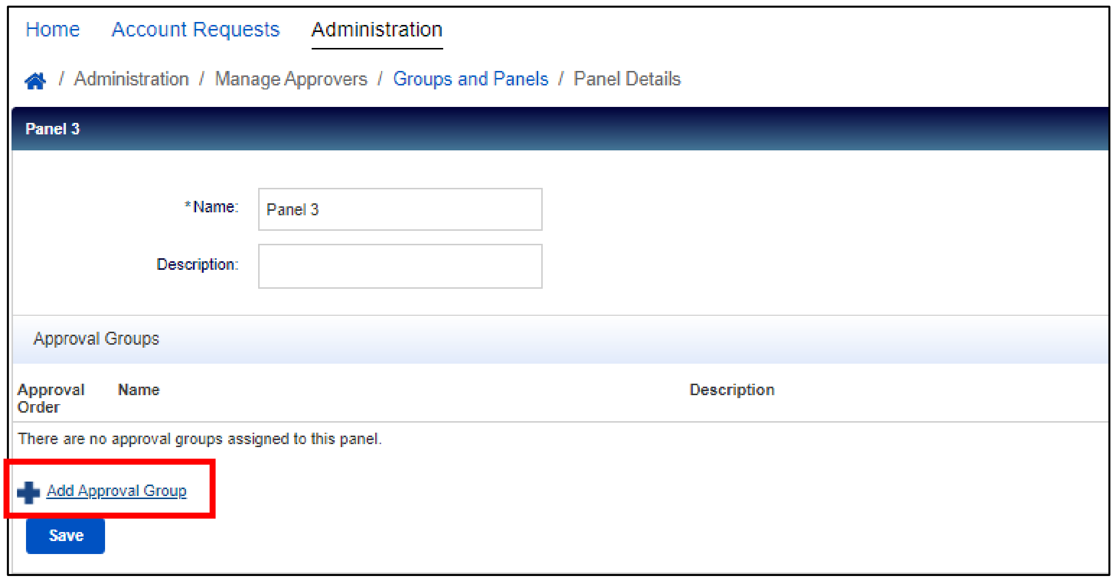


Editing Approval Groups

1. Go to *Administration > Manage Approvers* from the top of the Program Administration Dashboard.
2. Click a particular Group Name.
3. To remove an approver, select the checkbox next to the Approver's name, click *Remove Selected* and click *OK.*
4. To remove Account Request Keys, click the *Keys* tab, select the checkbox next to each Account Request Key to be removed, click *Remove* and click *OK*.
5. To edit a Group Name or Description, edit the text in the *Name* and *Description* field and click *Save*.
6. To download Approval Group information, select the checkbox for each group, click *Download*, select a format option, and follow the prompts to Save or Open the file.
7. To delete an Approval Group, select the checkbox for the group name to be deleted, and click *Delete*, followed by *OK*.
   Note: Upon deletion, account requests will be routed to the Program Administrator(s).

Creating Approval Panels

1. Go to *Administration > Manage Approvers* from the top of the Program Administration Dashboard.
2. Click the *Create* dropdown from the top right-hand side corner and select *Create Approval Panel*.
3. Enter an Approval Panel Name and Description (optional) and click *Save*.
4. Click *Add Approval Group* to add groups to the panel.
   Note: A maximum of two Approval Groups can be assigned to a panel.



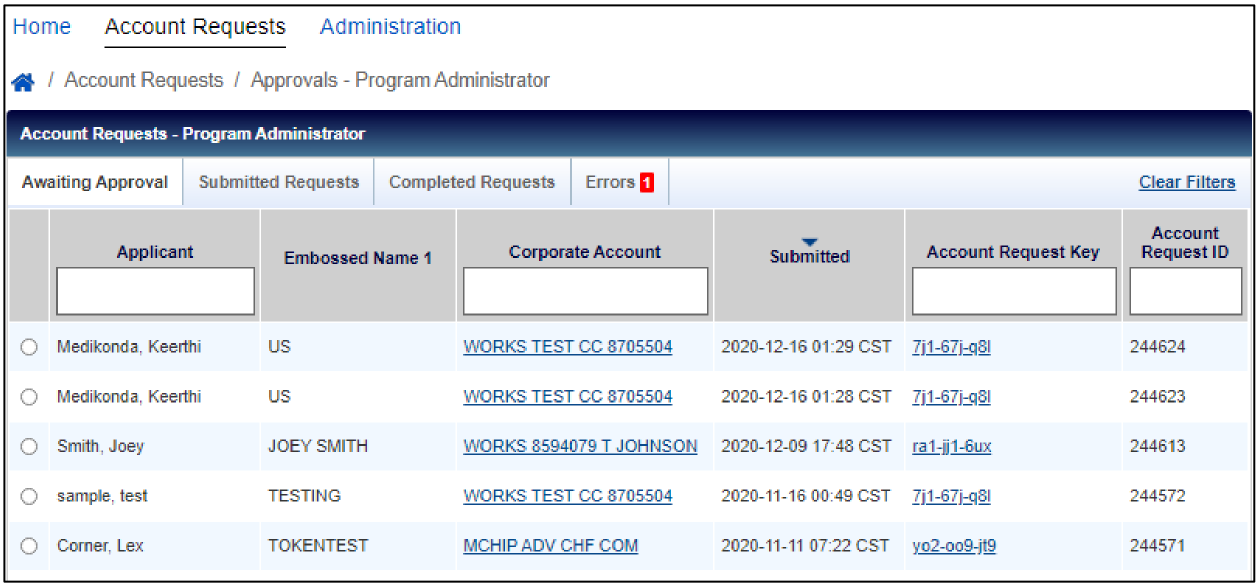
5. Click *Save*.
8. Click *Add Keys* in the Assigned Keys section and click the checkbox next to each Account Request Key you would like to add.
6. Click *OK*.

Editing Approval Panels

1. Go to *Administration > Manage Approvers* from the top of the Program Administration Dashboard.
2. Click the *Panels* tab, then select the specific panel name you would like to edit.
3. To remove an approval group, click the *X* next to the approval group name and click *Save.*
4. To change the order of the approval groups, click the Approval Order dropdown, select a number option for each group, and click *Save*.
5. To add an Account Request Key, click *Add Key(s)*. Select the checkbox for each Account Request Key to be added to the panel and click *OK*.
6. To remove an Account Request Key, select the checkbox for each Account Request Key to be removed, click *Remove*, and click *OK*.
7. To edit a Panel Name or Description, edit the text in the *Name* and *Description* fields as needed and click *Save*.
8. To download Approval Panel information, select the checkbox for each panel, click *Download*, select a format option, and follow the prompts to Save or Open the file.
9. To delete an Approval Panel, select the checkbox for the panel name to be deleted, and click *Delete*, followed by *OK*.
   Note: Upon deletion, account requests will be routed to the Program Administrator(s).

Completing and Approving Account Requests

1. Go to *Account Requests > Approvals – Program Administrator* from the top of the Program Administration Dashboard or *Manage account requests* from the Quick actions menu.



	Applicant	Embossed Name 1	Corporate Account	Submitted	Account Request Key	Account Request ID
○	Medikonda, Keerthi	US	WORKS TEST CC 8705504	2020-12-16 01:29 CST	7j1-67j-q8l	244624
○	Medikonda, Keerthi	US	WORKS TEST CC 8705504	2020-12-16 01:28 CST	7j1-67j-q8l	244623
○	Smith, Joey	JOEY SMITH	WORKS 8594079 T JOHNSON	2020-12-09 17:48 CST	ra1-jj1-6ux	244613
○	sample, test	TESTING	WORKS TEST CC 8705504	2020-11-16 00:49 CST	7j1-67j-q8l	244572
○	Corner, Lex	TOKENTEST	MCHIP ADV CHF COM	2020-11-11 07:22 CST	yo2-oo9-jt9	244571

2. Select the radio button next to the desired account request and click on *Complete & Approve*.
3. Verify the card application information and edit any account details, as needed.

   Note: You must verify the correct address has been entered to ensure successful card delivery.

4. Once your review and/or edits are complete, click on *Approve* to approve the application or *Reject* to reject the application.

   Note:
   - Applicants are sent an email to confirm approval or rejection of the account request, unless the Account Request Key has been set to *Suppress emails to applicants*.
   - If the account request is rejected, the employee must create a new account request if one is needed.
   - As a Program Administrator, you may bypass a particular application that requires Group Approval by going to the *Submitted Requests* tab, clicking the checkbox next to the applicant, and clicking *Bypass*. You will have to provide a comment to provide justification for bypassing.

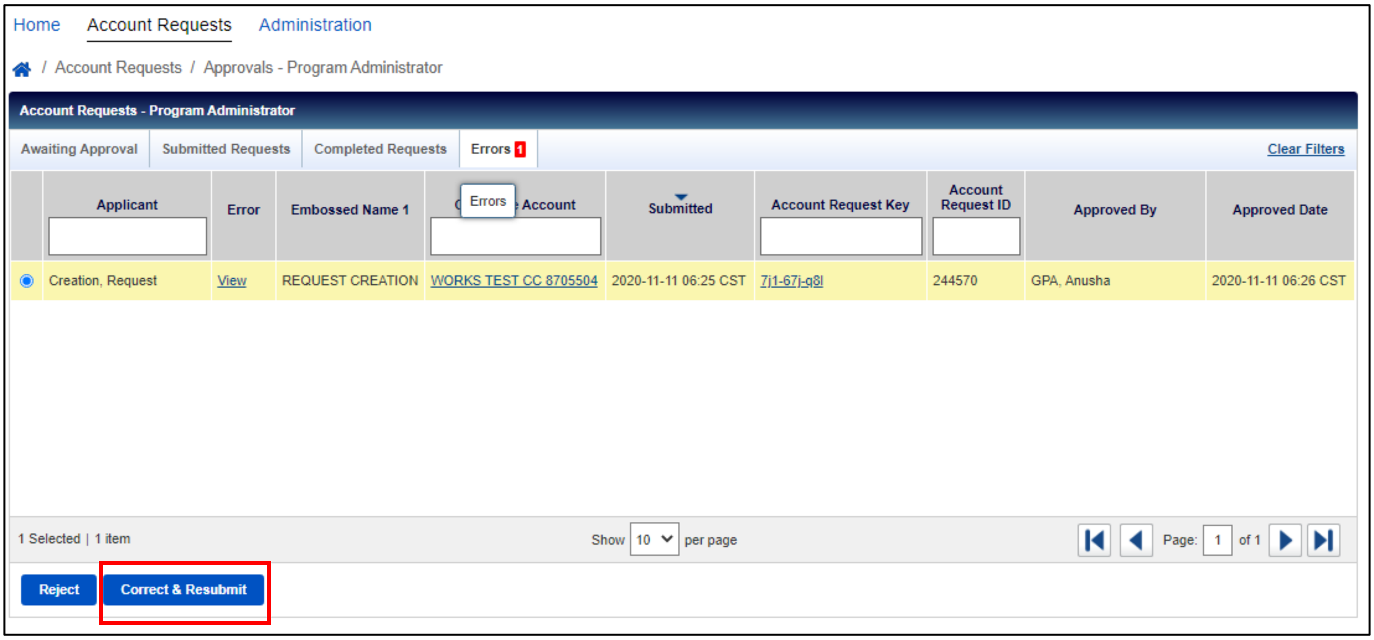
Handling Account Request Errors (U.S. only)

For U.S. programs, Program Administrators may resolve address errors identified with account requests. Address errors consist of mismatches between the state and postal code provided in an account request. This functionality is only available for US programs.

1. Go to *Account Requests > Approvals – Program Administrator* from the top of the Program Administration Dashboard or *Manage account requests* from the Quick actions menu.
2. Click on the *Errors* tab.

   Note: A number displays on the Errors tab when account request address errors have been identified.

3. Select the radio button next to the desired applicant.
4. Click *Correct & Resubmit*.



5. Edit the State and/or Postal Code within the Address section as needed.
6. Click *Resubmit*. The application will then move from the *Errors* queue to the *Completed Requests* queue.

Viewing and Downloading Completed Account Requests

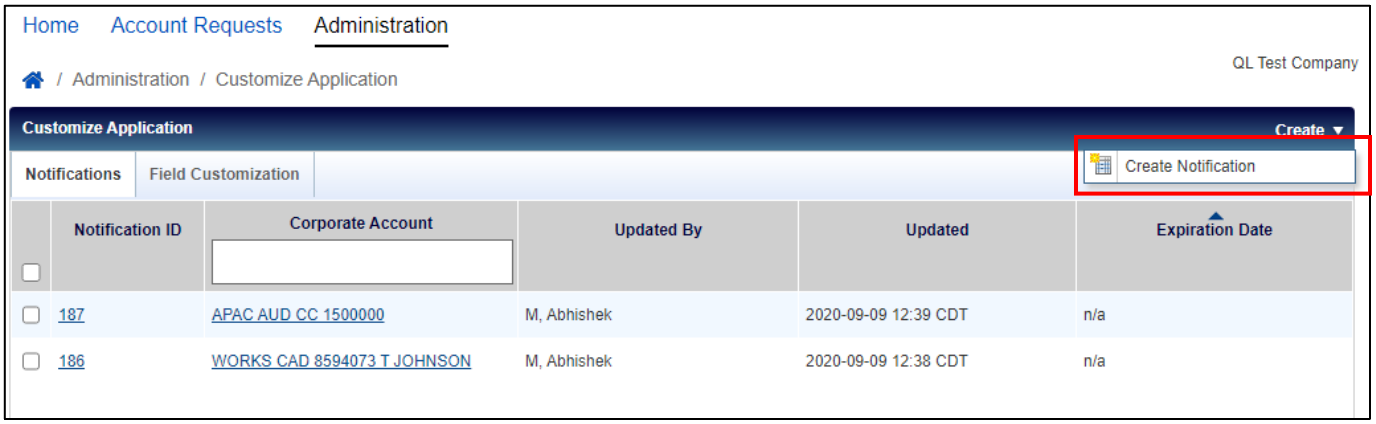
1. Go to *Account Requests > Approvals – Program Administrator* from the top of the Program Administration Dashboard or *Manage account requests* from the Quick actions menu.
2. Click on the *Completed Requests* tab.
3. Select the applicant whose application you would like to view and click *View Full Details*.
4. Select the checkbox next to each account request that you would like to download.
5. Click Download.
6. Select the download format and follow the prompts to Save or Open the file.

Customize Applications

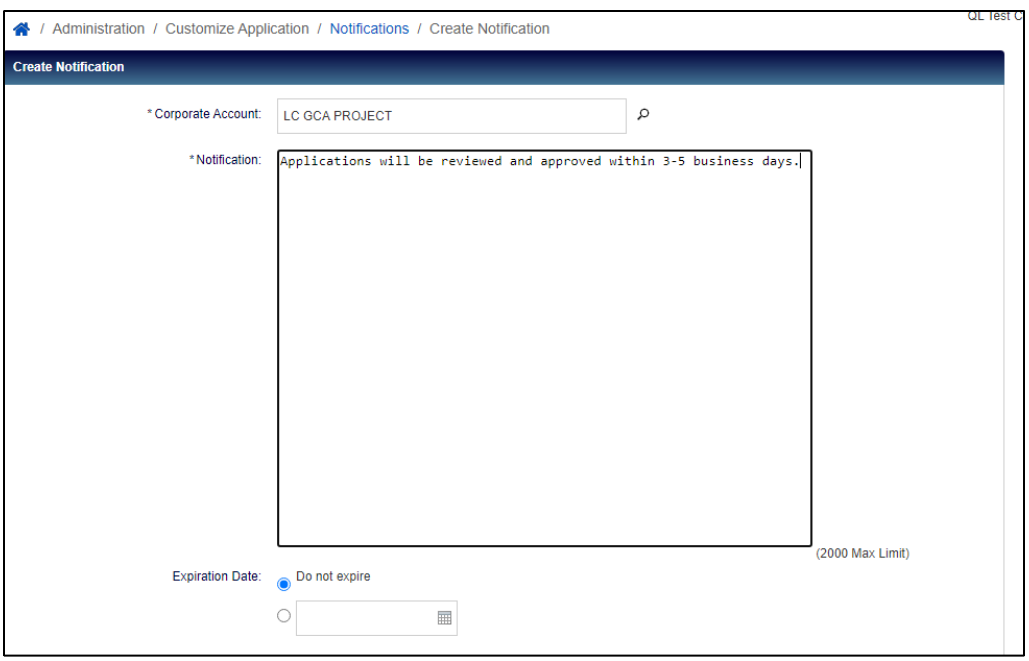
You may customize card applications by either adding a notification that will display to applicants at the top of the account request form or by customizing the internal identifier asked of applicants during the online card application process.

Notifications

1. Go to *Administration* → *Customize Application* from the top of the Program Administration Dashboard.
2. If you have previously set up any notifications, you will see them listed in this view. If you would like to add a new notification, click the *Create* dropdown from the top right-hand corner.
3. Click *Create Notification*.



4. If you have scope over multiple corporate accounts, you will need to select which corporate account you would like to add the notification to. After selecting the corporate account, click *Ok*.
5. Enter your desired notification text in the *Notification* text box and select an expiration date for the message (optional).



6. Click *Save*.
7. You may edit notifications that you create at any time by clicking the *Notification ID.* To delete a notification, click the checkbox next to the Notification ID and click *Expire Now*, then click *Ok*.

Field Customization

1. Go to *Administration* → *Customize Application* from the top of the Program Administration Dashboard.
2. Click on the *Field Customization* tab.
3. The standard employee identifier field for card applications is the Employee ID. If you would like to change the label of this field to some other type of internal identifier, enter the new label you would like to display to applicants on the online card applications in the *English* text box.

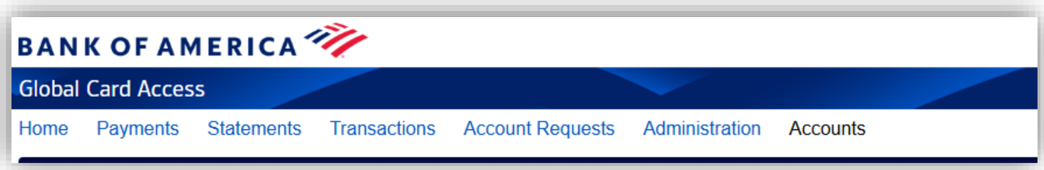
   Note: The Employee ID field label can be up to 30 characters.

4. Enter the translated value of the new field label in French, German, Italian, and Spanish.
5. Click *Save*.

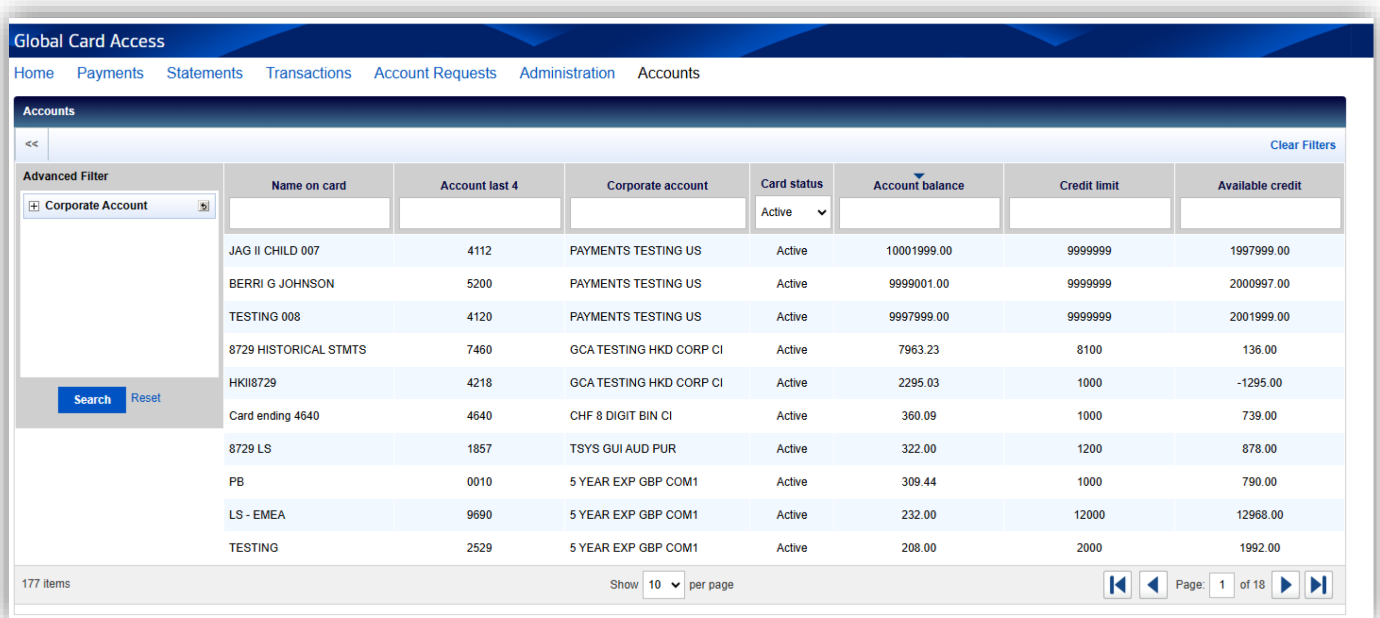
Account Listing

Program Administrators and Auditors will be able to view all card accounts within Global Card Access.

1. Go to *Accounts* from the top of the Program Administration Dashboard.



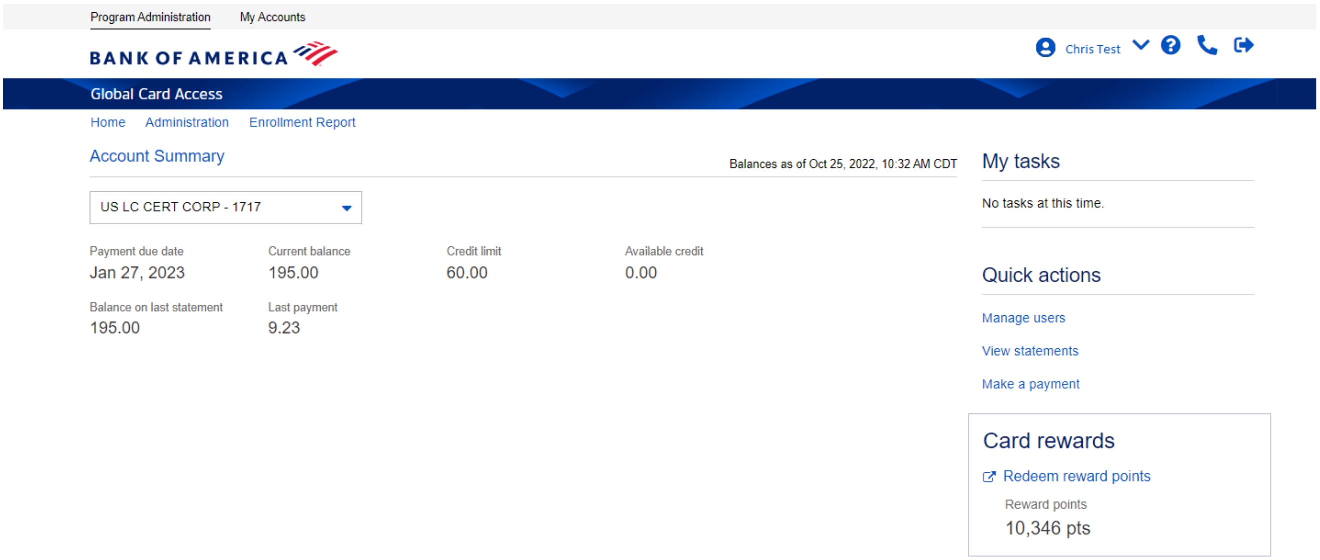
2. The Account listing displays with all card accounts that are within your scope.
   a. A filter is available above each column to help you more easily search.
   b. To filter based on particular corporate account(s), use the Advanced Filter on the left-hand side.



Name on card	Account last 4	Corporate account	Card status	Account balance	Credit limit	Available credit
			Active			
JAG II CHILD 007	4112	PAYMENTS TESTING US	Active	10001999.00	9999999	1997999.00
BERRI G JOHNSON	5200	PAYMENTS TESTING US	Active	9999001.00	9999999	2000997.00
TESTING 008	4120	PAYMENTS TESTING US	Active	9997999.00	9999999	2001999.00
8729 HISTORICAL STMTS	7460	GCA TESTING HKD CORP CI	Active	7963.23	8100	136.00
HKI8729	4218	GCA TESTING HKD CORP CI	Active	2295.03	1000	-1295.00
Card ending 4640	4640	CHF 8 DIGIT BIN CI	Active	360.09	1000	739.00
8729 LS	1857	TSYS GUI AUD PUR	Active	322.00	1200	878.00
PB	0010	5 YEAR EXP GBP COM1	Active	309.44	1000	790.00
LS - EMEA	9690	5 YEAR EXP GBP COM1	Active	232.00	12000	12968.00
TESTING	2529	5 YEAR EXP GBP COM1	Active	208.00	2000	1992.00

My Account

Global Card Access allows Administrators to access their own individual card accounts via the My Accounts tab.



- To add an account to your existing Global Card Access profile, merge multiple accounts in Global Card Access, or edit your profile in Global Card Access, refer to *How to manage your account in Global Card Access*
- To view your PIN, refer to *How to use your Chip and PIN card*
- To change your PIN, refer to *How to change your PIN in Global Card Access*
- To set up alerts, refer to *How to set up alerts in Global Card Access*
- To view your statements, refer to *How to view your statement in Global Card Access*
- To lock/unlock your card, refer to *How to lock and unlock your card in Global Card Access*
- To make a payment, refer to *Cardholder payment instructions* (North America only)
- To learn more about Strong Customer Authentication (SCA), refer to the *SCA website* (EMEA only)
- For more information about account support, available reward types, and points usage, refer to *Premium Rewards FAQ* (U.S. only)