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| `Bank of America logo |
| Subject: Where are my card statements? |
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| Dear Cardholder,  Did you know you can receive notification of your current statement via email and view your current and past statements in [Global Card Access](http://www.bofa.com/gca)?  [Global Card Access](http://www.bofa.com/globalcardaccess) is a mobile-friendly website and app that helps you manage your corporate card. Available features include:   * **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) |
| Finding your statements in Global Card Access  1. Sign into [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 *View Statements* from the Quick Actions list. 3. To view your most recent statement, select *View Last Statement* from the Home tab. 4. To view historical statements, select *Account Activity* from the Statements tab, then choose the Statements tab to view up to 12 months of past statements. You may open or download past statements by clicking on the pdf icon to the right of the statement date.   Once you have registered for Global Card Access, you will begin receiving email notification when your statement is ready. For more information on viewing statements, review the [Global Card Access Statements Quick Start Guide](https://www.bofaml.com/content/dam/boamlimages/documents/PDFs/GCA-statements.pdf).  Kind Regards,  Bank of America  Commercial Card Team |
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