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| `Bank of America logo |
| Subject: Do you know your Corporate Card PIN? |
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| Dear Cardholder, Did you know that incorrect PIN is a top reason for card declines?[Global Card Access](http://www.bofa.com/globalcardaccess) makes it is easy to view your PIN on your smartphone using the Global Card Access app. Or you can change it to something more memorable online. * **Dashboard:** current balance, recent transactions and credit limit
* **Activation:** activate a new card
* **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)
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| Re-learn your PIN today!1. Sign into the Global Card Access app or [bankofamerica.com/globalcardaccess](http://www.bofa.com/globalcardaccess) to learn your PIN. (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. Choose *View PIN* from the Quick Actions list.
3. Enter the 3-digit security code from the back of your card and select *Show my PIN*. Your PIN will be displayed one digit at a time.

For more information on viewing and changing your PIN, review the [Global Card Chip and PIN Quick Start Guide](https://www.bofaml.com/content/dam/boamlimages/documents/PDFs/us_chip_pin_guide.pdf) or [*How to change your PIN in Global Card Access*](https://business.bofa.com/content/dam/boamlimages/documents/PDFs/changePIN.PDF).Kind Regards, Bank of AmericaCommercial Card Team |
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