Using Global Card Services to Change your P-Card's PIN

If you do not know the PIN for your P-Card, here are several ways that you can obtain or update it. It is recommended that you know or have easy access to your card's PIN; some companies will not process a transaction without this PIN.

1. Before logging in to Global Card Access, you will need your Verification ID number, and to know that the phone number associated with your P-Card is Purchasing's. You can find this information in your BoA Works profile.

Navigate to payment2.works.com/works/home

2. Find your profile and click the down arrow. Select "View Current Profile" from the drop-down.
3. Click the "Accounts" tab.

4. Click on the hyperlinked name associated with your P-Card.
Click the "Account" tab and view your Verification ID here:

Click the "Address" tab and view the phone number here:

Now that you have the information that you need, you can either call the phone number on the back of your P-Card (888-449-2273) or follow the instructions below to set up a login to manage your card online:
Navigate to spacardportal.works.com/gar/login

Click "Register now" and follow the steps to set up a login for Global Card Access. Note: This is separate from your Bank of America Works login.