

Register For BoA Global Card Access

The steps below illustrate the process of setting up a Global Card Access account in order to designate an email address for OTPs (one-time passcodes) to be sent.

After setting up the account, users will retrieve the OTPs from their emails and won't have to login to this account unless updating that email or viewing/selecting their card's PIN.

1

Navigate to

<https://cardportal.works.com/gar/enrollment?viewType=registerNewUser>

ew User Registration

Enter your corporate card number.

Continue

Cancel

2 Enter the account number on your card and hit "continue."

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Global Card Access

New User Registration

Enter your corporate card number.

.....

Continue Cancel

3 Enter your card's expiration date.

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Verify Your Card

1 2 3

Card number

Expiration date

10

Security code

Select an option below to complete verification.




Select one

Continue Cancel

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4 Enter your card's three-digit security code.


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Verify Your Card



1 ————— 2 ————— 3

Card number
[Redacted]




Expiration date
10 []

Security code
[] 

Select an option below to complete verification.
Select one []

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5 Select the "Email" option.


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Verify Your Card

1 ————— 2 ————— 3



Card number
[Redacted]

Expiration date
[Redacted] []

Security code
[Redacted] 

Select an option below to complete verification.
Email []

A one-time passcode will be sent to p****h@lcs.c.edu

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6 Click "Send code."

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Global Card Access

Verify Your Card

1 2 3

Card number

Expiration date

Security code

Select an option below to complete verification.

Email

A one-time passcode will be sent to p****h@icsc.edu

Send code

Continue Cancel

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7 Copy the code from your email.

8 Paste the code into this field and hit "continue."

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Verify Your Card

1 2 3

Card number

Expiration date

Security code

Select an option below to complete verification.

Email

A one-time passcode will be sent to p****h@lcs.c.edu

Resend code

Continue Cancel

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9 Click the "Create a User ID" field.

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Create Your Account

1 2 3

Create a User ID

Create a Password

Confirm Password

Select and answer three security questions. These will be used to verify your identity.

Question 1

What street did you grow up on?

Answer 1

Question 2

Which state was your spouse born in?

Answer 2

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10 Create a User ID (or use the one from Works).

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Create Your Account

1 2 3

Create a User ID
purchasing2

Create a Password

Confirm Password

Select and answer three security questions. These will be used to verify your identity.

Question 1
What street did you grow up on? ▾

Answer 1

Question 2
Which state was your spouse born in? ▾

Answer 2

Question 3
What is the name of the first organization that you belonged to? ▾

11 Use this field to create a password.

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Create Your Account

1 2 3

Create a User ID
purchasing2

Create a Password

Confirm Password

Select and answer three security questions. These will be used to verify your identity.

Question 1
What street did you grow up on? ▾

Answer 1

Question 2
Which state was your spouse born in? ▾

Answer 2

12 Select and answer three security questions.

1 2 3

Create a User ID

Create a Password

Confirm Password

Select and answer three security questions. These will be used to verify your identity.

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

13 Click "Continue."

Create a Password

Confirm Password

Select and answer three security questions. These will be used to verify your identity.

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

14

Enter first name, last name, and the email address you want the codes to be sent to and click "Submit" to finish.

Global Card Access

Enter Your Information

1 ————— 2 ————— 3

First Name

Middle Name

Last Name

Employee ID

Email Address



If you are authorized to use your supervisor's card to make purchases, ensure that the email address you provide is accessible to both you and your supervisor.

15 Enter User ID and password to log in.

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Global Card Access

✓ Your card has been registered. Sign in to manage your account. ✕

User ID

Password

Sign in

[Forgot ID/Password](#)

Apply for a New Card
Apply for a new card or [check the status](#) of an existing application.
[Apply now >](#)

Register a Card
Register for Global Card Access, activate your card and conveniently manage your account online.
[Register now >](#)

GCA Mobile App
Manage your account and view key info from your mobile device. The GCA App available for both iOS and Android.

16 Copy passcode from email and enter it in this field.

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Global Card Access

Authentication required

A one-time passcode will be sent to p****@lcsc.edu.

Enter the code below to continue:

Didn't receive your code?
[Resend code](#)

[Continue](#) [Cancel](#)

17 Click "Accept."

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 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 sending communications using an automatic telephone dialing system or an artificial or prerecorded voice system.
 11. Acknowledge that if you use a U.S.-Issued Card and are located in the U.S., you have read and agree to the terms and conditions of the Bank of America Premium Rewards Program (available at bofa.com/rewards).
 12. Acknowledge that, if you use a Corporate Card Account issued in Canada by Bank of America, N.A. acting through its Canadian Branch, and you wish to authorize us to debit a Canadian bank account designated by you in order to take a payment under the Corporate Card Agreement, that you have read and agree to the terms of the pre-authorized debit agreement available [here](#).
- 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 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, 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.

"Network" means, collectively, the Site, the Services, the Alerts Services (as defined below), and the Proprietary Materials (as defined below).

"Privacy Notice" means the Bank privacy notice identified in the section titled "Personal Information and Privacy" below which applies to you based on your country of residence.

"Service" means the services related to the card offered to Clients under their Card Agreement.

"Using" or "Use" means accessing, viewing, obtaining information from, and otherwise using (or attempting to do any of the foregoing) the Network (or any part thereof).

"You" means the user who has accepted, entered into and is bound by these Terms of Use, and "your" shall be construed accordingly.

The Site and Services

The Site is a digital banking service for desktop platforms made available by the Bank to Clients that allows authorized users of the applicable Client to Use the Services with respect to the applicable card account linked to the Client's account with the Bank ("Card Account").

Any Use of the Network, other than as expressly permitted by the Site or these Terms of Use or without our prior written consent (which we may withhold in our sole discretion), is strictly prohibited. Upon the acceptance of these Terms of Use, you agree to comply with all applicable laws, rules, regulations and statutes (including any applicable export control laws).

Your Use of the Site and the Service is subject to these Terms of Use and the terms of use of the card that has been issued to you (if any) under the relevant Card Agreement with the Bank.

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

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Last sign in Tuesday, Jan 13, 2026, 11:51 AM CST

18 Click "Review my information."

PURCHASING DEPARTMENT - 9942

| | | |
|-----------------|------------------|--------------|
| Current balance | Available credit | Credit limit |
| 100 | 10,000.00 | 10,000.00 |

Activity **Statements**

Description

There is no activity to display for this statement period.

Please confirm your contact information

We want to make sure we can contact you about your accounts, including timely notification if unusual or potentially fraudulent activity is detected.

Please review and make any updates to your contact information, including mobile phone number, text message consent, and email address.

Email address
p****@lsc.edu

Mobile phone
No phone on file

No tasks at this time.

Quick actions

- [View your PIN](#)
- [Change your PIN](#)
- [Lock card](#)
- [Register a card](#)

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While logged in, please take a moment to confirm (or update) your P-Card's PIN.