Corporate Card Access Online Enrollment to register:

Log on to Corporate Card Access at www.bankofamerica.com/corporatecardaccess

Step	Action	Result
1	Enter your account number in the appropriate box on the Sign-On page.	Account Number displays in field.
2	Click **SUBMIT**	The **Enrollment Account Verification** page displays. This is a 2 step process.
3	Step 1 - Type the following information in appropriate boxes: • First, Last Name • Name as it appears on card • Expiration Date • Billing Zip Code • Card Verification Value	To end enrollment, click **CANCEL** and the Sign-On page displays.
4	Click **NEXT**	The Enrollment Profile Page displays.
5	Step 2 - Type the information in appropriate boxes on the Create Your Profile page: • Account Nickname • Email Address • User Name • Password • Security Question and Answer	To end enrollment, click **CANCEL** and the Sign-On page displays.
6	Click **NEXT**	The information is registered and the account is enrolled. Your Enrollment Successful confirmation page displays.
7	Click **Return to Sign**	The Sign-On page displays. Sign-on with **User Name** and **Password**. The **Review Transaction** page displays.

To Sign On to Corporate Card Access as a registered user:

Step	Action	Result
1	Log on to Corporate Card Access at www.bankofamerica.com/corporatecardaccess	The **Corporate Card Access Sign-On** page displays.
2	Type your **User Name** and **Password** in appropriate boxes if available.	Note: If not enrolled, complete Corporate Card Access Online Enrollment.
3	Click **Sign On**.	The **Review Transactions** page displays.

Requesting a Temporary Password:

Use this when password is forgotten or if locked out because password was incorrectly entered too many times

Step	Action	Result
1	From the Corporate Card Access Sign-On page: • Click the **Forget your Password?** Link on the page.	The **Password Assistance: Identify User** page displays.
2	Type your User Name and E-mail in the appropriate boxes. Click **NEXT**.	The **Password Assistance: Verify Account** page displays.
3	Type in the information requested in the appropriate boxes. Click **NEXT**. **Note:** If you do not have a Security Question and Security Answer or you have forgotten your Security Answer, click the **Click Here** link. The **Password Assistance: Account Information** page displays. Enter required information and click **NEXT.**	Your information is verified and the **Password Assistance Success** page displays. Note: Your temporary Password has been sent to you via e-mail.
	Proceed to Sign-On page	
4	**To sign on with your temporary Password**: • Type your **User Name** and temporary **Password** in appropriate boxes on the Sign-On page. • Click **SUBMIT**.	The **Update Profile Temporary Password** page displays.
5	To confirm your identity: • Type your temporary password in the **Old Password** box. • Type your new permanent password in the **New Password** box. • Verify your new password in the **Verify New Password** box. Click **SUBMIT**.	Your Password is updated and the **Review Transactions** page displays with a success message.

Transactions

Through the Transactions screen, you can access information on your current, pending, and past transaction records. This menu option is only available after sign on.

<table>
<tr><th>Step</th><th>Action</th><th>Result</th></tr>
<tr><td>1</td><td>To access Transactions:
Click on Transactions in the global navigation.
The following tasks can be performed from the Transactions page:
View Current Period Transactions
View Past Cycle Transactions by selecting date of period from drop down.
View Transaction Detail
View Pending Transactions
Downloading Transactions</td><td>The Review Transactions page displays. The following information displays on current transactions:
Transaction date
Posting date
Transaction description
Debits
Credits
Up to 50 transactions display online. In order to see additional transactions, use the Prev/Next links.</td></tr>
<tr><td>2</td><td>To view Past Transactions and Past Activity summary:
Choose the billing cycle you wish to view from the Select Statement Cycle to Review drop down menu.
Click GO.</td><td>The Review Transactions page with a Past Activity Summary listing displays. The following detailed information is displayed for all transactions for the period selected:
Previous Balance, Ending Balance
Payment Due Date, Past Due Amount
Last Payment Received, Over Limit Fees, Late Fees, Other Fees
Total Purchases, Credits, Cash Advances</td></tr>
<tr><td>3</td><td>To view additional Transaction Detail:
Click the Transaction Description field of the transaction you wish to view detail.</td><td>The Transaction Detail page displays. This page displays the following detailed information about a single transaction.
Merchant Information
Transaction Detail – Country Code, Reference Number, MCC, MCC Description, Transaction Date, Posting Date, Amount, Currency, and Transaction Type.
If transaction made in foreign currency, the following fields will display: Source Amount, Source Currency, and Conversion Rate.</td></tr>
<tr><td>4</td><td>To view Addendum Detail, if present:
Click the Addendum Detail link.</td><td>The Addendum Data page displays with information related to the type of transaction.</td></tr>
<tr><td>5</td><td>To view Pending Transactions:
Transactions approved or declined but not yet settled
Select the Review Pending Transactions option.
Choose the type you wish to view from the Select Type drop down menu. The types can be any of the following:
All
Approved
Declined
Refer
Choose the time period you wish to view from the Select Duration drop down menu. Time period can be from 1 to 5 days.
Click GO.</td><td>The Review Pending Transactions page with a Pending Transaction Summary displays with the following information:
Date
Time
Type
Response
Amount
Click the Pending Transaction Date to view detail.</td></tr>
</table>

Transactions (Continued)

Step	Action	Result

5	To **Download Current or Past Cycle Billing Information**:
	• Choose the billing cycle you wish to view from the **Select Period To Review** drop down menu.
	• Click **GO**
	• Select the format you wish to download from **To Download These Transactions, Select Format** drop down menu. The information can be downloaded using the following formats:
	    • Tab Delimited
	    • Comma Delimited
	    • QIF (MS Money/Quicken)
	    • IIF (Intuit Interchange Format for Quickbooks)
	    • OFX (MS Money)
	• Click **GO**
		The **File Download Message Box** displays.
		
		When you receive the e-mail notifying you that your file is available to download, click on the **Go to Download Files Inbox** link in the Download Center section.
		
		To download a file, click the **Statement Period** link and follow the on-screen directions.
		
		Note: Files are available for 3 days from your request date.

Pay Bill

Through Pay Bill, you can access information on your payment accounts, pay your bill online, view payment history, and register an additional account for Pay Bill.

Step	Action	Result
1	Click the **Pay Bill** link in the global navigation or use the **Pay Online** link on the left navigation (Billing Summary Section).	The **Make a Payment** page displays. From the **Make a Payment** page you can choose the payment account to use for your payment. You can also view information about the accounts you have designated as payment accounts as well as payment information such as total amount due, balance, payment due date, and online payment history.
	You will need to "**Add an Account**" (top right side of screen) for funding payment prior to making first payment	
2	**To make an online payment**: Note: all fields are pre-populated with the defaults listed below. Verify the information and click **SUBMIT** or you can edit the following information: • **Payment Account -** the name and last 4 digits of the bank account set up for funding payments • **Pay This Amount-** total amount owed • **Payment Date–** defaults to Today • Confirmation email address- E-mail address registered on profile • **SUBMIT** Note: Allow 2 business days for payment to process. Payments made after 5 p.m. Eastern will be included in next business day payments for processing	The **Payment Confirmation** page displays, with information in the following non-editable fields: • **Payment Bank Account -** the name of the payment account • **Account Number – the** 10 digits located on the check identifying the account used to pay the bill. Only the last four digits display. • **Name on Check –** name of cardholder as it appears on the check • **Payment Amount –** monetary amount of payment • **Payment Date** – date the payment was made Note: Allow 2 business days for payment to process. Payments made after 5 p.m. Eastern will be included in next business day payments for processing.

FAQ, Contact Information and User Guide:

Step	Action	Result
1	Click on **Account Services** link from the global navigation menu.	There will be 3 sections available: • Cardholder Services • Other Sites • Additional Information
2	Under **Additional Information**, click the **Frequently Asked Questions** hyperlink.	The **Frequently Asked Questions** page displays.
3	Use the hyperlink text to navigate to the following sections: • Security Questions • Enrollment Questions • Transaction Questions • Payment Questions • Technology Questions	The section selected will display. Click on **back to top** to return to FAQ menu.
4	To access **Contact Us** information, click on **Contact Us** hyperlink from the Additional Information section.	The **Contact Us** page displays. If you are unable to find answers to your questions in the Frequently Asked Questions, you may contact: • **Technical Help Desk** with technical or Web access related questions: Available Monday through Friday 8 a.m. - 9 p.m. Eastern. 1.888.317.2638 • **Commercial Cardholders Services** with any card transaction related questions: 1.888.449.2273
5	To access **User Guide**, click on **User Guide** hyperlink from the Additional Information section. • Select User Guide again listed right above the icon for Adobe Acrobat	Note: Adobe Acrobat is needed to access the User Guide. The hyper link to download this is available at bottom of this screen if you do not currently have. User Guide contains all features/procedures with sample screen shots. Click on subject from Table of Contents will take you directly to that section in the guide.