

WORKS to GCA Change FAQ

How will users be set up to access *Works* through *GCA*?

Works users with an existing GCA user profile will have the two user profiles linked together, allowing the users to leverage their existing GCA user profile to access Works.

If the Works user does not already have a GCA user profile, then a new GCA user profile will be created for the user. In both cases, the user will receive an email from GCA providing instructions for logging into Works via GCA.

How will this impact Works users?

Global Card Access is a one-stop-shop. This is only changing the way users log into Works. Instead of navigating to the existing Works login page (<https://payment2.Works.com>), all Works users will first log into Global Card Access (<https://www.bankofamerica.com/globalcardaccess>), and then click into Works without being prompted for additional login credentials.

Will users still have access to Works after the transition date?

Works is not going away; it will now be accessed via GCA. You will not experience a loss in Works features or functionality after your migration.

Why is Bank of America changing access methods?

By consolidating Global Card Access and Works, users can access all card management functionality via one set of login credentials (a username and password).

When will we need to use Global Card Access (GCA) to log in to Works?

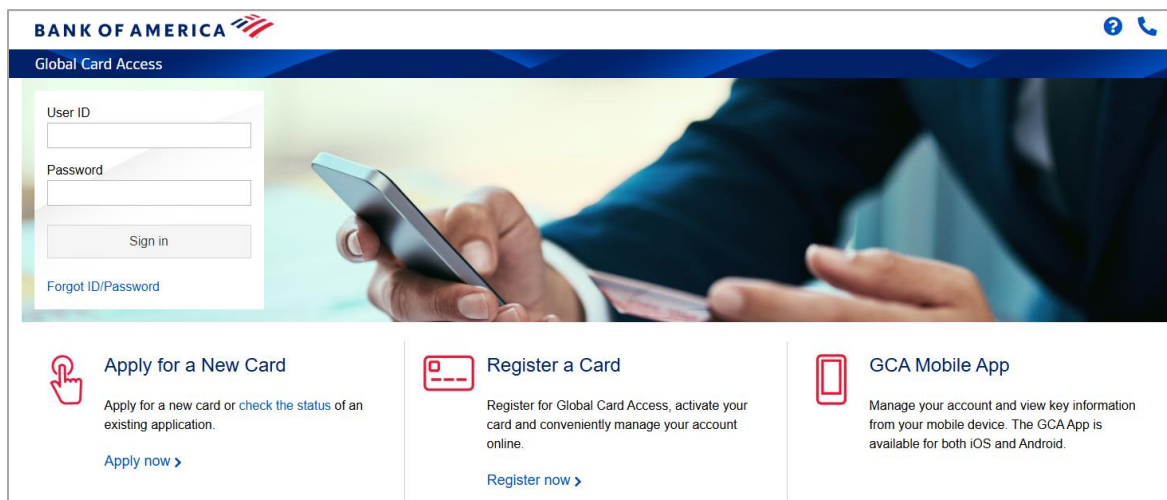
Once you receive the Welcome Email from GCA, you will no longer be able to log into Works from the Works login page. Instead, you must log into GCA first.

Has any Works functionality been moved to GCA, such as card requests?

No. For all tasks that you used Works for, you will continue to leverage Works, such as card requests, reporting, expense reporting, etc.

What will the site look like?

This is the link for *Global Card Access*: <https://www.bankofamerica.com/globalcardaccess>
This is the landing page where users will log in:



BANK OF AMERICA


Global Card Access


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 information from your mobile device. The GCA App is available for both iOS and Android.

How will navigation Works from Global Card Access look?

Once you've logged into Global Card Access, you will click on the Works link at the bottom right of the screen and this will open Works with no other login needed.

The screenshot displays the Bank of America Global Card Access web application. At the top, there are navigation tabs for "Program Administration" and "My Accounts". The main header includes the Bank of America logo and the user's name, "Olga Terezi". Below the header is a navigation menu with links for "Home", "Account Requests", "Administration", "Alerts Enrollment Report", and "Alerts".

The main content area is titled "Account Summary" and shows "Balances as of Feb 18, 2021, 07:45 AM CST". A dropdown menu is set to "LC CERT ACCOUNT - 6963". Below this, a table displays account details:

Current balance	Available credit	Credit limit
0.00	125.00	125.00

On the right side of the page, there are several sections:

- My tasks:** No tasks at this time.
- Quick actions:** Manage account requests, Manage users, Manage alerts, View statements.
- Related links:** Global Reporting and Account Management, Works (circled in red).