



REGISTERING FOR GLOBAL CARD ACCESS AND P-CARD PAYMENT GUIDE

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WILLIAM MCNAMARA, Comptroller of the Commonwealth

OFFICE OF THE
COMPTROLLER
COMMONWEALTH OF MASSACHUSETTS

TABLE OF CONTENTS

Section 1: Register for Global Card Access..... 1

Section 2: Download Monthly Statement..... 5

Section 3: Completing Payment Request in MMARS..... 7

Section 4: View and Change Pin..... 9

Section 5: Manage User Account 10

Section 6: Additional Reminders..... 12

SECTION 1: REGISTER FOR GLOBAL CARD ACCESS

Step 1

To obtain access to your Bank of America P-card Statement. You must be registered as a Program Administrator user. This is done once to set up your login.

For items 1-6, you may need to request information from The Office of the Comptroller: send request to osc-p_card@mass.gov

To Register:

1. Go to Global Card Access login page:
<https://spacardportal.works.com>
2. Click on "Register now"
3. In the next screen, enter your 16-digit account number.
4. Click Continue

https://spacardportal.works.com/gar/login

login Arctic International... Advantage Academy Global Card Access... M&T Bank Treasury... Governor's Council [...] User Portal

BANK OF AMERICA

Global Card Access

1

User ID
1

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 >

2 Register a Card
Register for Global Card Access, activate your card and conveniently manage your account online.
Register now >

BANK OF AMERICA

Global Card Access

New User Registration

Enter your corporate card number or your company's billing account number.

3

4 Continue Cancel

5. Enter **Company Name** -
The Department Name on
the account.

6. Enter **Company Number** -
7-Digit Code

7. Enter **Credit Limit** – Limit
for entire department

8. Enter **Zip / Postal Code** -
Postal Code used when
setting up account.

Card number

4715 **** * 7856

Company Name

 ?

Company Number

 ?

Credit Limit

 ?

ZIP / Postal Code

 ?

Continue

Cancel

Steps 9 – 11 will be setting up your login information:

9. User ID - must be a minimum of 7 characters and a maximum of 50 characters.
10. Create and Confirm Password - A password must be a minimum of 12 characters and a maximum of 100 characters and include alphabetic and numeric characters. Passwords are case sensitive.
11. Select and choose answers to three security questions to be used to verify your identity.

The screenshot shows a web form titled "Create Your Account". It contains the following fields and sections:

- Create a User ID:** A text input field containing "TestPA1". A mouse cursor is positioned over the field. A black circle with the number "9" is overlaid on the left side of the field.
- Create a Password:** A text input field with masked characters (dots).
- Confirm Password:** A text input field with masked characters (dots). A black circle with the number "10" is overlaid on the left side of the field.
- Security Questions:** A section titled "Select and answer three security questions. These will be used to verify your identity." containing three questions:
 - Question 1:** "What street did you grow up on?". A dropdown menu is open, showing "What street did you grow up on?". A black circle with the number "11" is overlaid on the left side of the dropdown.
 - Answer 1:** A text input field with masked characters (dots).
 - Question 2:** "Which state was your spouse born in?". A dropdown menu is open, showing "Which state was your spouse born in?".
 - Answer 2:** A text input field with masked characters (dots).
 - Question 3:** "Who was your first babysitter?". A dropdown menu is open, showing "Who was your first babysitter?".

12. . Enter your user information (first name, last name, email address)

13. Click Submit.

Enter Your Information

12 First Name

Middle Name

Last Name


Employee ID

Email Address

13

You will be taken to the Global Card Access page to sign in with the user credentials just created. You will also receive an email confirming your enrollment.

14. When you sign in, you will be asked to accept the Terms and Conditions

BANK OF AMERICA 

Global Card Access

Terms and Conditions

TERMS OF USE FOR BANK OF AMERICA GLOBAL CARD ACCESS WEBSITE

IMPORTANT! PLEASE READ THE FOLLOWING TERMS OF USE CAREFULLY.

By clicking the "Accept" button or Using the Network (as defined below), you:

1. Agree to comply with these terms of use ("Terms of Use") for the Services (as defined below) and GCA Service website (the "Site");
2. Agree that you may use the Service and the Site only if you have been expressly authorized to do so by the Client (as defined below);
3. Acknowledge that you have read all of the terms set out in these Terms of Use (in particular, we draw your attention to the terms set out under "Disclaimer of Warranties and Limitations of Liability" and "General" below);
4. Acknowledge that you are only being provided with the Service and the Site as an authorized user of the Client;
5. Acknowledge that you are not being provided with the Services and the Site either as a consumer or with respect to any of your individual or personal accounts with the Bank (as defined below) or its affiliates;
6. Agree to receive within this Site or through Alerts, the Terms of Use, all updates to the foregoing, and all disclosures, notices, alerts, and other communications regarding the Site;
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 such card 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 to sending communications using an automatic telephone dialing system or an artificial or prerecorded voice system.

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 otherwise 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, Hungary, 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; (iv) Hong Kong, Bank of America, National Association acting through its Hong Kong Branch; (v) India, Bank of America, National Association acting through its Mumbai Branch; (vi) Singapore, Bank of America, National Association acting through its Singapore Branch; and (vii) 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.

14 Accept, you agree to the terms and conditions. Choose Decline to cancel.

SECTION 2: DOWNLOAD MONTHLY STATEMENT

Step 1

1. Go to Global Card Access login page:

<https://spacardportal.works.com>

2. Sign-in with User ID and Password

https://spacardportal.works.com/gar/login

Arctic International... Advantage Academy Global Card Access... M&T Bank Treasury... Governor's Council |... User Portal

BANK OF AMERICA

Global Card Access

User ID **2**

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 >

3. In Dashboard, Click Statements

Program Administration My Accounts

BANK OF AMERICA

Global Card Access

Home Payme **3** Statements Transactions Account Requests Administration Enrollment Report

Statements

Corporate statements Cardholder statements Statement downloads

ACCOUNT NAME - 1234

2024

October 25, 2024 PDF

September 27, 2024 PDF

August 27, 2024 PDF

Be sure that you download the Company Statement, from the **Corporate statements** tab. The Company statement will include all cardholder charges.

4. In the Corporate statement tab, click on the date of the statement, for the monthly statement.
5. Download the statement by clicking on the [Open file](#) link.

The header of the Statement will contain information needed when entering your payment request document, in MMARS.

The screenshot shows the Bank of America Global Card Access portal. The 'Statements' section is active, and the 'Corporate statements' tab is selected. The user has selected 'Department Name - 1234' and the year '2024'. A list of statements is displayed for October 25, 2024, with a download link next to it. The download link is circled in red, and a '5' is placed next to it. The 'Open file' link in the download bar is also circled in red, with a '4' next to it.

The header of the statement contains the following information:

BANK OF AMERICA

DEPARTMENT
CARD HOLDER
XXXXXXXXXXXX1895
September 26, 2024 - October 27, 2024

Purchasing Card **Company Statement**

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO Box 650441 Dallas, TX 75265-0441 TTY Hearing Impaired: Dial "711" Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 10/27/24 Payment Due Date 11/19/24 Days in Billing Cycle 30 Credit Limit \$50,000 Cash Limit \$0 Total Payment Due \$63.99	Previous Balance \$1,007.99 Payments -\$1,007.99 Credits -\$344.74 Cash \$0.00 Purchases \$408.73 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Finance Charge \$0.00 Current Balance \$63.99

SECTION 3: COMPLETING PAYMENT REQUEST IN MMARS

Payments to Bank of America should be entered into MMARS by the 15th of each Month.

Be sure that you are using the Company Statement when completing the Payment Request Document:

- For the payment amount, use the "Total Payment Due" on the Bank of America statement.

- Use Vendor Code **VC6000251168** – BANK OF AMERICA NA Address code AD003.

- The Scheduled Payment Date should be 6 days before the Payment Due date.

- Mark payment as **Single Payment**.


Let payment default to EFT and do not pull.

BANK OF AMERICA 

Purchasing Card


Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441 TTY Hearing Impaired: Dial "711" Outside the U.S.: 1.509.353.6666 24 Hours For Lost or Stolen Card: 1.866.449.2273 24 Hours	Statement Date 10/27/24 Payment Due Date 11/19/24 Days in Billing Cycle 30 Credit Limit \$50,000 Cash Limit \$0 Total Payment Due \$63.99	Previous Balance \$1,007.99 Payments -\$1,007.99 Credits -\$344.74 Cash \$0.00 Purchases \$408.73 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Finance Charge \$0.00 Current Balance \$63.99

General Information | Disbursement Options | Discount Terms


Vendor Customer: VC6000251168 


Legal Name: BANK OF AMERICA NA Vendor


Alias/DBA: Vendor

Address Code: AD003  Vendor Cont


General Information | **Disbursement Options** | Discount Terms

Disbursement Category: 100 

Schedule Payment Date: 11/13/2024 

Disbursement Priority: 99 

Disbursement Type: EFT

Disbursement Format: CTX 

Single Payment: **4**

5. To avoid misapplied payment, use the FULL 16-digit Billing Account Number (no space) plus MONTH & YEAR in the Vendor Invoice Field.

6. Use the Statement Date as the Vendor Invoice Date.

Important: Do not put any credit card numbers in the **Check Description, Vendor Invoice Number** or other description fields in payment request document.

7. Use the Billing period for your Service From Date and Service To Date.

Budget FY:
Fiscal Year:
Period:
Bank: 0000

5 Vendor Invoice Number: 4567891234567OCT24 x 4
Vendor Invoice Line: 1
6 Vendor Invoice Date: 10/27/2024
Tracking Date:

1234567891234567OCT2024

counting Detail Accounting Service Dates Additional Amounts

7 Service From Date: 09/28/2024
Service To Date: 10/27/2024

SECTION 4: VIEW AND CHANGE PIN

VIEW PIN

1. Log into GCA
2. Under **Quick Actions Menu** select **View your PIN**
3. Enter the card's three-digit CVV (from the back of the Card and click Continue
4. After clicking Show my PIN, the digits of the PIN are displayed one at a time..have a pen ready

BANK OF AMERICA Global Card Access

Home PIN Check Card Management

Account Summary: Julian West - 2020. Payment due date: Jan 13, 2022. Current balance: 0.00. Credit limit: 5,001.00. Available credit: 4,954.79. Last payment: 0.00.

My tasks: No tasks at this time.

Quick actions: View your PIN, Change your PIN, Manage alerts.

2. Enter the card's three-digit CVV (from the back of the card) and click **Continue**

3. After clicking **Show my PIN**, the digits of the PIN are displayed one at a time...have your pen ready

CHANGE PIN

1. Log into GCA
2. Under **Quick Actions Menu** select **Change your PIN** to customize the card's PIN
3. Enter the card's three-digit CVV code (from the back of the card)
4. Enter the Current PIN
5. Create a new PIN and Click Submit

BANK OF AMERICA Global Card Access

Home PIN Check Card Management

Account Summary: Julian West - 2020. Payment due date: Jan 13, 2022. Current balance: 0.00. Credit limit: 5,001.00. Available credit: 4,954.79. Last payment: 0.00.

My tasks: No tasks at this time.

Quick actions: View your PIN, Change your PIN, Manage alerts.

1. Back on the home screen, select **Change your PIN** to customize the card's PIN

2. Enter the card's three digit CVV code (from the back of the card), the current PIN, and the new PIN and click **Submit**

SECTION 5: MANAGE USER ACCOUNT

LOCK CARD

1. Log into GCA
2. Under **Quick Actions Menu** select **Lock Card**
3. A pop-up box should appear select the blue Lock Card button to confirm

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Global Card Access

Home PIN Check Card Management

Account Summary Balances as of Jan 14, 2022, 09:03 AM CST

Julian West - 2020

Payment due date	Current balance	Credit limit	Available credit
Jan 13, 2022	0.00	5,001.00	4,954.79
Balance on last statement	Last payment		
0.00	0.00		

Recent activity

Lock your card

When your card is locked, you cannot use it to

- Make purchases
- Make ATM withdrawals - only available if company enabled

However, recurring transactions, refunds and credits will still be processed.

You can unlock your card at any time within Global Card Access.

My tasks
No tasks at this time.

Quick actions

- View your PIN
- Change your PIN
- Manage alerts
- Lock card**
- View statements

Related links

- Global Reporting and Account Management
- Works

SETUP CARDHOLDER ALERTS

1. Log into GCA
2. Under the **Quick Actions Menu** select **Manage Alerts**

BANK OF AMERICA
Global Card Access

Home PIN Check Card Management

Account Summary Balances as of Jan 11, 2022, 06:52 AM CST

Julian West - 2020

Payment due date	Current balance	Credit limit	Available credit
Jan 13, 2022	0.00	5,001.00	5,001.00
Balance on last statement	Last payment		
0.00	0.00		

Recent activity

Cardholders can set up alerts for certain card activity.

My tasks
No tasks at this time.

Quick actions

- View your PIN
- Change your PIN
- Manage alerts**
- Lock card
- View statements

3. You'll be redirected to the Alerts dashboard
4. Select the Edit button next to Send Alerts To field
5. A pop-up box will appear where you can edit the email address or phone number that'll receive the alerts

Global Card Access

Home PIN Check Card Management Bank User

Alerts (card ending 2020)

Transaction activity Account activity

Alert Send to Settings

Cash is withdrawn		Off
Transaction is declined		On
Transaction exceeds my specified amount	250	On
Transaction is made online		Off
Transaction is made by phone or mail		Off
Transactions where merchant is based in another country (choose up to 3)		Off
Transactions where merchant is based in another state or province (choose up to 3)		Off

Send alerts to p****@bofa.com Primary email address Edit

Send alerts to Select how you want to receive your alerts or manage your contact information

p****@bofa.com

*****5555

Save Cancel

6. Under the Alert Dashboard select the Account Activity tab to select the kind of alerts you'd like to receive.

Global Card Access

Home PIN Check Card Management Bank User

Alerts (card ending 2020)

Transaction activity Account activity 'Account Activity' alerts can be set on the second tab.

Alert Send to Settings

Card is requested or reissued on my account		Off
Personal information changed on my account		Off
Payment due in xx days		Off
Payment posted		Off
Payment not made by due date		Off
Credit available is less than my specified amount		Off
Balance reaches or exceeds the specified percentages of my credit limit		Off
Balance reaches or exceeds my specified amount		Off

Send alerts to p****@bofa.com Primary email address Edit

ADDITIONAL REMINDERS

1. To report fraud or a lost or stolen card, contact the Bank of America (866-500-8262). CFO is required to inform the Office of the Comptroller as soon as possible.
2. **Out of Country Travel:** Please contact the Office of the Comptroller when a cardholder is planning to travel out of the country and intends to use P-card. We will arrange to remove the out of country use restriction until the employee returns to the United States.
3. For questions and concerns regarding P-cards send an email to osc-p_card@mass.gov
4. The following link will connect you to the Procurement Card Policy:

[Procurement Card Policy](#)



OFFICE OF THE COMPTROLLER
COMMONWEALTH OF MASSACHUSETTS

One Ashburton Place, 9th Floor
Boston, MA, 02108

617-727-5000
MAComptroller.org