Works®

Completing an Online Account Request

Introduction

This card provides the information needed to complete an online account request for Works®.

Note: You must have an Account Request Key to complete an online account request.

Procedure

To complete an online account request, complete the following:

1. Go to www.bankofamerica.com/accountrequest. The Online Application Request screen displays (Figure 1).

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nline Application Request	
Account Request Key: Submit Need more help? Please contact your Program Administrator for assistance.	
cy & Security Recommended Settings About SSL Certificates	

Figure 1: Online Application Request Screen

- 2. Enter the Account Request Key provided by your Program Administrator.
- 3. Click Submit. The Account Request Information screen displays (Figure 2).

Bank of America 🧇 Work	÷				
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(=					
Account Request Information					
*First Name:			Home ○ Office		
Middle Name:		*Address Line 1:			
* Last Name:		Address Line 2:			
*Name On Account:		* City:			
*Email Address:		* State:			
*Confirm Email Address:		*Postal Code:			
* Phone:		*Country:	USA		
Phone 2:					
* Manager Name:		Employee ID:			
Manager Email Address:		Desired Credit Limit:			
*Confirm Manager Email Address:		*Card Activation Number:	(9)		
Comminianager Email Address.	I am requesting an account on behalf of	Card Activation number.	Used to activate card upon receipt. Retain		
	another employee.		for your records.		
			Chip and PN		
Comments:			<u>~</u>		
			x		
	I have reviewed the information stated above and cerify that it is accurate.				
			Need more help? Please contact y Program Administrator for assistan		

Figure 2: Account Request Information Screen

4. Complete the information requested on the application.

Notes:

- Required fields are indicated by a red asterisk (*).
- Enter the home or office address where you wish your card and statements to be mailed.
- Depending on the type of account requested, you may be required to complete additional fields.
- Depending on your card program, you may be required to enter your Date of Birth and Social Security Number.
- Enter a nine-digit Card Activation Number of your choice. In order to activate your card when it is
 received, you should retain the card activation number for your records.
- 5. Select the certify check box to confirm that your information is correct. The **Submit** button displays active.
- 6. Click Submit. You will be sent an email confirming submission of your account request.

Note: For assistance with your request, contact your Program Administrator. Reference the tracking number provided in the confirmation email.

This completes the procedure.

Works® Quick Reference Card

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