

All cardholders, even those who do not plan to travel internationally, should memorize the PIN associated with their University credit card. Many merchants in the US and abroad will require that you enter your PIN to complete transactions.

First-Time Registration

1. Visit www.baml.com/globalcardaccess.
2. Click **Register New User**.
3. Enter your 16-digit card number in the **Card Number** box. Ensure that the option “I am a Cardholder” is selected. Click **Submit**.
4. Complete the following fields and click **Submit**:

The screenshot shows a web form titled "New User Registration - Verification by Individual Account" with a language dropdown set to "English". The form contains the following fields and callouts:

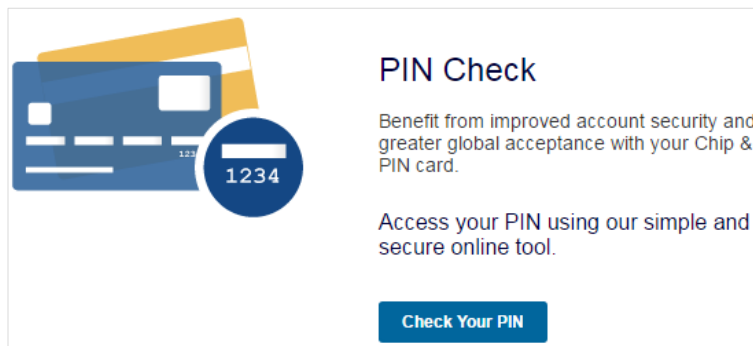
- Card Number:** A text box containing "*****1234".
- * Name on Card:** A text box with a question mark icon. Callout: **Name on Card:** Enter your name in ALL CAPS, exactly as it appears on your university credit card.
- * Expiration Date:** Two dropdown menus.
- * Security Code:** A text box with a question mark icon. Callout: **Security Code:** 3 digits printed to the right of the signature panel on the back of your card.
- * Verification ID:** A text box with a question mark icon. Callout: **Verification ID:** Your Princeton University ID number (PUID). You can find your PUID number on the front of your TigerCard, or contact the Financial Service Center for assistance: (609) 258-3080.

At the bottom of the form are two buttons: **SUBMIT** and **CANCEL**.

5. Create a **User ID, Password**, and your **Security Questions** so that you can access your card's PIN again at a later time.
6. Click **Accept** to acknowledge the Terms and Conditions.

Accessing Your PIN

7. From the home screen, select **Check Your PIN**.
8. Enter the 3-digit security code printed on the back of your credit card. Your PIN will appear on the next screen one digit at a time. Be prepared to memorize your PIN or log in anytime to view it again.



Customizing your PIN

You may choose to customize the PIN associated with your card. Call (888) 233-8855 and follow the prompts. You must have the following pieces of information:

- Your 16-digit credit card number
- Verification ID = **Your 9-digit Princeton University ID number (PUID)**
- Phone number = **You may use either your (609) 258-#### University phone number or (609) 258-3080**

Note: students or those without a University extension must use (609) 258-3080.

Questions?

For assistance with your card during University business hours, contact the Financial Service Center at (609) 258-3080 or email finance@princeton.edu. If you require assistance outside of business hours, contact Bank of America directly within the US at (888) 449-2273 or outside the US (toll-free) at (509) 353-6656.