

All cardholders, even those who do not plan to travel internationally, should memorize the PIN associated with their University credit card.

Customize your PIN

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.

Set up mobile alerts for fraudulent activity

First time users will need to register on Bank of America's Global Card Access website.

1. Visit www.baml.com/globalcardaccess and select **Register New User**.
2. Enter your card number and the following information.

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:

- Card Number: *****1234
- * Name on Card: [Text input field]
- * Expiration Date: [Month/Year dropdowns]
- * Security Code: [Text input field]
- * Verification ID: [Text input field]

At the bottom of the form are "SUBMIT" and "CANCEL" buttons. Three callout boxes on the right provide instructions for the Name on Card, Security Code, and Verification ID fields.

Name on Card: Enter your name in ALL CAPS, exactly as it appears on your university credit card.

Security Code: 3 digits printed to the right of the signature panel on the back of your card.

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.

Once your account has been created, you may select **Manage Alerts** or **Check Your PIN**.

Tip: From the **Manage Alerts** screen, enable the **Suspicious Activity** alert to receive a text message when the bank suspects fraud on your University credit card.

Suspicious Activity
Alert me when transactions occur outside of my normal banking pattern. This includes transaction patterns that are consistent with previously identified fraud trends.

Simply reply VALID or FRAUD from your mobile device. Your card's status will be updated in real-time.

BOA (6044)
AIR CANADA \$570.95 on
07/23/2016
Reply VALID or FRAUD, HELP
for help STOP to cancel,
Msg&Data rates may apply

Fraud

Bank of America
Further trans on this acct may
be restricted.
Pls call [866-500-8262](tel:866-500-8262) avail
24/7
Reply HELP for help, STOP to
cancel

Sales Tax Exemptions

Princeton University is exempt from sales tax in many states. Your University credit card is printed with our tax exemption number. Provide this number and, if requested, a [sales tax exemption certificate](#) to the merchant at the time of your purchase.

Rebates

Rebates are earned on University credit card activity and are allocated annually your department. These rebates are proportionate to the activity performed on the card and substantiated within the rebate period.

Contacts

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.

Your billing address is:

FINANCIAL SERVICE CENTER
7 NEW SOUTH
PRINCETON, New Jersey
08544