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](http://www.baml.com/globalcardaccess) and select **Register New User**.
2. Enter your card number and the following information.

   ![New User Registration - Verification by Individual Account](image)

   - **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.

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

**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.