OBTAINING YOUR PIN# FOR UNIVERSITY PROCUREMENT CARD

1) www.baml.com/PINCheck
2) CLICK ON Register New User
3) Card Number (whole cc number)
4) Select: “I am a Cardholder. This is my corporate cc number” then hit Submit
5) Name on card
6) Exp. Date
7) LAST THREE DIGITS OF THE Security Code
8) Verification ID (WIN number)
9) First Name
10) Last Name
11) Create User ID (WINXXXXXXXX) Note: the WIN needs to be in front of number
12) Email address
13) Create a Password
14) Answer three security questions
15) Accept the terms

Note: The card will need to be present while registering for a PIN. The PIN number is already assigned to the card.
You’re never without your PIN.

As you travel, you will find that Chip and PIN terminals are becoming more common and require the use of a Chip and PIN enabled card. To complete a purchase at these terminals, you will need to enter a PIN rather than provide a signature. The chip supplements the magnetic stripe on the card, providing you with greater access to points of sale and improved acceptance around the globe.

It is important that you remember your PIN and do not share with others. You can retrieve a forgotten PIN online at any time by visiting www.baml.com/PINCheck after a one time registration. The instructions below will help you get started.

Cardholder Login Page

Enter user ID & password to login in if already a registered user.

Click “Register New User” link to register for first time user setup.
First-Time Registration

You’ll need to register before gaining full access to the PIN Check site and retrieving your PIN.

1. After clicking on the ‘Register New User’ link from the Login screen, enter your card Account Number and then click ‘Submit’.

2. After entering a valid Account Number, you’ll be required to provide additional account information to complete your registration and then click ‘Submit’.
3. Next, you’ll need to define your User ID, Password and select three security validation questions and answers. This information will be used to verify your identity. Once you have completed this section, click ‘Submit’.

4. The final step in registering is to accept the Terms and Conditions.
Retrieving Your PIN

Once your registration is confirmed, you will be able to view the navigation bar. Click on the ‘PIN Check’ tab to get started.

1. Enter your cards’ security code and then click ‘Submit’.

2. You will be transferred to the secure PIN site where your PIN will then be displayed one digit at a time. Please ensure that your screen cannot be viewed by anybody else as your PIN is displayed.

"Bank of America Merrill Lynch" is the marketing name for the global banking and global markets businesses of Bank of America Corporation. Lending, derivatives and other commercial banking activities are performed globally by banking affiliates of Bank of America Corporation, including Bank of America, N.A., member FDIC. Securities, strategic advisory, and other investment banking activities are performed globally by investment banking affiliates of Bank of America Corporation ("Investment Banking Affiliates"), including, in the United States, Merrill Lynch, Pierce, Fenner & Smith Incorporated and Merrill Lynch Professional Clearing Corp., both of which are registered as broker-dealers and members of SIPC, and, in other jurisdictions, by locally registered entities. Merrill Lynch, Pierce, Fenner & Smith Incorporated and Merrill Lynch Professional Clearing Corp. are registered as futures commission merchants with the CFTC and are members of the NFA. Investment products offered by Investment Banking Affiliates: Are Not FDIC Insured * May Lose Value * Are Not Bank Guaranteed. 03-2014 ©2014 Bank of America Corporation.