For General Inquiries - Contact Customer Service at 888.449.2273

Introduction

<u>Global Card Access</u> is separate from Works, with a different login, and does not replace Works or the tasks that are required in Works.

Global Card Access Registration

All users must self-register for access to Global Card Access (Figure 1). After registration is complete, users may access other applications within the portal to which they are authorized, such as Online PIN Check and Alerts. Your organization must be configured for an application to view and access the application within Global Card Access.

Global Card Access Login Page

Global

Global Card Access - Fir

- 6. Click The screen displays
- 7. Complete the information to define your and (Figure 4)
 - A must be a minimum of seven characters and a maximum of 50

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Accept Terms and Conditions

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Security Recommended Settings Security All rights recorded	Fernativatur Pasaward 2	Privacy 2 2 1015

Registration confirmation message.

This completes the procedure.

Log

Changing your Password

To change your password, complete the following:

- 1. Log in to Global Card Access
- 2. Click in the top right corner of the screen. The screen displays.
- 3. Click
- 4. Enter your current password in the field
- 5. Enter your new password in the field
- 6. Re-enter your new password in the d field
- 7. Click . A message displays indicating your password has been changed.

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Resetting a Forgotten Password

To use the Forgot your Password? feature, complete the following:

- 1. From the Global Card Access login screen, click The Forgot Your Password screen displays.
- 2. Enter your User ID and Email. Additional information on the password reset will be emailed to the email address entered.
- 3. Click Submit.
- 4. Enter an answer to the Security Question that displays.
- 5. Click Submit. The login screen displays with a message indicating an email will be sent with additional instructions for resetting your password.
- 6. Enter your User ID and the temporary password contained within the Forgotten Password Reset email on the login screen.
- 7. Click Login. The Change Expired Password screen displays (Figure 9).

Change Expired Password

- 8. Enter the temporary password in Current Password.
- 9. Enter a new password in New Password

: Passwords must be a minimum of eight characters and must contain at least one alpha and one numeric character. Passwords are case sensitive.

- 10. Re-enter the new password in Confirm Password
- 11. Click . A confirmation message displays.

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