

For General Inquiries - Contact Customer Service at 888.449.2273

## Introduction

[Global Card Access](#) 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

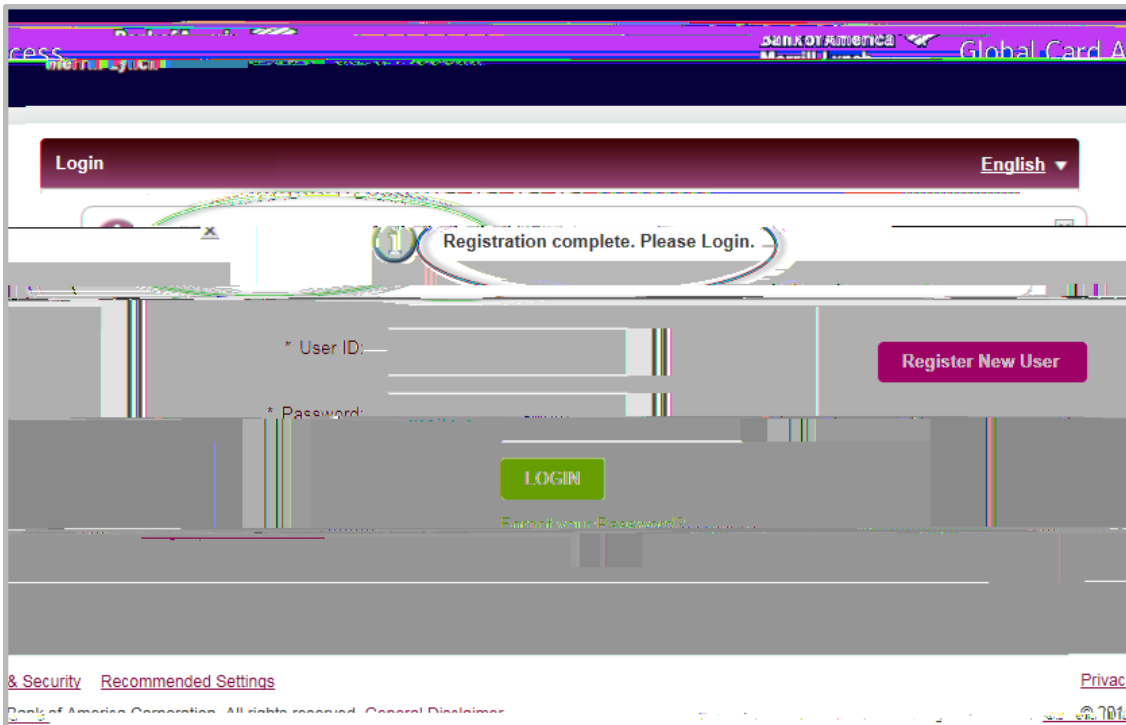
# Global Card Access - Fir

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



Accept Terms and Conditions






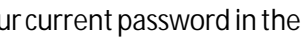

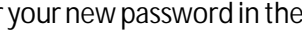

Registration confirmation message.

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  field
7. Click . A message displays indicating your password has been changed.

 : In the interest of security, an  an  the tcud


# 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.

This completes the