

INSTRUCTIONS FOR NEW CARDHOLDERS

CARD REGISTRATION FOR ELECTRONIC STATEMENTS:

You will not receive paper statements in the mail. All LaCarte statements are set up to be sent electronically only. In order to receive notification from the Bank of America when your statement is available, you will need to register your new LaCarte card by clicking the **Not Registered** link on the following website and then following the prompts:

<https://spacardportal.works.com/gar/login?resume=%2Fidp%2Fzjil%2FresumeSAML20%2Fidp%2FSSO.ping&spentity=prod-spa-gca&ForceAuthn=true>

Should you need additional assistance, please contact the Bank of America's Technical Helpdesk at 888.589.3473 option 4 or email them at commcardthd@bankofamerica.com.

SETTING UP YOUR PIN:

The Bank of America is no longer automatically assigning PINs to the LaCarte cards. Each cardholder is responsible for setting up their PIN so that they can choose their own number. **You must call 1-888-233-8855 to activate your card and choose your PIN before using the card.**

The following information will be needed to set up a PIN.

- Zip code associated with the card
- Phone number associated with the card
- Verification code assigned by Program Administrator.