

# Online PIN Check Cardholder Quick Reference Guide



## 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](http://www.baml.com/PINCheck) after a one time registration. The instructions below will help you get started.

### Cardholder Login Page

The screenshot shows the 'Online PIN Check' login page. At the top left is the Bank of America Merrill Lynch logo. The page title is 'Online PIN Check'. Below the title is a login form titled 'Login to Online PIN Check'. The form contains two input fields: '\* User ID:' and '\* Password:'. Below these fields is a 'LOGIN' button. At the bottom of the form are two links: 'Forgot your Password?' and 'Register New User'. The 'Register New User' link is circled in blue, and a blue arrow points from it to a text box on the right that says 'Click "Register New User" link to register for first time user setup.' Another text box on the right says 'Enter user ID & password to login in if already a registered user.' At the bottom of the page, there are links for 'Privacy & Security' and 'Settings for Optimal Performance', and a copyright notice: '© 2012 Bank of America Corporation. All rights reserved.'

## 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'.

Bank of America Merrill Lynch Online PIN Check

New User Registration

\* Account Number:

SUBMIT CANCEL

Enter your account number without spaces.

Privacy & Security Settings for Optimal Performance

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2. After entering a valid Account Number, you'll be required to provide additional account information to complete your registration and then click 'Submit'.

Bank of America Merrill Lynch Online PIN Check

New User Registration

\* Account Number:

\* Name on Card:

\* Expiration Date:

\* Zip Code:

\* Security Code:  ?

\* Verification ID:

SUBMIT CANCEL

Security Code: 3 digits imprinted on the right hand side of the signature panel on the back of your card.

PCard - Enter 5 zeros followed by the last 4 digits of your UNM Banner Id  
-  
Format Example:  
If your Banner Id is 100012345, then the Verification Id will be entered as 000002345.  
-  
FCard - Vehicle #  
-  
If you experience problems, contact the PCard Office or call Bank of America Cardholder customer service at 1.888.449.2273.

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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'.

The screenshot shows the 'New User Registration' form on the Bank of America Online PIN Check page. The form includes fields for User ID, Password, Confirm Password, Email, and Confirm Email. Below these are three security validation questions, each with a dropdown menu for the question and two text boxes for the answer and its confirmation. The questions are: 'What is your favorite sport or hobby?', 'Which city was your youngest brother born in?', and 'Who was your first babysitter?'. At the bottom of the form are 'SUBMIT' and 'CANCEL' buttons. The footer contains links for 'Privacy & Security' and 'Settings for Optimal Performance', and a copyright notice for 2012 Bank of America Corporation.

Bank of America  
Merrill Lynch

### Online PIN Check

#### New User Registration

\* User ID:

\* Password:

\* Confirm Password:

\* Email:

\* Confirm Email:

Please select three security validation questions and enter your answer for each question. This information will be used to verify your identity.

Question 1:

\* Answer 1:

\* Confirm 1:

Question 2:

\* Answer 2:

\* Confirm 2:

Question 3:

\* Answer 3:

\* Confirm 3:

[Privacy & Security](#) [Settings for Optimal Performance](#)

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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'.

The screenshot shows the 'Online PIN Check' page for user Jenn Shifflett. The navigation bar includes 'PIN Check', 'User Profile', and 'Contact Us'. The 'PIN Check' tab is selected. The main content area is titled 'Security Code Form' and contains the following text: 'When you click on the below link, 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.' Below this text is a form with a label '\* Security Code:' followed by a text input field and a question mark. A 'SUBMIT' button is located below the input field. A callout box on the right side of the form states: 'Security Code: 3 digits imprinted on the right hand side of the signature panel on the back of your card.' The footer contains links for 'User Guide', 'Release Notes', 'Privacy & Security', 'Settings for Optimal Performance', and 'Bank of America', along with the copyright notice '© 2012 Bank of America Corporation. All rights reserved.'

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.

The screenshot shows the 'Online PIN Check' page for user ANGIE GRAHAM - Test. The navigation bar includes 'PIN Check', 'User Profile', and 'Contact Us'. The 'PIN Check' tab is selected. The main content area features an information icon and the text: 'To view your PIN again, select the Back button and reenter your Security Code.' Below this is a section titled 'Online PIN Check' with the text 'Your PIN is :'. To the right of this text are four input boxes, each containing an asterisk (\*). A 'BACK' button is located below the input boxes. A callout box on the right side of the page states: 'Your PIN is displayed one digit at a time. If you miss any of the numbers, you can hit the Back button on your browser to view your PIN again.' The footer contains links for 'User Guide', 'Release Notes', 'Privacy & Security', 'Settings for Optimal Performance', and 'Bank of America', along with the copyright notice '© 2012 Bank of America Corporation. All rights reserved.'

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