

Works®

## Completing an Online Account Request

### Introduction

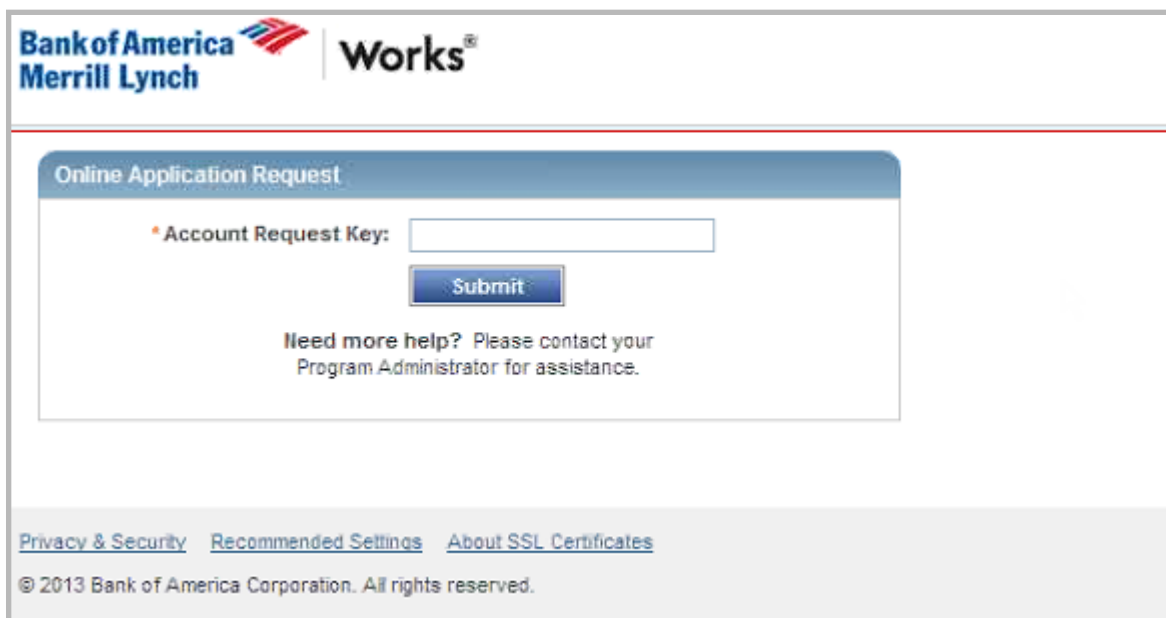
This card provides the information needed to complete an online account request for Works®.

**Note:** You must have an Account Request Key to complete an online account request.

### Procedure

To complete an online account request, complete the following:

1. Go to [www.bankofamerica.com/accountrequest](http://www.bankofamerica.com/accountrequest). The Online Application Request screen displays (Figure 1).



**Figure 1:** Online Application Request Screen

2. Enter the **Account Request Key** provided by your Program Administrator.
3. Click **Submit**. The Account Request Information screen displays (Figure 2).

**Figure 2:** Account Request Information Screen

4. Complete the information requested on the application.

**Notes:**

- Required fields are indicated by a red asterisk (\*).
- Enter the home or office address where you wish your card and statements to be mailed.
- Depending on the type of account requested, you may be required to complete additional fields.
- Depending on your card program, you may be required to enter your Date of Birth and Social Security Number.
- Enter a nine-digit **Card Activation Number** of your choice. In order to activate your card when it is received, you should retain the card activation number for your records.

5. Select the certify check box to confirm that your information is correct. The **Submit** button displays active.
6. Click **Submit**. You will be sent an email confirming submission of your account request.

**Note:** For assistance with your request, contact your Program Administrator. Reference the tracking number provided in the confirmation email.

This completes the procedure.