

Hold on to This Email, as it contains instructions on activating your new UF PCard.

Congratulations, PCard holder! Your PCard Application has been approved and your card ordered.

When: You should receive the card via USPS mail in the next 7 - 10 days. Let the PCard Team know if you don't receive the card within two weeks from receipt of this email.

Where: Your PCard Billing address is **PO Box 103424, Gainesville, FL 32610** where the card will be sent, as well as the address to be used with online ordering. The address is derived from your Pcard Application. Notify the PCard Team if your billing address changes.

What To Do:

Activate the card. There are three options to activate your card:

1. **Online:** Visit BofA.com/globalcardaccess to activate your card, choose your PIN, and set up alerts. You will need your verification ID which is zero followed by your UFID.
2. **Mofile App:** Download the Global Card Access app – using the app you can see recent transactions, your credit limit, available balance, view your PIN, lock and unlock your card.
3. **Phone:** Call 888-233-8855 listed on the back of your card. You will be prompted to enter:
 - Verification ID – Zero followed by your UFID
 - PCard phone number – 352-392-1331.
 - Create a PIN

Sign the back of the card. Cards without cardholder signature are not valid, Do Not input “See ID”.

Request a wallet size tax exemption card from your fiscal office or from the PCard Team.

Review the PCard webpage and UFGO website for additional PCard information, tips and reminders.