If you have any questions with the travel card program, please contact your Travel Card Program Administrator.

If you encounter technical difficulties, please contact Works Technical Support:

Call: Technical Support: 1-888-589-3473 opt.4
OR

Email: commcardthd@bankofamerica.com

Completing Application and Agreeing to Terms & Conditions:

Please copy and paste the link below to use:

Works 4- http://bankofamerica.com/worksonline
(Follow the instructions in your Bank of America - Welcome Email Notice/Detailed Instructions to set up your Password. Your Login Name will be your VT email address.)

Upon logging into Works, to request a Travel card account, complete the following:

1. Click the Home tab. The home page displays:

2. Click Travel Account in the Accounts Dashboard. The Travel Account Request screen displays.
3. Complete the following fields:

4. The **Account Name** field will default to the users first and last name

5. **Do not change/enter anything into the secondary emboss line.**

6. Enter your **Date of Birth** and **Social Security Number (SSN)**.

7. Enter your 9-digit VT id # into the **Verification ID Number** field.

8. Select the **Travel Frequency** – this is your monthly credit limit. This is your requested limit and may not be the limit established on the card after the personal soft credit check is performed. For a more detailed explanation of how this limit works, please refer to the Bank of America Employee Paid (Individual Liability) Travel Card Terms sheet.

   **Travel Frequency:**
   - $ 1,000
   - $ 1,500
   - $ 2,500
   - $ 5,000

   If you need a limit greater than $5,000 you must apply for $5,000 and notify your Program Administrator of the actual limit you need permanently on your card. A request through Bank of America will be made and if your personal credit will support the higher limit, it will be established on the card. If your personal credit does not support the higher limit, the limit will be established at the amount your credit will support.

9. Enter the **Home Address, City, State and Postal Code**. (Home address must be used, as this is an individual liability card and the responsibility of payment belongs to the cardholder.)

10. Enter the **Home Phone** and **Business Phone** fields.
11. Click ‘Save & Continue’ to proceed to review and submit Terms and Conditions

**Note:** Once an individual liability card request has been created, the potential cardholder must review Term and Conditions.

* Please be sure that once you have clicked the SAVE & CONTINUE button after completing your application you proceed to review and submit Terms and Conditions. If you do not complete this part at the time of the application you will stay in holding pattern until you go back in and do this.

12. The user will then click ‘Review Terms & Conditions’.
13. Select an option to certify you are a **U.S. citizen** or **Permanent U.S. resident**.
14. Click **Accept & Submit**. A confirmation message displays.

*This completes the online travel card application process.*

**Next Steps:**
Once the Program Administrator receives an approval from BOA, (generally within 3-5 business days), you will then receive an email from the Travel Card PA with instructions on completing the online Travel Card Training through the COVKC that is required by the state of Virginia Department of Accounts. One of your requirements as a new Bank of America travel cardholder is to complete the Individual Liability Travel Cardholder Training annually and before issuance of your travel card. The training is online and takes approximately 30-45 minutes to complete. Upon completion of training, you will email your certificate to the Travel Card Program Administrator.

***Once we receive your certificate we can then finalize the approval of your application***

Once your travel card training certificate is received by the Travel Card PA, you will receive the card in 7 to 10 business days to the address indicated on the application form via US Mail.

**Note:** The credit limit will appear on your card carrier.