

Global Card Access

Bank of America
Merrill Lynch



Introduction

Bank of America Merrill Lynch has developed the Global Card Access website to provide cardholders and Program Administrators with Bank of America Merrill Lynch corporate card programs a single point of access to self-service tools.

Global Card Access Statement Access and Download

Once you have self-registered for access to Global Card Access, you may access and download your monthly statements.

Global Card Access Home Page

1. Login to Global Card Access
2. From the right-hand menu, select **View Statements**



Figure 1: Global Card Access Login Page

1. From the top menu, select **Statements** and then **Account Activity**



Figure 2: Global Card Access – Access Statements

1. Click on the **Statements** tab

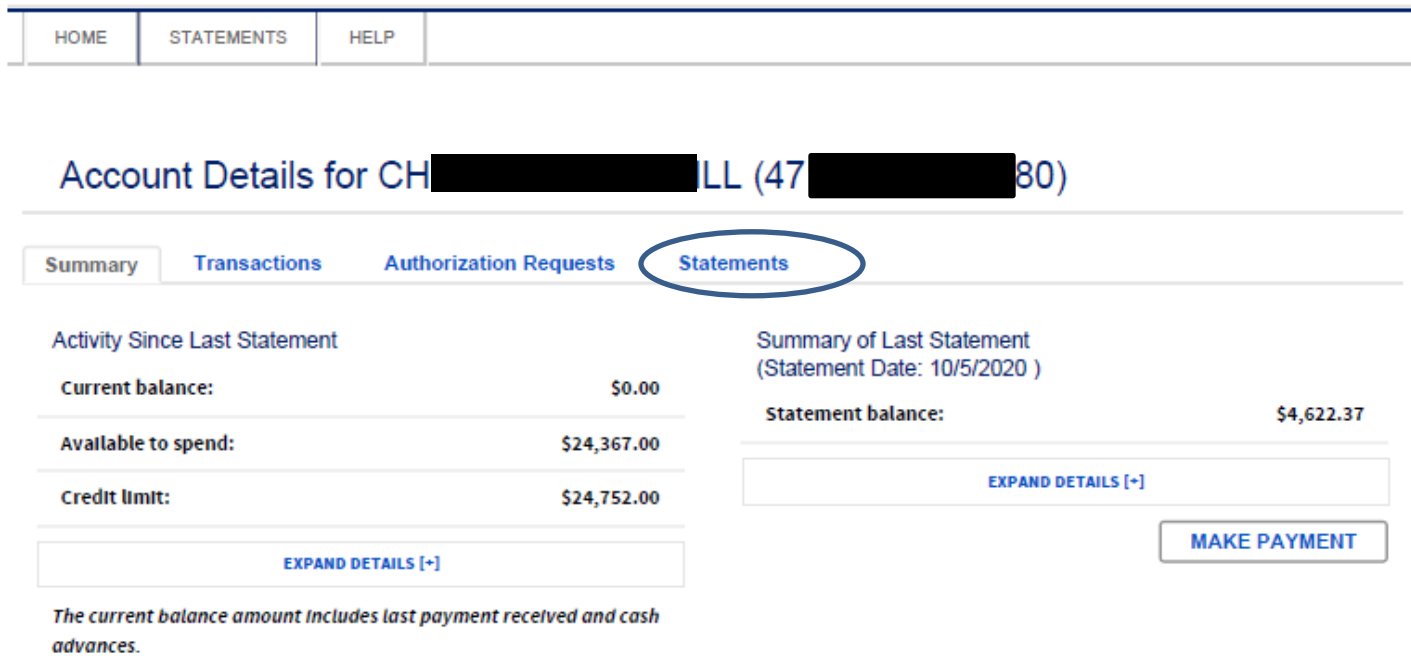







Figure 3: Global Card Access – Statements

1. Find the statement period you're looking for.
2. Click on the  icon to download the statement.
3. Save it to your computer, print, sign, and turn in to Purchasing by the 26th of each month.

Account Details for CH [REDACTED] LL (47 [REDACTED] 80)

[Summary](#) [Transactions](#) [Authorization Requests](#) [Statements](#)

Monday, October 5, 2020	
Saturday, September 5, 2020	
Wednesday, August 5, 2020	
Sunday, July 5, 2020	
Friday, June 5, 2020	
Tuesday, May 5, 2020	

To view a statement, you must first have Adobe Acrobat Reader installed. You can download Acrobat Reader for free from Adobe's web site.

Figure 4: Global Card Access – Download Statement