Works Login: P-Card v. T-Card / CBA

P-Card Log in to Works

- Organization: UL-MONROE
- Email: youremail@ulm.edu
- Login Name: ulm0123

(typical login format; check with Kelly Moravek if you're not sure)

T-Card / CBA Log in to Works:

- Organization: LA UNIV OF LA MONROE TRAVEL
- Email: youremail@ulm.edu
- Login Name: lastname-ulmtravel

(typical login format; check with Susan Clow if you're not sure)

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Bank of America 🖤 Merrill Lynch	Works®
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The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- · Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- · Utilizes a built-in supplier network of millions of merchants worldwide
- · Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works and how to purchase it, please contact your Card products Account Representative. If you do not have one, you can request to be contacted through our website: <u>Bank of America</u> <u>Card Solutions</u>.



Go to: https://payment2.works.com/works/session

By selecting the **Organization** you want to get into, it directs you to the appropriate instance of Works. You'll see that your log in name is different for each, but your email address is the same, and you can have the same password on both systems if you choose. If a drop-down box isn't available next to Organization, by putting in your email address with the correct log in and password, you should get you into the correct system.

If you don't recall your password, click on 'Forgot Your Password'.