PCard Tips

March 10, 2017

By now you should have received and activated your new Bank of America PCard. If you have not activated it please do so as soon as possible so that we know that you have the card in your possession. Your JPMorgan PCard expires on Friday, March 17. Activation instructions were sent to you on March 6 from pcard-administrator@brown.edu.

You also should have logged onto the WORKS account and changed your password. We’d like to offer some helpful tips to you when using the Bank of America WORKS system:

- Bookmark the WORKS website for easy access: https://payment2.works.com/works/

- When placing orders online using your PCard, make sure the billing address matches the address in the WORKS system. You can find your billing address by:
  - Clicking on the last 4 digits of your card number located under the Accounts Dashboard
  - Select View Full Details

- Select the Address tab

The PCard website, located on the Controller’s website, has been updated and we recommend that your bookmark this site. It includes:

- New application forms; one to apply for or change a PCard account and another to become a PCard approver.

- Training materials

- Sales tax information

- Updated Pcard Policy

If you have any questions please email pcard-administrator@brown.edu.