

How to change the PIN on a p-card

The p-card number, verification ID and the phone number associated with the account are required when changing your PIN.

To change the PIN on a p-card call 1-888-233-8855

To obtain the verification ID and phone number:

1. Log in to GRAM
2. Click on 'Account Manager'
3. Select 'Account Information'
 - a. 9 digit verification ID
 - i. Located under 'Address and Employee Information'
 - b. Phone number
 - i. Located under 'Phones'

The screenshot displays the 'Account Manager' interface for Bank of America Merrill Lynch. The 'Account Manager' tab is highlighted in the top navigation bar. The main content area is titled 'ACCOUNT INFORMATION' and is divided into several sections:

- ACCOUNT INFORMATION:** Displays fields for Account Number, Name 1, Embossed Line 1, Name 2, Embossed Line 2, Accounting Code, and Account Purpose (1. Individual).
- ADDRESS AND EMPLOYEE INFORMATION:** Displays correspondence address details (Address Line 1, Address Line 2, City, State, Postal Code, County, Country) and employee details (Employee ID, Verification ID, E-mail Address, Date of Birth, Additional Information). A red arrow points to the 'ADDRESS AND EMPLOYEE INFORMATION' section header, and another red arrow points to the 'Verification ID' field.
- PHONES:** Displays Home Phone Number and Work Phone Number. A red arrow points to the 'PHONES' section header, and another red arrow points to the 'Work Phone Number' field.
- STATUS:** Displays Processor (TSYS-TS2), Account Type (Individual), Billing Type (Corporate), and Card Account Status (Included).

The 'Verification ID' field in the 'ADDRESS AND EMPLOYEE INFORMATION' section and the 'Work Phone Number' field in the 'PHONES' section are both highlighted with red boxes.