

Completing an Online Account Request

This card provides the information needed to complete an online account request for Works®. You must have an Account Request Key to complete an online account request.

For assistance with your request, contact your Program Administrator. Reference the tracking number provided in the confirmation email.

To complete an online account request, complete the following:

1. Go to www.bankofamerica.com/accountrequest. The Account Request screen displays.

2. Enter the **Account Request Key** bn8n48i2.
3. Click **Submit**. The Account Request Information screen displays.
4. Complete the account information requested on the application.

Important:

- Enter the following mailing address: 2801 W. Bancroft Street, Toledo, OH 43606
 - The manager name and email address should be your direct supervisor.
 - The employee ID is your Rocket number, and is required.
 - Enter 1 - 15 alphanumeric characters of your choice in the **Verification ID** field. The Verification ID values cannot contain special characters and the values cannot be a repeated number, for example 999999999. For information protection, **never use** Social Security Numbers for the Verification ID.
 - In order to activate your card when it is received, you should retain the Verification ID for your records.
5. Select the certify check box to confirm that your information is correct. The **Submit** button displays active.
 6. Click **Submit**. You will be sent an email confirming submission of your account request.