

Payment Center Instructions

IMPORTANT:

- Internet Explorer does not work well with Payment Center. We recommend using Google Chrome or Mozilla Firefox.
- For an electronic statement to be generated, you must have created your Payment Center account prior to the end of that cycle. The system is not retroactive. If you did not create your Payment Center account early enough, you will receive a paper statement instead.

Index:

Create Your Account	Pages 2-10
Set up Electronic Statements	Pages 11-12
Retrieve Your Statement	Pages 13-15

Create an account in Payment Center

1. Log in to **Works**. At the bottom of the page, you will see several links. Click [Payment Center].

*Note: This is simply a shortcut. **Works** and **Payment Center** are two separate programs; they do not communicate with one another.*

Works - Home

https://payment2.works.com/works/home

Bank of America Merrill Lynch | Works®

Welcome, Carla James - [Log Out](#)

Home Expenses Accounts Reports Accounting Administration

Oklahoma State University

Action Items

Action	Acting As	Count	Type	Current Status
Download		15	Report	Ready
	Accountant	3	Transaction	Flagged
Close	Accountant	3555	Transaction	Open
Sweep	Accountant	2730	Transaction	Pending

4 items Show per page Page: of 1

Accounts Dashboard

[Account Portfolio](#)

[Training Guides](#) [Training Videos](#) [Live Training](#) [Release Notes](#) [Privacy & Security](#) [Recommended Settings](#) [Global Reporting and Account Management](#)
[Other Programs and Services](#) [Bank of America](#) [Visa](#) [MasterCard](#) [PCI Standards Council](#) [Payment Center](#)

© 2016 Bank of America Corporation. All rights reserved. Your last log in was February 22, 2016, 2:25 PM CST.

2. Choose [\[Not registered?\]](#)



Enter credentials

User ID

Password [\(Forgot your password?\)](#)

Language

English (United States) ▼

LOG ON

Additional Information

[Forgot your password?](#)

[Reset Logon credentials?](#)

Registration

[Not registered?](#) 

[Terms & Conditions](#) [Privacy Policy](#)

Supported Browsers: Microsoft Windows version of Internet Explorer 9.0 or 10.0, Google's most current version of Chrome and Mozilla's most current version of Firefox

3. Insert the account number embossed on the front of your Pcard. Do not use spaces or dashes.



Provide Account Number

Account Number




 [Cancel](#)

[Terms & Conditions](#) [Privacy Policy](#)

Supported Browsers: Microsoft Windows version of Internet Explorer 9.0 or 10.0, Google's most current version of Chrome and Mozilla's most current version of Firefox

4. Create a user ID and password.

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1 **Create a user ID and password** 2 Register Account 3 Additional Security Information

Create a user ID and password

Your email address [?] Confirm your email address

First name Last name

Create a user ID [?]

Enter a password [?] Re-enter password

Your password hint [?]

[Cancel](#)

5. Register your account. When entering your name, be sure to type it EXACTLY as displayed on the front of your Pcard. Be sure to include any punctuation and spacing.



Register an existing account

Account Number *

471: [REDACTED]

Name on account

Enter your name exactly as it appears on your card, including any spaces or special characters

→

Account expiration date [?] *

→

→ [Cancel](#)

6. Set your statement to be sent to you electronically. Note: If you have no transactions for a particular cycle, a statement will not be generated.

Bank of America Merrill Lynch **Payment Center®**

✓ Create a user ID and password **2 Register Account** 3 Additional Security Information

Account has been registered



Your login account has been created and account 4715 [REDACTED] has been registered

Your email address
leigh.james@okstate.edu


Your name
Leigh


Your User ID
[REDACTED]

You have registered the following accounts


4715 [REDACTED]  

[Register another account](#)

- Select Option
- Send by mail only
- Do not mail or send electronically
- Send electronically only** 
- Send by mail and electronically

 **NEXT**

7. Set up the five security questions and [SUBMIT].



Payment Center®

✓ Create a user ID and password 2 Register Account **3 Additional Security Information**

Setup Security Information

To help protect your logon account from fraudulent use, you need to set up personal security questions. You may be prompted in the future to answer two or more of these questions as part of the Self Unlock/Reset Password process to help verify your identity.

Select and answer one question from each of the five sets. Use only Uppercase or lower case letters (a-z, A-Z), numbers (0-9), and single spaces in your answers. Do not use punctuation or symbols.

[Help me with this task](#)

Security Question #1

What is your spouse's birth month? ▼

Security Answer #1

→

Confirm Security Answer #1

→

→ [Cancel](#)

Note: You will have five security questions.

8. Review and agree. Note: The example below is only a small part of the agreement. Be sure to review the full statement before continuing.

Bank of America Merrill Lynch **Payment Center®**

1 Create a user ID and password 2 Register Account 3 **Additional Security Information**

End User License Agreement

END-USER LICENSE AGREEMENT

**IMPORTANT — READ CAREFULLY
THIS IS A LEGAL DOCUMENT**

TO USE THE APPLICATION(S) YOU MUST AGREE TO THIS END-USER LICENSE AGREEMENT. BY CLICKING "I AGREE" BELOW, YOU AGREE TO AND WILL BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS END-USER LICENSE AGREEMENT. IF YOU DO NOT AGREE, YOU WILL NOT BE AUTHORIZED TO USE THE APPLICATION(S).

SECTION 1 DEFINITIONS


The following defined terms shall have the meanings set forth below:

"EULA" shall mean this End-User License Agreement.

"Application(s)" shall mean the computer software programs offered to you over the Internet or Customer's intranet that are accessible by agreeing to this EULA, including any associated media, printed materials, and online or electronic documentation. Your access to the Application(s) and the features available (including the ability to make a payment) will depend on the arrangement between Provider and Customer, as well as your level of authorized access provided by the Customer's program administrator.

"Customer" shall mean the entity and any of its subsidiaries that entered into agreements with the Financial Institution for the provision of the Application(s) for use by the Customer, as an entity, and by its authorized employees, consultants, and/or other users.

Note: When you are setting up your account, the entire End-User License Agreement will display.



9. Your account has been created.

The screenshot shows the Bank of America Merrill Lynch Payment Center interface. At the top left is the logo for Bank of America Merrill Lynch. To the right of the logo, the text "Payment Center" is displayed. In the top right corner, there is a power icon and the name "Leigh" with a dropdown arrow. Below the header is a navigation bar with three tabs: "HOME", "STATEMENTS", and "HELP". The "HOME" tab is currently selected. On the right side of the page, a message states "You last logged in on: 22 February 2016 10:44 AM EST". The main content area features a blue box titled "View Account Details". Inside this box, the account number is partially visible as "L [REDACTED] 5(4715 [REDACTED])". Below the account number, it says "My Account". There are two rows of information: "Credit Limit" with a value of "[REDACTED]" and "Last Transaction Posted" with the value "None posted". At the bottom of the blue box is a button labeled "VIEW LAST STATEMENT" and a note that says "No statements available for this account". At the very bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy".

Bank of America
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Payment Center®

Leigh ▾

HOME STATEMENTS HELP

You last logged in on: 22 February 2016 10:44 AM EST

View Account Details

L [REDACTED] 5(4715 [REDACTED])
My Account

Credit Limit [REDACTED]

Last Transaction Posted **None posted**

[VIEW LAST STATEMENT](#)

No statements available for this account

[Terms & Conditions](#) [Privacy Policy](#)

Set up Electronic Statements

If you did not set up the option in number six above, below are instructions for changing your Statement Delivery Option to Electronic Delivery.

1. Click on your user name and choose [Statement Delivery Options].

The screenshot displays the Bank of America Merrill Lynch Payment Center interface. At the top left, the Bank of America Merrill Lynch logo is visible. The main header area contains the text "Payment Center®". Below this is a navigation bar with tabs for "HOME", "STATEMENTS", and "HELP". On the right side, a user profile dropdown menu is open, showing the user's name "Leigh" and a list of options: "Edit Personal Information", "Edit Password", "Statement Delivery Options", and "Add Account". A red arrow points from the "Statement Delivery Options" menu item to the "STATEMENTS" tab in the navigation bar. Below the navigation bar, there is a "View Account Details" section. This section displays the account number "LE [REDACTED] ES(4715)", the account type "My Account", the "Credit Limit" as "0.00", and the "Last Transaction Posted" as "None posted". A button labeled "VIEW LAST STATEMENT" is located at the bottom of this section. At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy".

2. From the dropdown box, choose [Send electronically only] and [SAVE]. The task is complete.

The screenshot displays the 'Manage Statement Options' interface. At the top left, the Bank of America Merrill Lynch logo is visible. The page title 'Payment Center' is centered. A navigation bar includes 'HOME', 'STATEMENTS', and 'HELP'. The main content area shows the following details:

Account Number	Name on Account	Statement Delivery Option
4719 [REDACTED]	LEIG [REDACTED]	Send electronically only (selected) Send by mail only Send electronically only

Below the form, there is a 'SAVE' button and a 'Cancel' link. A red arrow points to the 'SAVE' button. Another red arrow points to the 'Send electronically only' option in the dropdown menu. At the bottom, there are links for 'Terms & Conditions' and 'Privacy Policy'.

Retrieve Your Electronic Statement

Note:

- If you had no transactions for the cycle, a statement will not be generated.
- This process is not retroactive. You must have created your Payment Center account a few days prior to the end of cycle to receive a statement for the previous month.

1. Log in to Payment Center. Choose [Statements] and then [Account Activity].

The screenshot displays the Bank of America Merrill Lynch Payment Center interface. At the top left, the Bank of America Merrill Lynch logo is visible. The main header area contains the text "Payment Center" and a power icon. Below the header, a navigation bar includes "HOME", "STATEMENTS", and "HELP". A red arrow points to "STATEMENTS". A dropdown menu is open under "STATEMENTS", showing "ACCOUNT ACTIVITY" and "VIEW AUTHORIZATION REQUESTS". A second red arrow points to "ACCOUNT ACTIVITY". Below the navigation bar, a "View Account Details" panel is shown, featuring a "My Account" section with a credit limit of \$ [REDACTED] 00 and a last transaction posted status of "None posted". A "VIEW LAST STATEMENT" button is located at the bottom of this panel. In the top right corner, a login status message reads "You last logged in on: 23 February 2016 12:23 PM EST". At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy".

2. If an electronic statement has been generated, click on the Acrobat icon to open or save your statement.

The screenshot shows the Bank of America Merrill Lynch Payment Center interface. At the top left is the logo for Bank of America Merrill Lynch. To its right, the text "Payment Center" is displayed in a large, white font on a dark blue background. Below this is a navigation bar with three tabs: "HOME", "STATEMENTS", and "HELP". The "STATEMENTS" tab is currently selected and highlighted in a darker blue. Below the navigation bar, the page title reads "Account Details for [REDACTED] (4715 [REDACTED])". Underneath the title are four tabs: "Summary", "Transactions", "Authorization Requests", and "Statements". A red arrow points to the "Statements" tab. Below the tabs, there is a list of four statements, each with a date and a small icon to its right. The first statement is dated "Saturday, February 20, 2016" and has a red arrow pointing to its icon. The other three statements are dated "Wednesday, January 20, 2016", "Sunday, December 20, 2015", and "Friday, November 20, 2015", each with a small icon to its right.

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HOME STATEMENTS HELP

Account Details for [REDACTED] (4715 [REDACTED])

Summary Transactions Authorization Requests Statements

Saturday, February 20, 2016

Wednesday, January 20, 2016

Sunday, December 20, 2015

Friday, November 20, 2015

3. You may view or save your statement. This task is complete.

0010004710 [REDACTED]



Purchasing Card

XXXX-XXXX-XXXX
January 21, 2016 - February 20, 2016

Cardholder Activity

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238 Customer Service: 1.888.449.2273 24 Hours TTY Hearing Impaired: 1.800.222.7365 24 Hours Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 02/20/16 Credit Limit \$30,000 Cash Limit \$0 Days in Billing Cycle 31 Total Activity \$23,399.41 THIS IS NOT A BILL - DO NOT PAY	Credits -\$127.94 Cash \$0.00 Purchases \$23,527.35 Other Debits \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Total Activity \$23,399.41 Accounting Code: [REDACTED]

Transactions

Posting	Transaction	Date	Date	Description	Reference Number	MCC	Charge	Credit
01/21	01/20	01/21	01/20	STILLWATER WNNELSON C STILLWATER OK	24692166021000138911695	5074	127.94	
01/22	01/21	01/22	01/21	WM SUPERCENTER #137 STILLWATER OK	24445006022400152808909	5411	160.36	
01/22	01/21	01/22	01/21	LOWES #00241* STILLWATER OK	24692166022000607568959	5200	196.81	
01/22	01/21	01/22	01/21	STILLWATER WNNELSON C STILLWATER OK	24692166022000638464848	5074	16.20	
01/22	01/22	01/22	01/22	AIRGAS CENTRAL TULSA OK	24435656022200599404229	5169	30.00	
01/22	01/21	01/22	01/21	STILLWATER WNNELSON C STILLWATER OK	74692166022000638464876	5074		127.94
01/25	01/22	01/25	01/22	EWING ELECTRIC MOTOR STILLWATER OK	24270746023476900079688	7629	88.30	
01/27	01/26	01/27	01/26	UFIRST *LAUNDRY SVCS 978-658-8888 MA	24692166026000956022539	5137	142.60	
01/28	01/27	01/28	01/27	VW GRAINGER 877-2022594 PA	24755426028120280945369	5085	118.34	
01/29	01/28	01/29	01/28	KINNUNEN SALES & RENT STILLWATER OK	24692166029000048759665	5046	143.70	
01/29	01/28	01/29	01/28	SHERWIN WILLIAMS #7904 STILLWATER OK	24610436028004033477256	5231	110.51	
02/01	01/29	02/01	01/29	WAL-MART #0137 STILLWATER OK	24226386029360172877041	5411	80.14	
02/01	01/29	02/01	01/29	IMAGENET CONSULTING LLC 405-600-1310 OK	24055236029083705224167	5044	179.19	
02/01	01/29	02/01	01/29	STILLWATER WINLECTRIC STILLWATER OK	24692166030000585301324	5074	122.11	
02/01	01/29	02/01	01/29	CHEM CAN SERVICES 580-2371267 OK	24270746030472300441520	8999	700.00	
02/01	01/29	02/01	01/29	VW GRAINGER 877-2022594 PA	24755426030120301133835	5085	142.10	

00000000 00000000 00000000 [REDACTED]

Account Number: XXXX-XXXX-XXX [REDACTED]
January 21, 2016 - February 20, 2016

Total Activity \$23,399.41

BANK OF AMERICA
PO BOX 15731
WILMINGTON, DE 19886-5731

Cardholder Signature _____ Date _____

[REDACTED]
OKLAHOMA STATE UNIVERSITY
[REDACTED]
STILLWATER, OK 74078-0001

Manager Signature _____ Date _____

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.