

# Payment Center Quick Start Guide

Self Enrollment and Online Statements

Bank of America Merrill Lynch

February 2015

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# Notice to Recipient

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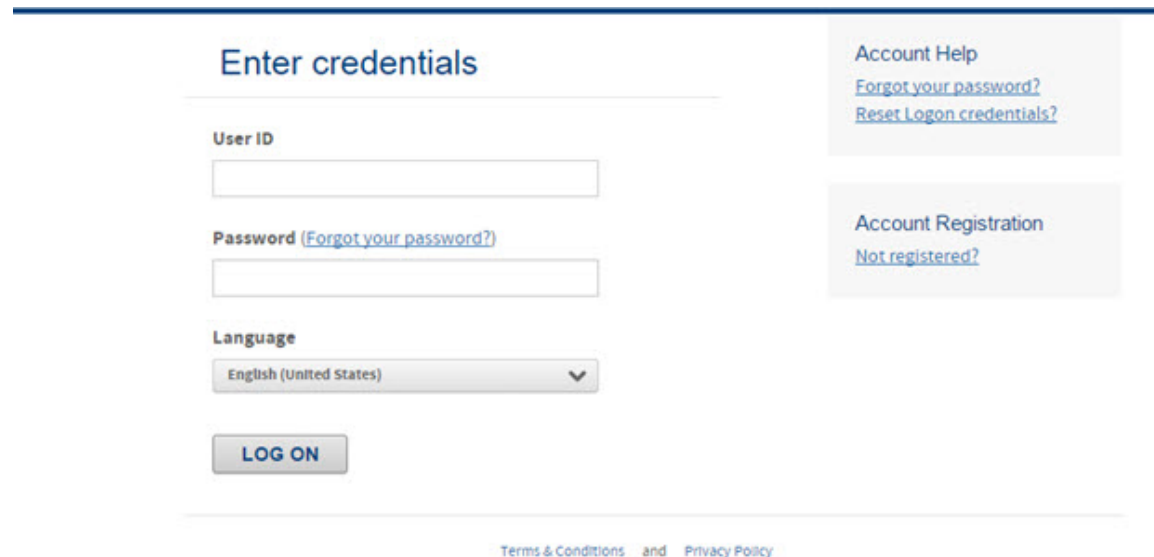
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# Getting Started and Self Enrollment

Cardholders can access Payment Center via the following URL. We recommend bookmarking the URL for future reference.

[www.baml.com/paymentcenter](http://www.baml.com/paymentcenter)

The first time Payment Center is accessed, users must click on **‘Not registered?’** to begin the setup process.



Enter credentials

User ID

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

Language

English (United States) ▼

LOG ON

Account Help  
[Forgot your password?](#)  
[Reset Logon credentials?](#)

Account Registration  
[Not registered?](#)

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**Note: Login credentials for other Bank of America applications will not work as your Payment Center login.**

# Getting Started and Self Enrollment

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The 16-digit account number should be entered with no spaces or other punctuation. Enter the name on the account exactly as it is shown on the card.

After entering sufficient validation data, the cardholder can establish a user profile to access account information. Please click on the Information icon to see the specific requirements for your password configuration. Note that error messages will sometimes appear at the top of the screen as well as successful confirmation notices. Please scroll to the top to ensure you've successfully enrolled. Passwords expire every 90 days.

Upon enrollment, cardholders must select **and save** their statement format preference. Note: If preference was pre-set to Electronic Only by the account administrator, users may not see this option.

Note: if a cardholder is enrolled and his/her card is reported lost or stolen, the cardholder must log on to Payment Center and use the '**Add Account**' link to register the replacement account once the new card is received, as the replacement account is *not* automatically registered. Registration of the new card must be done prior to cycle end in order for the cardholder to receive an electronic statement.

**If you are unable to successfully enroll or if you receive an error when trying to log in, please make sure to have the error details available and contact your program administrator.**

**For assistance with password resets, please call 888.449.2273.**

# Payment Center General Information

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Based upon your company-level permissions, Payment Center enables cardholders to:

- View Account Summary information
- View posted transactions
- View authorization requests
- View and download historical statements (beginning the cycle after enrollment)
- Receive statement email alerts for enrolled accounts

Any upgrades or program maintenance outages or enhancements for Bank of America Merrill Lynch clients will be announced in advance via the message board that is displayed for clients upon signing in to Payment Center.

# Statements and Authorization Requests

## Viewing Statement and Authorization Request Information:

From the *Statements* menu, select *Account Activity*. The Account Activity page appears, displaying the following tabs

Tab	Information Displayed
Summary	<ul style="list-style-type: none"><li>•Activity since last statement</li><li>•Summary of last statement</li><li>•Balance, credit limit, minimum payment due, payments received, etc.</li></ul>
Transactions	Information for current statement cycle: dates, merchant, billing amount, etc.
Authorization Requests (depending upon company setup)	Location, authorization code, reason, etc.
Statements	Statements available to view, download and/or print

# Statements

## To view statements

From the *Statements* menu, select *Account Activity*. Select the *Statements* Tab. Your available statements will display. Click on the PDF icon to view or download the statement.

 REXFORD ▾



### Account Details for REXFORD M WORKMAN III (440000\*\*\*\*\*8331)

Summary Transactions Authorization Requests **Statements**

Friday, January 04, 2013	
Tuesday, December 04, 2012	
Sunday, November 04, 2012	
Thursday, October 04, 2012	
Tuesday, September 04, 2012	
Saturday, August 04, 2012	

Page 1 of 1 (Items 1 to 6 of 6)



To view a statement, you must first have Adobe Acrobat Reader installed. You can download Acrobat Reader for free from Adobe's web site.

# Statement Notification

Statements usually generate within two business days after the account cycles.

Statements are only produced if the account has a balance or debit/credit transactions posted during that cycle. The only other time you may receive a statement is when regulatory changes take place and Bank of America Merrill Lynch is required to send notification.

You need to register and opt for electronic statement delivery prior to month-end close in order to receive an electronic statement for that month.

If your company setup allows you to edit your statement delivery options, you may do so during the registration process (A) or after your account is registered (B).

## A: During Registration Process

The screenshot shows a web interface with a navigation bar containing 'HOME', 'STATEMENTS', and 'HELP'. Below the navigation bar is the title 'Manage Statement Options'. The main content area features a table with three columns: 'Account Number', 'Name on Account', and 'Statement Delivery Option'. The 'Account Number' column contains the value '440000\*\*\*\*\*8331'. The 'Name on Account' column contains the value 'REXFORD'. The 'Statement Delivery Option' column contains a dropdown menu with the text 'Select Option' and a downward arrow. The dropdown menu is open, showing three options: 'Select Option' (highlighted in blue), 'Send by mail only', and 'Send electronically only'. Below the table are two buttons: 'SAVE' and 'Cancel'.

Account Number	Name on Account	Statement Delivery Option
440000*****8331	REXFORD	Select Option Select Option Send by mail only Send electronically only

## B: After Registration Process

The screenshot shows a user profile menu. At the top, there are three icons: an envelope, a building, and a power button. To the right of these icons is the text 'REXFORD' with a downward arrow. Below the icons is a list of menu items: 'Edit Personal Information', 'Edit Password', 'Statement Delivery Options', and 'Add Account'. The 'Statement Delivery Options' item is highlighted in blue.



# Statement Notification

Notifications of statement availability will be sent from [notifications@centresuite.com](mailto:notifications@centresuite.com).

