Payment Center Quick Start Guide

Self Enrollment and Online Statements

Bank of America Merrill Lynch
February 2015
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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

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

Note: Login credentials for other Bank of America applications will not work as your Payment Center login.
Getting Started and Self Enrollment

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.
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

<table>
<thead>
<tr>
<th>Tab</th>
<th>Information Displayed</th>
</tr>
</thead>
</table>
| Summary                    | • Activity since last statement  
• Summary of last statement  
• Balance, credit limit, minimum payment due, payments received, etc. |
| Transactions               | Information for current statement cycle: dates, merchant, billing amount, etc.         |
| Authorization Requests     | Location, authorization code, reason, etc.                                             |
| Authorization Requests     | (depending upon company setup)                                                        |
| 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.
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

B: After Registration Process
Notifications of statement availability will be sent from notifications@centresuite.com.

Dear John Cardholder

Your latest Bank of America Merrill Lynch Corporate Statement is now available for you at PAYMENT CENTER (www.baml.com/paymentcenter). Please log on to the application to view your statement.

** WWW.BAML.COM/PAYMENTCENTER IS A URL THAT MAY REDIRECT USERS TO THE HOST SITE WWW.CENTRESUITE.COM.**

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