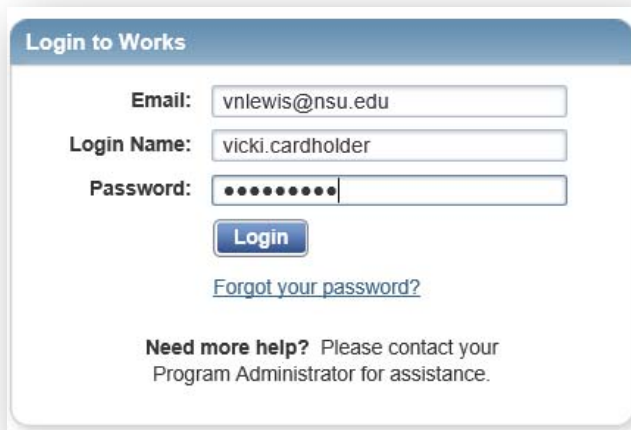


HOW TO ACCESS BANK OF AMERICA WORKS

From the log in page <https://payment2.works.com>, type in your email address and Login Name assigned. You have five (5) attempts to enter the correct log in credentials before the system locks you out.



****To access the 213-Norfolk State University Works database, you must ensure you are utilizing the Login Name referenced in your Works Welcome email.****

After five (5) attempts, users are locked out for 30 minutes. Wait 30 minutes, then use the “Forgot your password” feature to have a temporary password emailed to you. Be sure to use all caps for the log in name when doing password resets, as the Works system security is more stringent during a password reset. If you do not wait 30 minutes, the temporary password will not work.

If you are still unable to log in, you may need to clear the cookies in your browser. If you are unsure how to do that, please contact the OIT Client Services at clientservices@nsu.edu or 823-8678.

Home Page

After log in, the home page displays. Navigation icons are at the top right of the screen.

BANK OF AMERICA

Vicki Cardholder

Works

Home Expenses Reports

213 - NSU

Action Items Upload Receipts

Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	2	Transaction	Flagged
Sign Off	Accountholder	13	Transaction	Pending

2 items Show 10 per page Page: 1 of 1

Accounts Dashboard

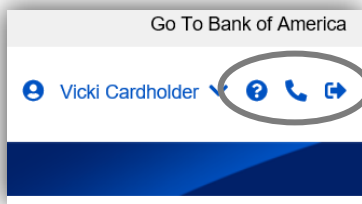
In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
VICKI CARDHOLDER	6869	15,000.00	287,943.30	(12,438.36)	(272,943.30)

1 item Show 10 per page Page: 1 of 1

My Announcements

No announcements at this time.



Icons allow you to:

- Access page specific help information ?
- View Bank of America's contact information ☎
- Logout of Bank of America Works 👤

The bottom of the home page provides helpful links to information such as training guide links, training video links, and recommended browser settings.