Accessing the Bank of America Works™ Program:

An email from Works™ is generated by the System Administrator. Once you have attended a required training session, one will be generated and will appear in your inbox, as shown below:

Click on the email to open it. Read through the entire email before clicking on the URL provided and outlined in red below.

Note: the URL shown below is for setting your password – subsequent accessing of the Works™ site will be made through http://payment2.works.com/wpm/bookmark. This is the URL you should save in your favorites.

Note your username and email address above. One of them is required for the initial login when accessing the URL. Your username is FIRSTNAME.LASTNAME and your email is your UNCG email address.
The Authentication Validation screen appears. Type in your UNCG email address or the username given in the email. Please note that the username is case sensitive, so be sure to use uppercase!

The Create a New Password screen appears. Type in a password that is between 8 and 100 characters in length. *It is important to use a password that you can easily remember.* Tab and retype the password in the Confirm field. Continue by selecting a question from the drop-down box and typing and confirming an appropriate answer. Again, remember that all usernames and passwords are case sensitive!

If you are unable to remember your username and password without writing them down, be sure to keep your username and password in a safe place!
If you forget your password, click on the “Forgot your password?” link and follow the instructions for obtaining/changing your password.
Accessing Bank Statements (Spend Reports) for Individuals:

Log into the Works™ website. Your screen will look similar the one below. Click on “Standard Reports” on the left side of the screen.

Select “Company Reports”.

[Image of the Works website interface showing the location of the “Standard Reports” and “Company Reports” options]
Select “Spend Reports”.

Select “Company Billing Statement” from the Report Name list. (Note: You may not have access to all the reports listed here, as we are using a program administrator’s account for documentation/demonstration purposes).
The default filters can be changed by clicking on the box next to the date, group, employee, and card categories.

Click on the Date Icon to select a date range. The Select dates: window opens. Select the appropriate dates by using the calendar or typing the to/from dates in the MM DD YYYY boxes. You can also click the radio buttons to select Year-to-date, Selected Week, etc. Select either Posted or Transaction date in the Apply to: drop-down menu. Once you have selected the date range, click Finish.
Click on the **Group Icon** to select an appropriate group. Only the groups you have rights to will appear. Make sure that the radio button next to the appropriate group name is marked then click Finish.

Click on the **Employee Icon** to select an employee. Only the employees that are part of the selected group will appear. Click in the radio button next to the appropriate employee then click Finish.

Note: you are only able to select one employee at a time.
Click the **Card Icon** to select a card. Click in the radio button next to the appropriate employee then click Finish.

Note: you are only able to select one employee at a time.

Once the parameters (filters) for your report have been entered, click the PDF button. (You may choose either of the other two options if necessary.)
The file download box appears. It has named the file “exportfile.pdf” by default. Click on the Save button.

Highlight the file name as shown below, and type over with an appropriate file name. You can change the Save in location if necessary. The “Save as type:” will be Adobe Acrobat (your current version). Click Save.
The Download Complete pop-up box appears. You can choose to open the document or close this box and open the file later.

The report will look something like this:
Accessing Bank Statements (Spend Reports) for a Group:

Log into the Works™ website. Click on “Standard Reports” on the left side of the screen.

Select “Company Reports”.

Select “Spend Reports”.

Click on Company Billing Statement in the Report Name column. The bottom half of the screen displays the default report filters. Click on and select the appropriate date range. Click on and select an appropriate group if you are the Card Coordinator for more than one group (most Coordinators have only one group). Keep the Employee filter as “All employees in scope” and the Card filter as “Please choose a card”. (See detailed instructions outlined in the Individual section if you have questions related to selections of other filters.)
Once the parameters (filters) for your report have been entered, click the PDF button. (You may choose either of the other two options if necessary.)

The file download box appears. It has named the file “exportfile.pdf” by default. Click on the Save button.
Highlight the file name as shown below, and type over with an appropriate file name. You can change the Save in location if necessary. The “Save as type:” will be Adobe Acrobat (your current version). Click Save.

![Save As dialog box](image)

The Download Complete pop-up box appears. You can choose to open the document or close this box and open the file later.

![Download complete dialog box](image)
The report will look something like this:

![Image of report](image-url)
Accessing Bank Statements (Spend Reports) for Yourself:

Log into the Works™ website. Click on “Standard Reports” on the left side of the screen.

Select “Personal Reports”.
Select “Spend Reports”.

Click on “My Memo Statement” Report Name.

Click on and select the appropriate date range (see the detailed instructions in the Individual section). Keep the Card selection as “Please choose a card” since each card holder is currently only issued one PCard. Click the PDF button and save the file as outlined in prior instructions.
The report will look something like this:

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<tr>
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<th>Card Number</th>
<th>Group</th>
<th>Reference #</th>
<th>Posting Date</th>
<th>Transaction Date</th>
<th>Transaction Description</th>
<th>Document ID</th>
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