**Welcome E-mail**

To access the Works application, a Program Administrator must add you as a user and assign you a username. Once you have been added to the system, a welcome email will automatically be sent to your email address that includes your username and information on how to set up your password.

Follow the instructions in the email.

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**LOG ON INSTRUCTIONS**

**Login to Works:**

* Go to the following web address: <http://www.bankofamerica.com/worksonline>
* Bookmark the login screen once it appears on your desktop, for ease of access in the future.
* Enter the email address associated with your “Login Name” and “Password” in order to access Works.

Complete the Login Name and Password fields with your current login/password.

**Forgotten Password**

Complete the Login Name, click **Forgot your password?**

Enter the email address and Login Name

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