

From: Bank of America Merrill Lynch Corporate Card <corpcard@baml.com>
To: Bank of America Merrill Lynch Corporate Cardcorpcard@baml.com
Date: 10/20/2015 12:20:22 PM
Subject: Bank of America Merrill Lynch Chip & PIN Conversion

Dear Program Administrator (PA),

A 2015 key initiative for Bank of America Merrill Lynch (BofA Merrill) is the conversion of our Commercial Card programs to Chip & PIN cards. Proactively moving our card portfolio to this technology will provide your cardholders with enhanced fraud protection and increased global acceptance.

Your organization has one or more card programs scheduled to migrate to Chip & PIN within the next 30 to 45 days. BofA Merrill will make all of the necessary changes to convert your card program(s) from magnetic stripe to Chip & PIN.

Conversion efforts are being centrally managed by the Bank of America Merrill Lynch Chip Card Migration Team. Internal card program support partners – Card Account Managers, Dedicated Servicing Team members and CCS Team Servicing associates – are aware of these efforts.

Within the next few days you will receive an email from the Migration Team mailbox ([Bank of America Merrill Lynch Corporate Card](#)) describing the conversion process. Depending upon your card program's attributes, we may need to provide you with attachments containing company-specific data for review and possible action. If this is the case, the email and its attachments will be *encrypted* to provide this information to you in the most secure manner possible.

Important note: we are **not** sending full 16-digit account numbers.

If this will be your first time receiving a secure email from us, please refer to the screenshot below so you can familiarize yourself with its appearance. Should you require detailed instructions on registering to use the tool and opening/responding to encrypted messages you will be able to access them by clicking the 'Recipient Guide' link contained within the email body.

You have received a secure message from Bank of America Merrill Lynch
If you have concerns about the validity of this message, please contact the sender directly. Messages will expire after 90 days.

This message can be read from a computer or mobility device as follows:

To view this secure message from a computer:

1. Click the **securedoc.html** attachment to open (download) the secure message. For best results, save the file first and open it from the saved location using a Web browser.
2. **First-time recipients** may need to register after opening the **securedoc.html** attachment.
3. **Existing recipients**, enter current password.
4. Click the **Open** button. If you are unable to open the message, select the **Open Online** link.

To view this secure message from a mobile device (e.g. smartphone, tablets):

1. Forward this message with the **securedoc.html** attachment to mds@bankofamerica.com. You will receive a new email containing a link to access the secure message.
2. **First-time recipients** may need to register after opening the link. If you have not previously registered, click the **Open** button to initiate registration.

Additional Information

- First-time recipients are advised to read the [Recipient Guide](#)
- Review the [Help, FAQs and Guides](#)

Once you are able to open the email and view its attachments you may be required to send information back to us. If this is the case, we ask that you please provide this information using the encryption tool. General inquiries about

your card program's conversion to Chip & PIN may be sent directly to the Migration Team mailbox and do not require encryption.

Should you have any questions or concerns in relation to this initiative, please contact the Migration Team mailbox at [Bank of America Merrill Lynch Corporate Card](#). We appreciate your continued business.

Sincerely,

Bank of America Merrill Lynch Chip Card Migration Team

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