

# Introducing: Works® User Profile Linking

Access multiple user profiles via a single log in

Dear Program Administrator,

Starting January 27th, Works users with multiple user profiles can link their profiles and enjoy streamlined access. Profile linking allows users to log into Works through one user profile and switch to other linked profiles using a drop-down menu. Once user profiles are linked, users will no longer need to remember and maintain multiple login credentials.

Linking your user profiles through Works is easy - simply log into Works with any existing set of login credentials, and follow the steps below:

1. Click on your full name in the top right-hand corner of the screen to reveal a drop-down menu.
2. From the drop-down menu, select "*Link a user account.*"
  - When prompted enter email address, username and password.
3. Click "*Link account.*"
4. Works will send a single-use passcode to the email address on file for the requested user profile.
5. Enter the passcode received via email into the "*Passcode*" field and click "*submit.*"
6. The profiles are linked and a confirmation email is sent to both user accounts.
7. To link other user profiles, repeat the process by clicking on "*Link a user account.*" To switch to another linked profile, select it from the drop-down menu.

Still have questions? Review the "*Linking Multiple User Profiles*" reference guide, which is found in Works after clicking "*Training Guides*" at the bottom left-hand side of the page.

Kind regards,  
Bank of America Commercial Card Team

