PIN Retrieval Guide
Procurement Card and Declining Balance Card
PIN Retrieval Guide

This guide will provide details on how to retrieve your PIN for your Procurement Card. Chip & PIN terminals are becoming more common in place of magnetic stripe technology. To complete a purchase at a Chip & PIN terminal, you will need to enter a PIN rather than provide a signature. Your PIN can be obtained at [www.baml.com/PINCheck](http://www.baml.com/PINCheck).

First-Time Registration

How to...

1. Click **Register New User**.
2. Enter your **Card Account Number** and click **Submit**.

Additional Information

You will need to register prior to gaining access to the PIN Check site to retrieve your PIN.

How to...

3. Enter your card details, including **Name**, **Expiration Date**, **Zip Code**, **Security Code**, and **Verification ID**. Then click **Submit**.

Additional Information

The **Security Code** is the 3 digit code on the right hand side of the signature panel on the back of the card.

The **Verification ID** is **201400000**.
Retrieving your PIN

4. Create your User ID, Password and additional login details. Then click Submit.

Additional Information

- If you are having trouble obtaining your PIN, please contact the Procurement Card Administrator at 610-519-7445 or procurementcard@villanova.edu.

How to...

1. After registration is complete, click on the PIN Check tab to retrieve your PIN.
2. Your 4-digit PIN will appear on your screen.

Additional Information

- If you are having trouble obtaining your PIN, please contact the Procurement Card Administrator at 610-519-7445 or procurementcard@villanova.edu.