

ACCESS TO WORKS

Once you have been given access to Works you will receive a welcome email that includes your username and a link to Works. Email will be sent from Works (<mailto:WorksNoReply@works.com>).

Please add it to your valid sender list to ensure the email is not sent to you Junk email. Sample email is listed below

Hello! This email provides details below pertaining to the State of Louisiana Bank of America Visa charge card program.

Mary,

To set your password, begin by entering your username or email address at the URL:

<https://paymetn2.works.com/wpm/validate?code-2151571814-33a32a3859f417b4b938b314a695816>

Your username: P124566

Your email address: mary.smith@la.gov

After the initial login, you must access the application by entering the following URL in your browser's location field:

<https://payment2.works.com/works/>. We recommend that you bookmark the address to quickly access

The Works application requires one of the following supported browsers:

- Internet Explorer, versions 7, 8, 9 (for Windows users)
- Mozilla Firefox 3.6 or above (for Windows or Macintosh users)
- Safari

The browser must be correctly configured for optimal performance: The browser must enable cookies and JavaScript.