QUICK REFERENCE GUIDE: ACTIVATE CARD - REGISTER ACCT - AUTHENTICATE ACCT

US BANK CARD ACTIVATION STEPS

BY WEBSITE (RECOMMENDED)

- 1. Navigate to <u>US Bank Access Online</u> [https://www.access.usbank.com/]
- 2. Scroll to the bottom of the screen.
- 3. Click Activate Your Card
- 4. Complete the fields to activate your card.

BY PHONE

- 1. Call 1-800-344-5696
- 2. Respond to each of the following prompts.
 - a. Enter your 16-digit account number [printed on your PCard]
 - b. Enter the 5-digit ZIP code of your mailing address [must match PCard Program records*]
 - c. To activate your account, press 1.
 - d. Last 4 Social Security Number: [Last 4 of your UMB Employee ID] UMB does not give employee's SSN to the bank
 - e. Enter your business telephone number [must match PCard Program records*]

US BANK PHONE VERIFICATION QUESTIONS

The bank has updated their authentication process when contacting customer service. The following will help guide you through this process.

Organization Short Name: MD

- a. Name: [your name]
- b. Last 4 digits of Card Number: [printed on your PCard]
- c. Last 4 Social Security Number: [last 4 of your UMB Employee ID] UMB does not give employee's SSN to the bank
- d. Email: [must match PCard Program records*]
- e. Phone: [must match PCard Program records*]
- f. Address: [must match PCard Program records*]
- h. Single Purchase Limit: [must match PCard Program records*]
- i. Credit Limit: [must match PCard Program records*]

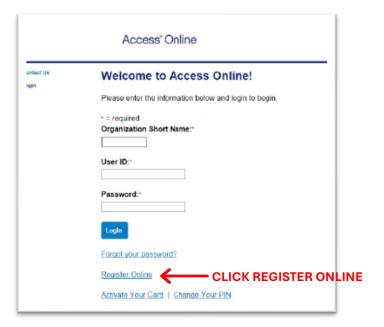
^{*} If unsure contact PCard-Admin@umaryland.edu

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ONLINE REGISTRATION

Online registration is required to access your PCard account. To do this navigate to US Bank Access Online [https://www.access.usbank.com/]





At this point a code will be emailed to the account listed on your application. Retrieve the code and continue following the registration prompts. After you complete this process, you are ready to begin using Access Online.

Statements are available of the 25th or 26th of each month.

OTHER IMPORTANT INFORMATION

For all questions concerning your new PCard please contact the Purchasing Card Program Administrator (PCPA) PCard-Admin@umaryland.edu

For access to the User Guide, Forms and answers to frequently asked questions, please visit the Corporate Purchasing Card Website [https://www.umaryland.edu/procurement/corporate-purchasing-card/]