

## US BANK CARD ACTIVATION STEPS

### BY WEBSITE (RECOMMENDED)

1. Navigate to [US Bank Access Online](https://www.access.usbank.com/) [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\*]*

*\* If unsure contact PCard-Admin@umaryland.edu*

## 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](mailto:PCard-Admin@umaryland.edu)*

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

### 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/) [https://www.access.usbank.com/]

Access Online

contact Us  
login

**Welcome to Access Online!**

Please enter the information below and login to begin.

\* = required

Organization Short Name:\*

User ID:\*

Password:\*

Login

[Forgot your password?](#)

[Register Online](#) ← **CLICK REGISTER ONLINE**

[Activate Your Card](#) | [Change Your PIN](#)

**Online Registration**

**Account Information**

Please enter the account information below and select Send a Code. We'll use your email address on file to send you a passcode. To register additional accounts, go to My Personal Information.

\* = required

Organization Short Name:\*  
 ← **ENTER MD FOR SHORT NAME**

Account Number:\*  
 ← **CARD NUMBER IS ACCOUNT NUMBER**

Account Expiration Date:  
Month \* Jan ▼ Year \* 2019 ▼

Send a Code  
← **CLICK SEND CODE**

[<<Back to Login Page](#)

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 25<sup>th</sup> or 26<sup>th</sup> 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](mailto: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/) [https://www.umaryland.edu/procurement/corporate-purchasing-card/]