Activating Your New P-Card and PIN Customization

1. Call U.S. Bank Customer Service at **1-800-344-5696**
2. Enter your 16-digit card number and the five-digit billing zip code (91125)
3. Follow the prompts or press 0 to speak with a Customer Service Representative*.
   a. If following prompts to activate your account, press 1
   b. Enter in the last four digits of your social security number. **All cardholders ENTER 0000**
   c. Enter your business phone number, beginning with the area code
   d. Listen to Express Consent notice regarding live collection calls:
      - Decline (press 2) live callers cannot call, only automated callers **(suggested option)**
      - Accept (press 1) live callers will call
   e. Your card account has been activated, stay on the line to establish PIN
      - Select a new 4 digit Personal Identification Number (PIN)
      - For verification, re-enter the PIN you selected
      - Your PIN has been updated

*At any time if you press 0 you can speak with a Representative. They may ask you to confirm the following:
   - Last four digits of your SSN, which is actually 0000
   - Billing address – 1200 E California Blvd.
   - Billing zip code - 91125
   - Your business phone number
   - Single and monthly purchase limits (listed on your account)