



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)