Steps For Card Activation

Please gather this information before you call: your 16-digit account number, ZIP code associated with the card, the last 4 digits of your State Employee number, and your business telephone number. You will also be asked to select your Personal Identification Number (PIN). If you are unable to enter all required information, you'll be transferred to a Customer Service Representative for personal assistance.

1. From a touch-tone phone call **1-800-344-5696**.

2. Respond to each of the following prompts.

3. "Welcome to Corporate Payment Systems. Please enter your 16-digit account number"

4. "Enter the five-digit ZIP of your mailing address." ***Note: Please see address label with card mailer.***

5. "To activate your account, press 1."

6. "Please enter in the last four digits of your Employee ID number." ***Note: This is the last 4 digits of your STATE employee number.***

7. "Please enter your preferred business phone number, beginning with the area code."

8. Listen to Express Consent notification. By providing the phone number in step 7, the system then asks for consent to receive communication at that number. Press 1 to accept and activate. Press 2 to decline and activate your card.

9. "Please select a new 4 digit Personal Identification Number."

10. "For verification, please re-enter the PIN you selected."

11. "Thank you. Your PIN has been updated."

Steps for Online Registration

usbank

The first step in using Access Online to review your account information and statements is to register online. When you register online, you select your user ID, select your password, specify your contact information, and register your accounts. After you complete this process, you are ready to begin using Access Online.

1. Go to https://access.usbank.com

2. Click the "Register Online" tool

3. Enter "**98100"** in the **Organization Short Name** field.

4. Type your 16-digit account number without spaces or dashes in the **Account Number** field

5. Select the **Month** and **Year** your card expires.

6. *If applicable, click **Additional Account** to register another account and repeat the above steps.

7. Once you have entered all of your accounts, click **Register This Account**.

8. Review the licensing agreement and click the **I Accept** button.

9. Establish **User ID and Password**. Required fields have red asterisks

10. In **User ID** field, type a user ID between 7-20 alphanumeric characters.

11. Specify your password. Must be 12-99 alphanumeric characters. Contain at least one uppercase letter, one lowercase letter, one number, and one special character.

12. Re-enter New Password.

13. Specify your three authentication questions and responses.

14. Specify your contact information. Please use the address associated with your card.

15. Click **Continue** to finish the registration process. This will also take you to the home page of your account.