

Procurement Card Information Sheet

The Office of Procurement Services has signed a contract with US Bank for Visa Purchasing and Travel meeting cards.

Procurement Card Activation Steps

Please gather this information before you call: your 16-digit account number, mailing address, ZIP code, last 4 digits of your Employee ID number and business telephone number.

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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 Customer Service. Please enter your 16-digit account number"
 4. "Please enter the five-digit ZIP code of your mailing address."
 5. "To activate your account, press 1."
 6. The recording says, "To activate your account, please key in the last four digits of your Social Security number *or the four-digit numeric number communicated to you by your Program Administrator.*" -- **We are not using SS#'s so please use the last 4 digits of your Employee ID number. If you encounter problems contact your purchasing card manager.**
 7. "Please enter your business telephone number, beginning with the area code." **Any phone number can be entered at this time. This will reset the default to whatever you enter.**
 8. If you or your Program Administrator have provided us with a telephone number for a cellular phone or other wireless device, you expressly consent to receive communications from Corporate Payment Systems agents at that number, including, but not limited to prerecorded voice message calls and calls made by an automatic telephone dialing system. These calls and messages may incur fees from your cellular provider. This express consent applies to each telephone number that has been or will be provided and permits such calls regardless of their purpose.
 9. "Your account has been successfully activated. Thank you."

Note: If you are unable to enter all required information, you'll be transferred to a Customer Service Representative for personal assistance.

Unique Identifier

US Bank cards comply with the PCI DSS security (see https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml for more information about these security standards). This means that the cards have a 12-digit alpha-numeric unique identifier in addition to the traditional 16-digit card number. The unique identifier will be embossed as the second line on the card plastic and printed on the card statements. The unique identifier number will also be the number that shows up in KFS on the PCDO document in place of the credit card number. Continue to use the 16 digit card number when making a purchase, but when communicating about your card within the Indiana University environment, please use the unique identifier.

Online Access to Your P-card Accounts

US Bank also offers online access to your account through Access Online at <https://access.usbank.com>. This provides the ability to check your available balance, print statements, etc. To register for the online service you will need the actual 16-digit card number (not unique ID) and the nine-digit number associated with the card. (This is your Employee ID # for individual cards and 999999999 for department cards.)

CRV Number

The CRV numbers on the US Bank Visa cards is a three digit numeric code on the back of the card.