

US Bank Card Activation Instructions

**Here are some tips to know before you begin activation: I recommend using the phone activation. It should be completely automated. When doing so please remember these items; 1) when they ask for an account number, that is your full 16-digit card number, 2) the ZIP Code for ALL of our cards is 78412, and 3) do not use the last four of your SSN! Use the last 4 of your UIN!*

Online Activation

If the cardholder activates their card online at access.usbank.com, please follow the activation steps below:

1. Click "Activate Your Card" at the bottom of the screen.
2. Enter your card information:
 1. Full card number
 2. Expiration date
 3. Last four digits of work phone number – *NOTE*: This will be the last four digits of the cardholder's UIN.
3. The system will send two emails to the cardholder's email address:
 1. The first email provides the link to activate the card.
 2. The second email provides a passcode.

Phone Activation

If the cardholder calls in using the phone number provided on the card sticker, please follow the activation steps below:

1. Full card number.
2. Zip code: Cardholders can find the zip code on their card's envelope. 78412
3. Question prompts: Yes to activate.
4. You will be asked for the last four of your SSN – *NOTE*: Use last four of the cardholder's UIN.
5. You will be prompted to enter a phone number. We suggest cardholders enter their cell phone number, which opts them into receiving notifications from the bank.
6. Question prompts: Yes to activate.

To Change or Update Your PIN

At access.usbank.com, click on "Change Your Pin" at the bottom of the screen and provide the details below:

1. Full card number.
2. Expiration date.
3. Last four digits of work phone number – *NOTE*: This will be the last four digits of the cardholder's UIN.
4. The system will send two emails to the cardholder's email address:
 1. The first email provides the link to activate the card.
 2. The second email provides a passcode.

Setting Up a User Profile/Online Registration

(Not required; only needed to view your account within the U.S. Bank site)

At access.usbank.com, click "Register Online" and follow the steps below:

1. Use organization short name: TAMUS.
2. Enter account number, expiration date.
3. The system will send an email to the cardholder's email address.
 1. The email provides a passcode.
 2. Read through the information and at the bottom accept.
 3. You will be prompted to create your user ID, password, set up authentication questions and answers, and provide contact information.
 4. Click "Continue."
 5. Verify by a text passcode or an email passcode.
 6. If text passcode is selected, you must review the Terms and Conditions before continuing.

Purchases made within the U.S. will not require a PIN. However, when making purchases internationally, a PIN number will be required.

If you have any questions, please give me a call or contact Card Services at cardservice@tamucc.edu or 825-3034.