

# Activating Your New Credit Card



## For the activation process, you will need the following data:

- the 16-digit card number
- the card expiration date
- the 5-digit billing zip code
- the last 4 digits of your employee ID (available in your Concur card request)
- the phone number provided in your Concur card request

## To Activate Your New US Bank Card by Phone:

1. Call US Bank Customer Service: 1-800-344-5696
2. Enter the 16-digit card number
3. Enter the 5-digit billing zip code
4. Say "Activate"
5. For the last 4 of your Social Security number, enter the last 4 digits of your employee ID
6. Enter the phone number provided in your Concur card request
7. Say "Yes" to accept the terms
8. Create a 4-digit PIN
9. Verify the 4-digit PIN

## To Activate Your New US Bank Card Online:

1. Go to [access.usbank.com](https://access.usbank.com)
2. Enter the 16-digit card number
3. Enter the card expiration date
4. Enter the last 4 digits of the phone number provided in your Concur card request
5. If additional verification is needed,
  - a. For the last 4 of your Social Security number, use the last 4 digits of your employee ID
  - b. Provide the 5-digit billing zip code



If assistance is needed with card activation, please email [bpc@ksu.edu](mailto:bpc@ksu.edu).