

# Card Activation and PIN Selection

## Required Information

- 16-digit Account Number
- Mailing Address
- ZIP Code
- Business Telephone
- Last 4 Digits of Social Security

If you are unable to provide all required information, you will be transferred to a Customer Service Representative for personal assistance.

\*If you do not utilize a social security number your program administrator will dictate this 4 digit number

## Procedure

1. Call **1-800-344-5696** and complete the following prompts.
2. “Welcome to Corporate Payment Systems. Please enter your 16-digit account number”
3. “Please enter the five-digit ZIP of your mailing address.”
4. “To activate your account, press 1.”
5. “To activate your account, please enter in the last four digits of your social security number.”\* **(8208)**
6. “Please enter your preferred business phone number, beginning with the area code.”
7. Listen to Express Consent notification. Accept or decline the terms to activate your card.
8. “Your card has been successfully activated. Thank you.”
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.”