**To activate your US Bank P-Card call 1-800-344-5696
and follow the prompts through step 10.**

1. "Welcome to Corporate Payment systems. Please enter your 16-digit credit card account number."

2. "Please enter the five-digit ZIP code of your mailing address."

    a. *This is the zip code of the mailing address in the window of the envelope that the card was sent in.*

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

4. "To activate your account, please enter the four-digit activation code, or enter the last four digits of your SSN or the last four digits of your employee ID."

    a. *Enter the last 4 digits of your W#.*

        i. *The W# is on your WyoOne ID card or click this link for instructions* *How to Find W#.*

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

    a. *This is your campus phone number associated with the account for verification purposes.*

        i. *This is found in your WyoCloud profile in the Contact Info,* Finding your Phone Number.

6. Listen to Express Consent notification. Accept or decline the terms to activate your card.

    a. *You will need to accept the terms or the card will not be activated.*

7. "Your card has been successfully activated. Thank you."

8. "Please select a new 4-digit Personal Identification Number (PIN)."

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

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

    a. *You will need to know your PIN after changing it. Procurement Services will not have this information.*

For more resources visit our website.
For assistance, please send email to pcard@uwyo.edu or call 307-766-5717.