P-Card Activation and Registration Instructions

ACTIVATION
- Call 1-800-344-5696 to activate your P-Card.
- When the recording prompts you to enter the last four digits of your social security number, enter **0000**.
- If you have any problems activating your P-Card, contact the SABSC at 617-552-1586 or send an e-mail to club.budget@bc.edu
- If a phone number is required use **617-552-8000**

REGISTRATION
- Go to https://access.usbank.com to access the *Welcome Page*.
- Type **BC** in the "Organization Short Name" block. **Do not attempt to login at this point**, as cardholders must first register by scrolling to "Register Online" and click.
- Note that if any of the information entered throughout the self-registration process is invalid, the system will return an error message. After three attempts, the user will be locked out from self-registration. To unlock your account, contact US Bank at 1-877-887-9260.

Registration Page
- **"**Organization Short Name" for everyone at Boston College is **BC. (**This is not case sensitive.)
- Enter your 16 digit p-card number and the Expiration Date (in the MM/YY format.)
- Enter the 5 digit zip code that is on your US Bank letter (that you picked up with your P-Card). Any other zip code will result in an "error".   This is the same zip-code that will be printed on your monthly statement.
- Click on "Register This Account".

Licensing Agreement
- A Licensing Agreement will appear which must be read and agreed to by cardholders by clicking on "I Accept". Users cannot access information until this is done.

Registration Page (continued)
- No dashes or spaces should be used when entering telephone and fax numbers.
- User ID must be 7 to 12 characters in length and can be alpha and/or numeric. User ID's must also be unique; try to think of a distinctive ID (i.e. your BC username).
- Passwords must be 8 to 20 characters in length with at least one alpha and one numeric character. DO NOT use your Boston College Password.
- "User Verification" is used to authenticate your account if you forget your User ID or Password.

Login Page
- Return to the *Login Page* and then enter your User ID and Password. (The Registration and licensing pages are only required the first time users login. In the future, only the *Login Page* will be required to gain access.)   Save this page as a favorite in on your web browser

For security reasons, US Bank and Boston College strongly recommend that you do not allow anyone else to have access to your Access Online password.