

Activating a New or Reissued BOA CHIP & PIN Procurement/Travel & Entertainment Card

Please read these instructions thoroughly before calling to activate your card. Before calling to activate your card, please have your Banner number and on-campus office phone number handy. **Be sure to listen to the automated message at the end of the prompts in its entirety.**

- To Activate Your Card and Choose Your PIN:

***Reissued cardholders have the option of keeping their existing PIN or setting a new PIN. ***

- Call the toll-free number 888-233-8855.
 - Select your preferred language.
 - Enter your 16-digit card number (“full account number”) and press the # key.
- You will then be asked if you would like to re-set the PIN. **If you choose to re-set the PIN, you may be asked to enter the ten-digit phone number associated with the card, AND/OR your “Verification ID” to prove your identity.**
 - The phone number associated with the card is typically your **Wellesley College on-campus office phone number.**
 - **Your “Verification ID” is your Employee ID number with the number 9 replacing the alpha character.** For example, if your Employee ID number is B12345678, you would enter it as 912345678.
 - Once you have completed activating the card and setting up a new PIN (if applicable), please sign the back of your card and destroy any old cards.
 - Should you need to change or re-set your PIN in the future, please call the number on the back of your card and follow the prompts to select the PIN Change option.

Distinguishing a Travel & Entertainment Card from a Procurement Card:

In addition to noting your card account number on the back of your card you can also distinguish your Travel & Entertainment Card from your Procurement Card by noting the color of "Wellesley College", printed on the front of the cards. They will be printed in **red** on your Travel Card and in **blue** on your ProCard. Very occasionally there will be a printing error and the color on a card will be incorrect - when this occurs it does not effect card use or account information.