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.**
  
  o Call the toll-free number 888-233-8855.
  o Select your preferred language.
  o 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.
  
  o The phone number associated with the card is typically your Wellesley College on-campus office phone number.
  o 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.