

Macalester College Standard Operating Procedure Wells Fargo Pcard Activation



MACALESTER
COLLEGE

Business Services

The purpose of this standard operating procedure is to activate your new Wells Fargo pcard.

1. Call Wells Fargo Account Services Center at **1-800-535-6807** to start the automated pcard activation
2. Enter your pcard 16-digit account number
3. You will then be asked to enter the last four digits of your unique ID # which are the last four digits of your Macalester ID # *(in the event your MAC ID # is less than four digits, enter a 9 or 0 in front of your MAC ID to create a four digit unique ID #)*
4. In the event a customer service person comes on the line, they will ask for the last four digits of your social security #
 - Your social security number is NEVER used for the Macalester College pcard program
 - Just give them the last four digits of your Macalester ID #
5. Card activation will be complete
6. Remove the sticker from the front of the pcard
7. Sign the back of the pcard
8. Store pcard in a secure location

If this is a replacement pcard, remember to update any auto-payment profiles to reflect the correct 16-digit account number and expiration date