



## CAL-Card Card Activation Steps

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Please gather this information before you call:

- Your 16-digit account number
  - Mailing address
  - ZIP code
  - Four digit numeric number **(2769)** designated by your Program Administrator
  - Your business telephone number.
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1 From a touch-tone phone call  
**800.344.5696.**

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2 Respond to each of the following prompts.

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3 “Welcome to Corporate Payment Systems Customer Service. Please enter your 16-digit account number”

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4 “Please enter the five-digit ZIP code of your mailing address.”

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5 “To activate your account, press 1.”

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6 “To activate your account, please key in the last four digits of your social security number” **Enter the four-digit numeric number (2769) designated by Program Administrator rather than your social security number.**

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7 “Please enter your business telephone number, beginning with the area code.”

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8 “Your account has been successfully activated. Thank you.”

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Note: If you are unable to enter all required information, you'll be transferred to a Customer Service Representative for personal assistance.