# US Bank Card Application Tips & Steps to Create an Account

Updated September 2025

***Both Self & Non Self-Administering Agencies will need to review the PCard Application for completeness and signatures prior to processing. Below you can find some tips and common mistakes made when employees are filling out the application.***

## Application Tips:

Updated: May 2025

**STATE OF MONTANA – PROCUREMENT CARD APPLICATION/AGREEMENT**

**Applicant Information**

Name as it will appear on the physical card

First Name Middle Initial Last Name

1 Legal Name - Required by Bank

First Name Middle Initial Last Name

2 Agency Name 3 Employee ID #
*Found on State ID

4 Address (PO BOX preferred)

City State Zip Code

Business Phone Email Address (Work)

**Employee Agreement**

You are responsible for safeguarding the State of Montana's assets. Your signature below is verification that you have read the entire State Procurement Policy and agree to comply with it. In addition, you agree to participate in any mandatory training at any time while you are a cardholder. The card may be revoked at any time and misuse may result in disciplinary actions. If the card becomes lost or stolen, I will immediately notify US Bank by telephone.

5 Employee Signature* Date

****Signatures cannot be typed and must be physically signed or signed with an Advanced Electronic Signature tool (DocuSign, Adobe Sign) that auto stamps the date and time***

**Authorization for Employee to Obtain Procurement Card**

Monthly Credit Limit (If left blank, default is $5,000) Single Transaction Limit (Optional)

6 Business Need Justification

7 Supervisor Signature Date

Division Administrator Signature (If required by Agency) Date

****Once the above section is complete turn into your accounting personnel****

**Accounting Personnel** – fill in the remainder of the form and send to your agency procurement card coordinator.

8 **Proxies** (person(s) responsible for inputting accounting codes in the SABHRS procard module)

Name User ID#

2 **Second Line Embossment** – Optional – will appear underneath name on physical card

(maximum 21 characters)

9 **Default Accounting Codes**

Business Unit Account Fund

Organization Subclass

**Non-Self Administering Agency Procurement Card Coordinator** – please verify this form is complete, then submit to pcardsupport@mt.gov for processing.

1- The employee's full legal name should be on the application.

2- Agency Name/Second Line Emboss - including this information in both the account profile and/or the emboss line on the card can make it easier when tracking down information and running reports.

3- Employee ID- this is the ID found on the employee's State ID Card, not the C#. This is used in place of an SSN for US Bank. The last four of the employee's ID should be used if US Bank asks for an employee's SSN or PIN.

4- A PO Box is preferred for extra security. This should be the address where any PCard related documents are mailed. When completing online orders, this is also considered the "Billing Address".

5- Employee Signatures must be physically signed or signed with an Advanced Electronic Signature tool (DocuSign, Adobe Sign) that auto stamps a date & time.

6- PCard should only be issued if there is a business need.

7- Supervisor Signatures must also be physically signed or signed with an Advanced Electronic Signature tool.

8- Proxies are the individuals involved in accounting & reconciliation of PCards. You will use their employee C#.

9-Default Accounting Codes- can only have one of each field - Business Unit, Account, Fund, Org, Subclass- we are not able to have multiple or it will cause an error when loaded into SABHRS.

**Additional Considerations:**

**Possible use of Department Number to add to your application: Optional. If the agency chooses to use it, it can aid in separating different departments/divisions/bureaus when running a report in US Bank Access Online. If chosen and not already using, there would need to be a one-time mass update in US Bank and then maintain on new applications afterwards.**

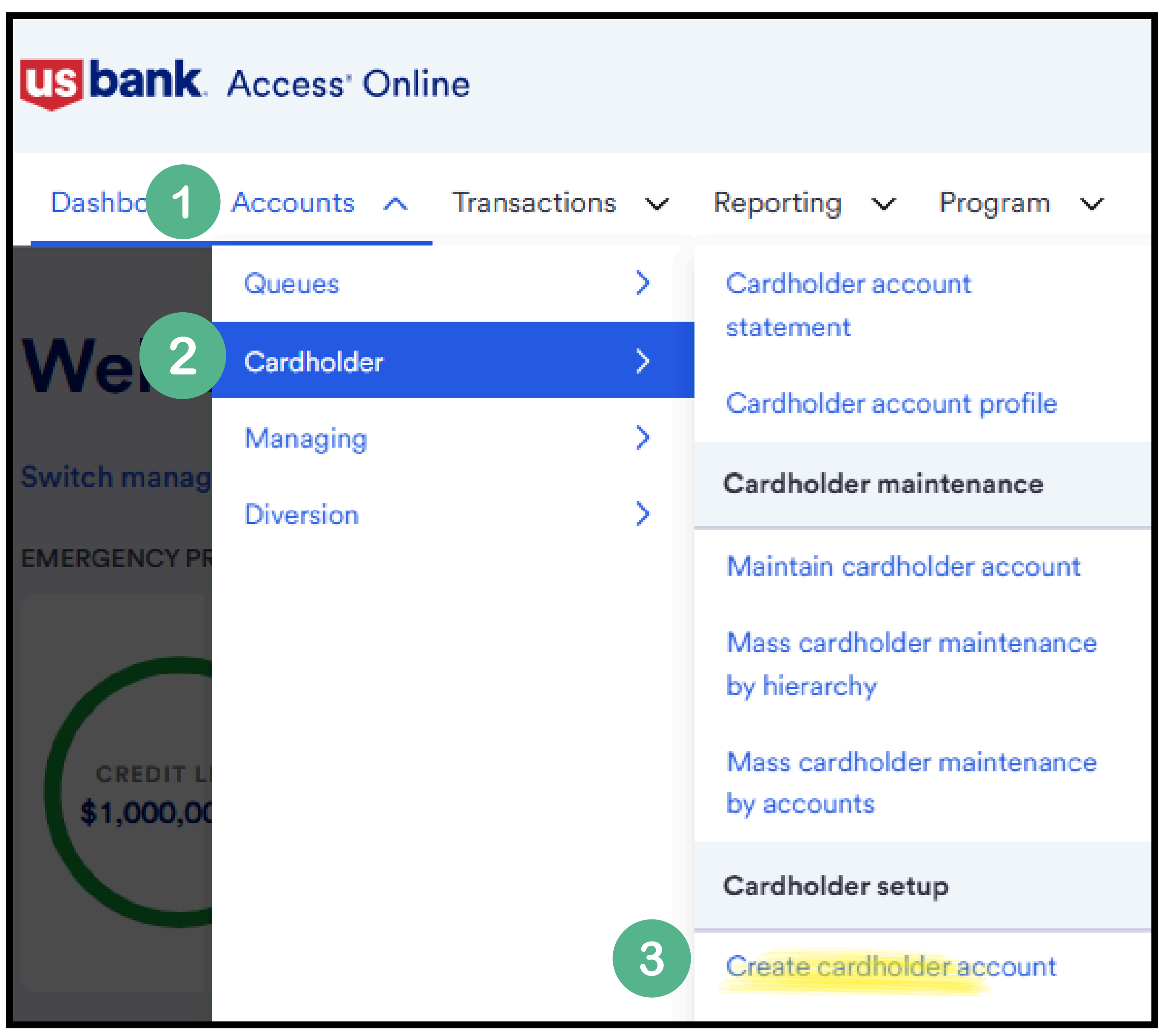
**Agency Name vs Second Line Embossment: Agency is informational for the person entering the application and documentation in US Bank. Second Line Embossment will be printed on the card below cardholder's name. If left blank SPSD will enter the Agency Name. It is a good idea to be consistent with naming if you run reports from US Bank information.**

# US Bank Cardholder Account Set Up

Updated September 2025

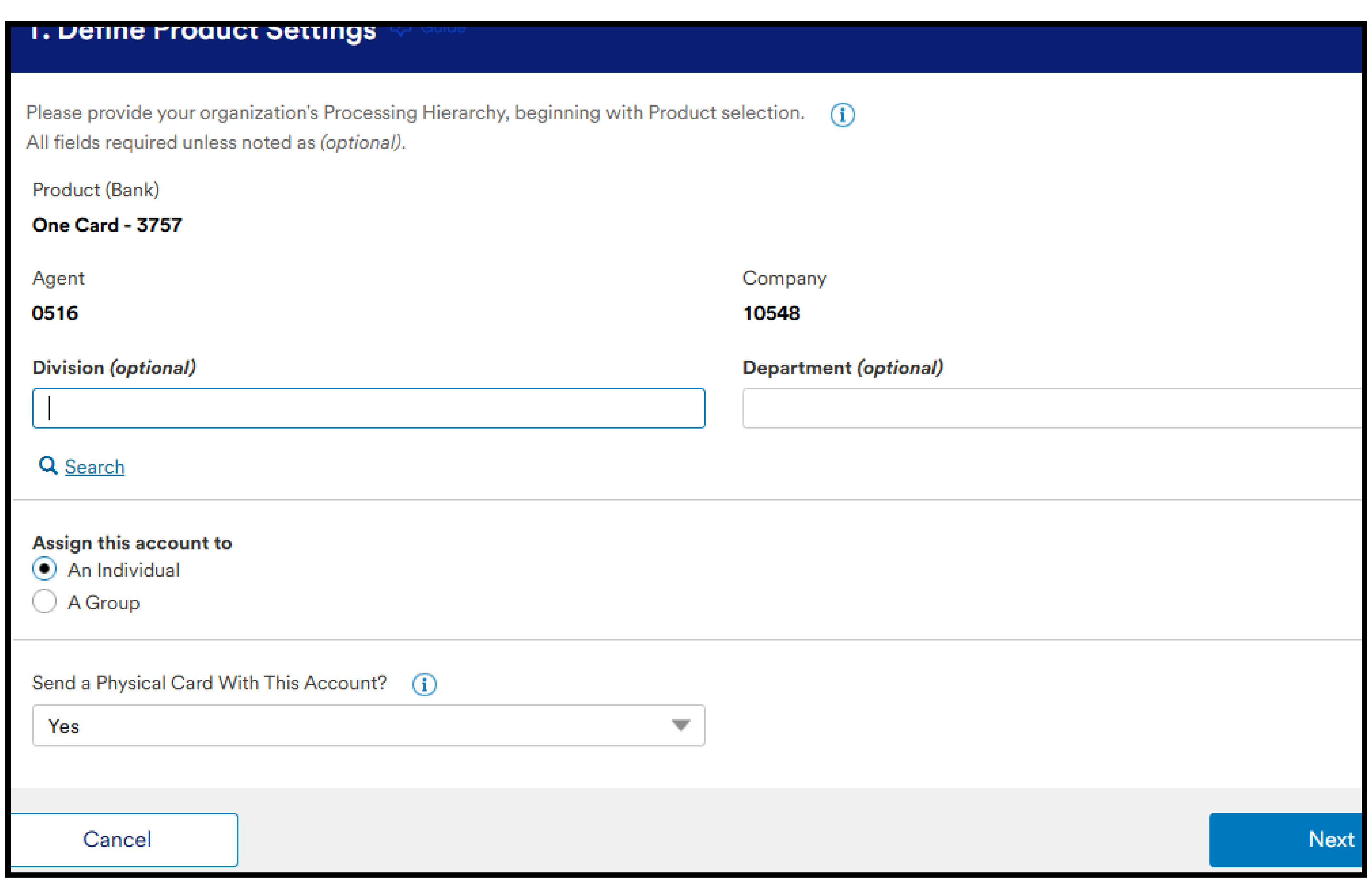
**Once the application has been reviewed and is ready for processing, Non-Self Administering PCard Coordinators will email the application to PCard Support (PCardSupport@mt.gov). Once processed, they will send notification. Please allow 7-10 business days for the card to arrive the mail. If needed sooner, please let PCard Support know in the email with a physical address (not PO Box).**

**Self-Administering PCard Coordinators will follow the steps below to process the application.**




Log into your US Bank Access Online Account.

On your Dashboard click:
1-Accounts
2-Cardholder
3-Create Cardholder Account

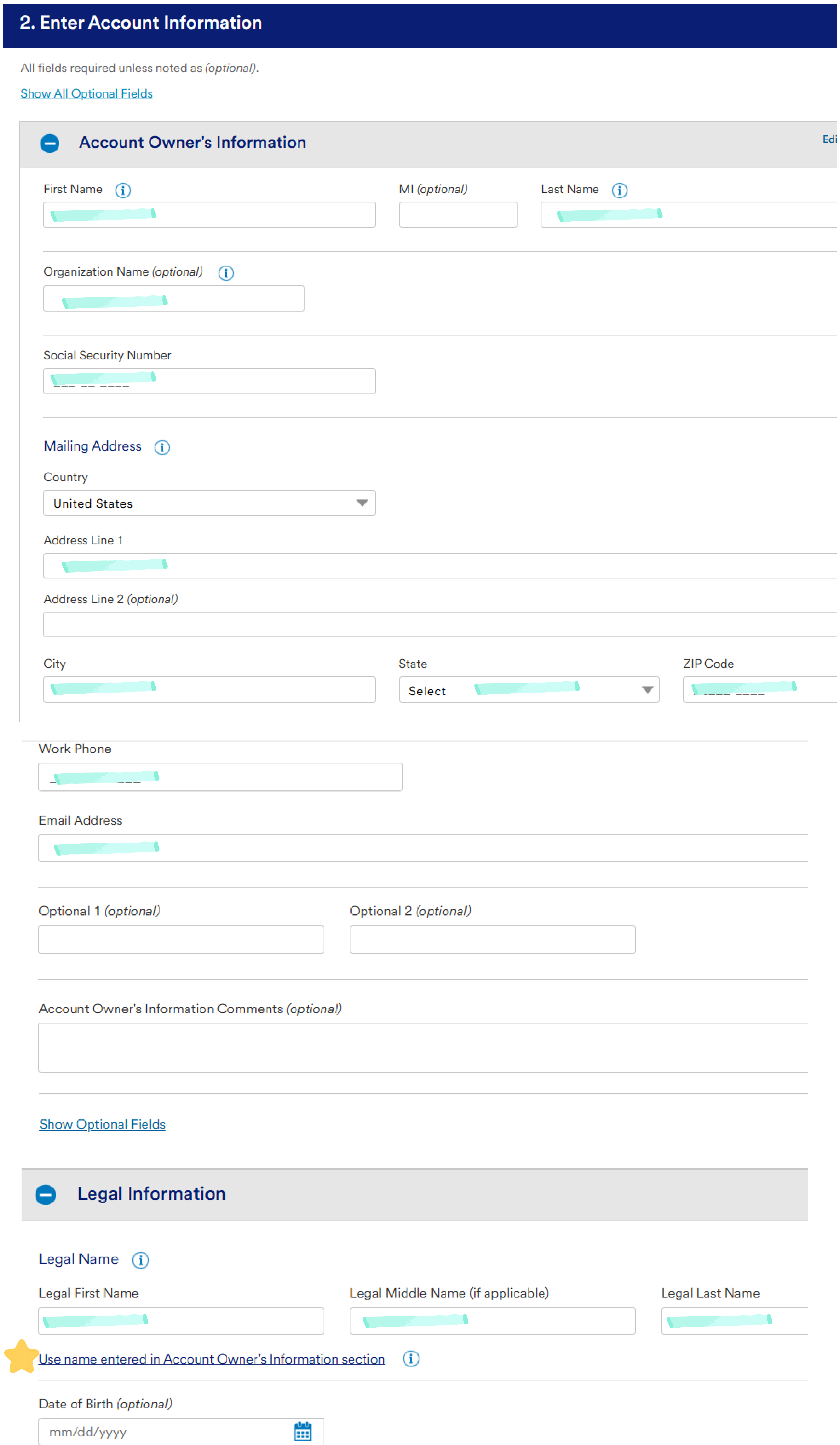



On the **Define Product Settings** page you will enter:

- "0516" in Agent Field
- "10548" in Division Field
- Division will be the number found on the application under Default Accounting Unit as "Business Unit".
- Department is used by some agencies but not all. It is typically written at the top of the application

Assign Account to An Individual & "Yes" Send Physical Card to Account is pre-set.
Click Next.

**On the Account Owner's Page you will enter information in the highlighted fields below with the corresponding information from the application.**



2. Enter Account Information

All fields required unless noted as *(optional)*.

Show All Optional Fields

Account Owner's Information

Edi

First Name

MI *(optional)*

Last Name

Organization Name *(optional)*

Social Security Number

Mailing Address

Country

United States

Address Line 1

Address Line 2 *(optional)*

City

State

Select

ZIP Code

Work Phone

Email Address

Optional 1 *(optional)*

Optional 2 *(optional)*

Account Owner's Information Comments *(optional)*

Show Optional Fields

Legal Information

Legal Name

Legal First Name

Legal Middle Name (if applicable)

Legal Last Name

Use name entered in Account Owner's Information section

Date of Birth *(optional)*

mm/dd/yyyy

Enter First Name, Middle Initial, & Last Name

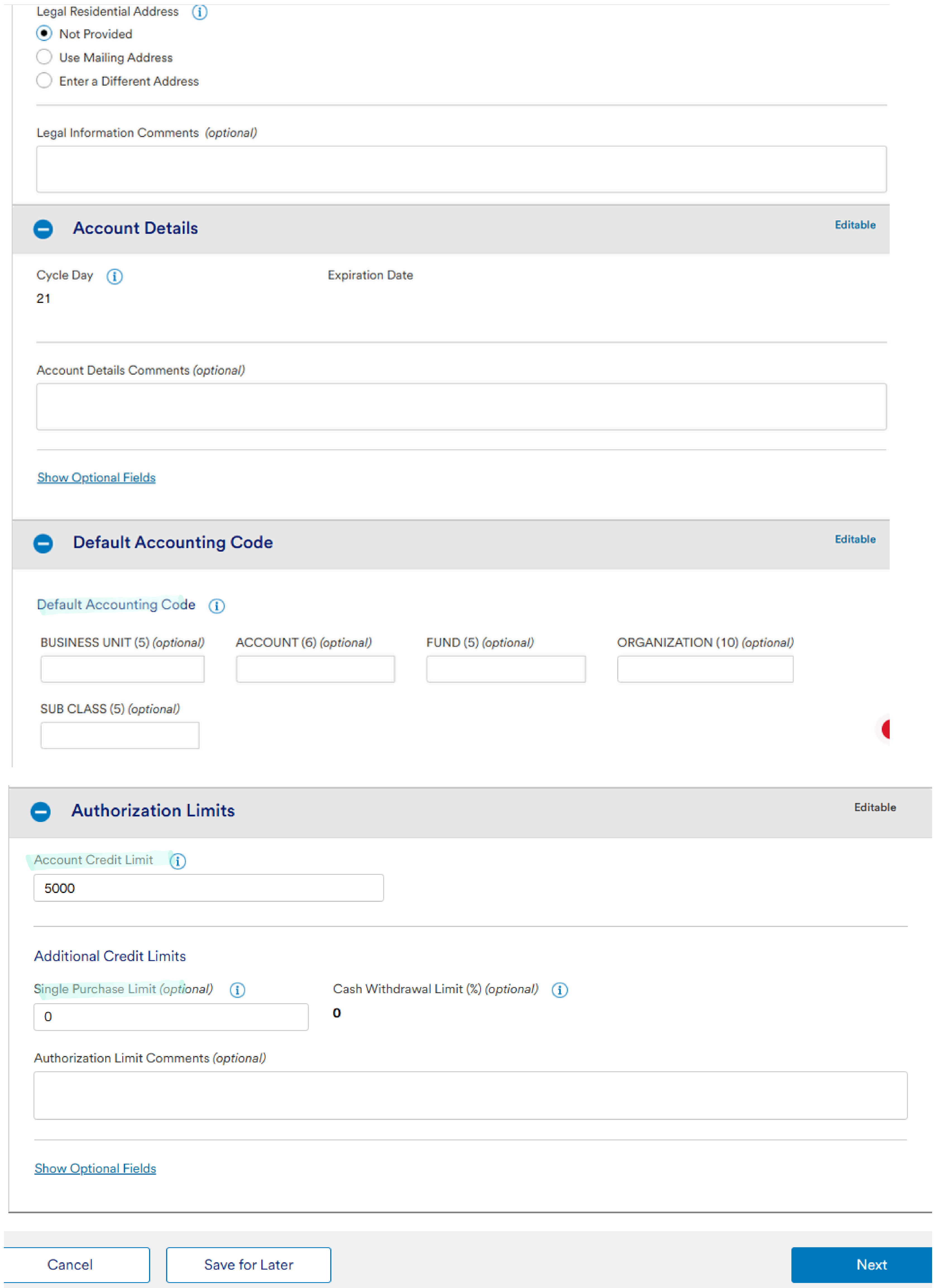
Enter Agency Name

SSN will be the Employee's State ID.
Enter three zeros followed by the six-digit ID

Enter the Address, City, select state from drop down, and enter Zip Code

Enter Work Phone number and Email Address

If the employee's Legal Name matches what you entered at the beginning you can click "Use name entered in Account Owner's Information Section" and the Legal First, Middle, & Last Name fields will fill. Otherwise, type in the employee's Legal Name

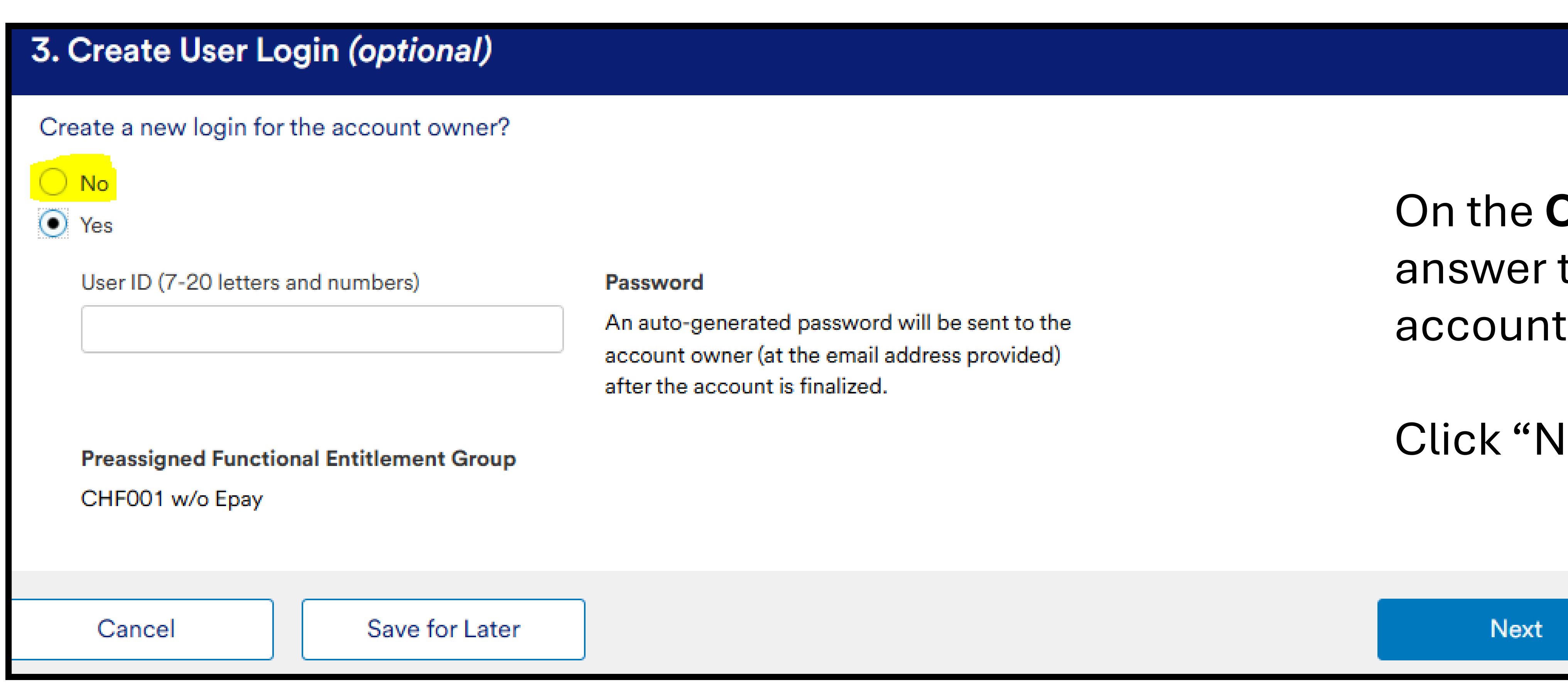



Enter in the Default Accounting Codes for Business Unit, Account, Fund, Organization, and Sub Class where applicable

Account Credit (Monthly) Limit is auto defaulted to $5000 unless a different amount is listed on the application and entered in the field.

The Single Purchase Limit of $0 matches the amount of the Account Credit Limit (Monthly) unless a different amount is listed on the application and entered in the field.

Once you are done entering information click "Next"




On the **Create User Login** page Select "No" for the answer to the question "Create a new login for the account user?"

Click "Next"

The final page, **"Review Information"** will allow you to double check that you correctly typed in the information you entered from the application. Edit any section needing correction if needed by clicking "Edit". Once your review is completed, click "Submit".

**Email** the application to DOA OFB so that they can attach the appropriate proxies from the application to review the card's transactions.

The card will arrive in the mail 7-10 business days unless otherwise requested. A card mailed via standard delivery method will have no tracking available. If a card is requested to be expedited it should be received within 2-3 business days. For an expedited request the Agency PCard Coordinator will need to contact US Bank and provide employee's name, last four of employee ID, and mailing address. Expedited Cards cannot be delivered to PO Boxes.

# Cardholder Account Troubleshooting & Account Lookup

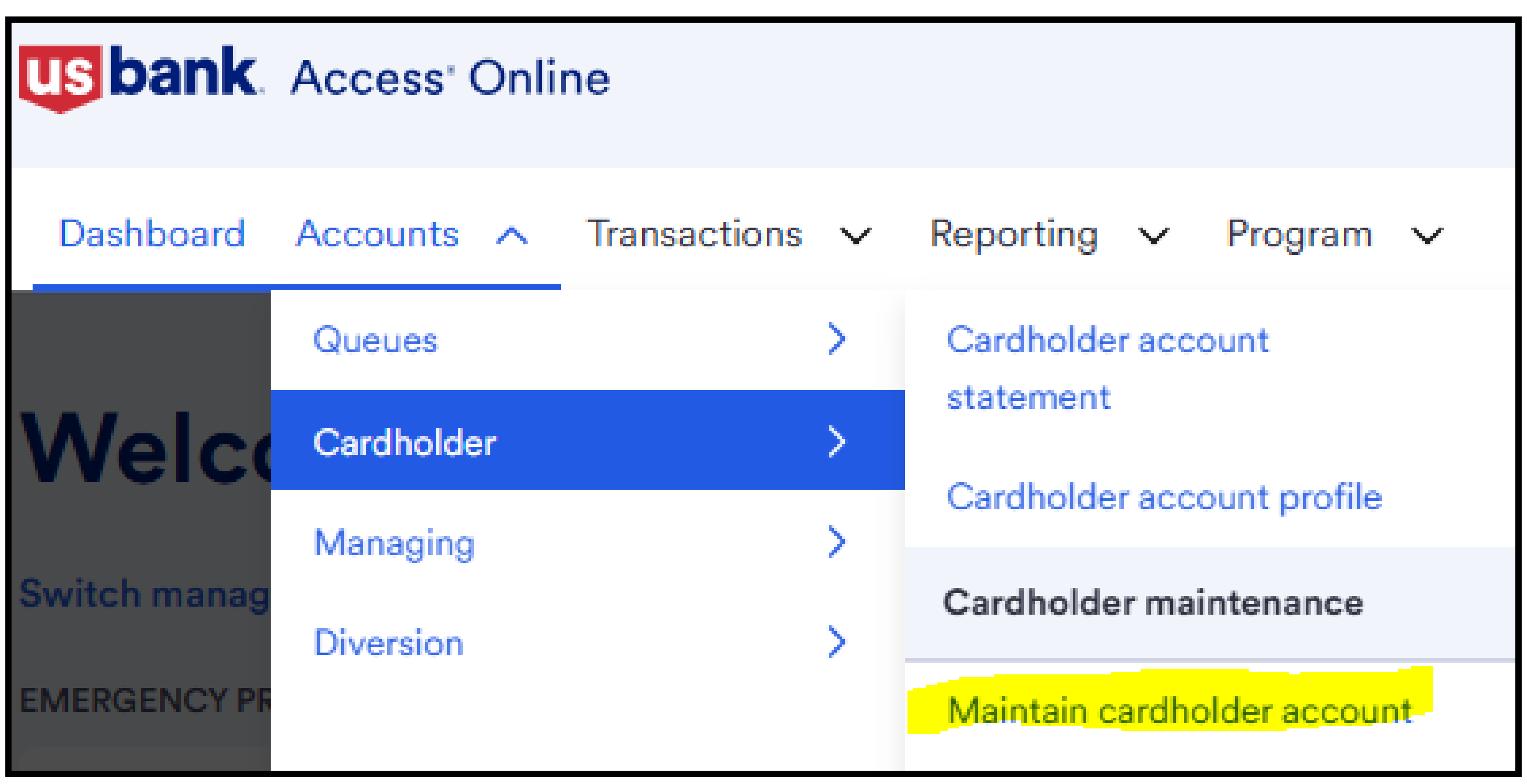
Updated September 2025

***I received notification that a name is mispelled or an employee ID is incorrect:***
Compare the information entered in US Bank with the information on the application. To correct either of these you will need to reach out to US Bank to correct. US Bank will mail a card with the corrected name.
Non Self-Administering agencies will coordinate with PCard Support to resolve any errors.

***I received notification that a Default Accounting Code entered is incorrect.***
Compare the information entered in US Bank with the information on the application. If the accounting code was mistyped you have permissions to edit that information. If the information entered matches the US Bank information, reach out to your agency's accounting team for review.
PCard Support will handle corrections for Non Self-Administering Agencies but may reach out for additional information.

## <u>Look Up & Edit Cardholder's Information:</u>

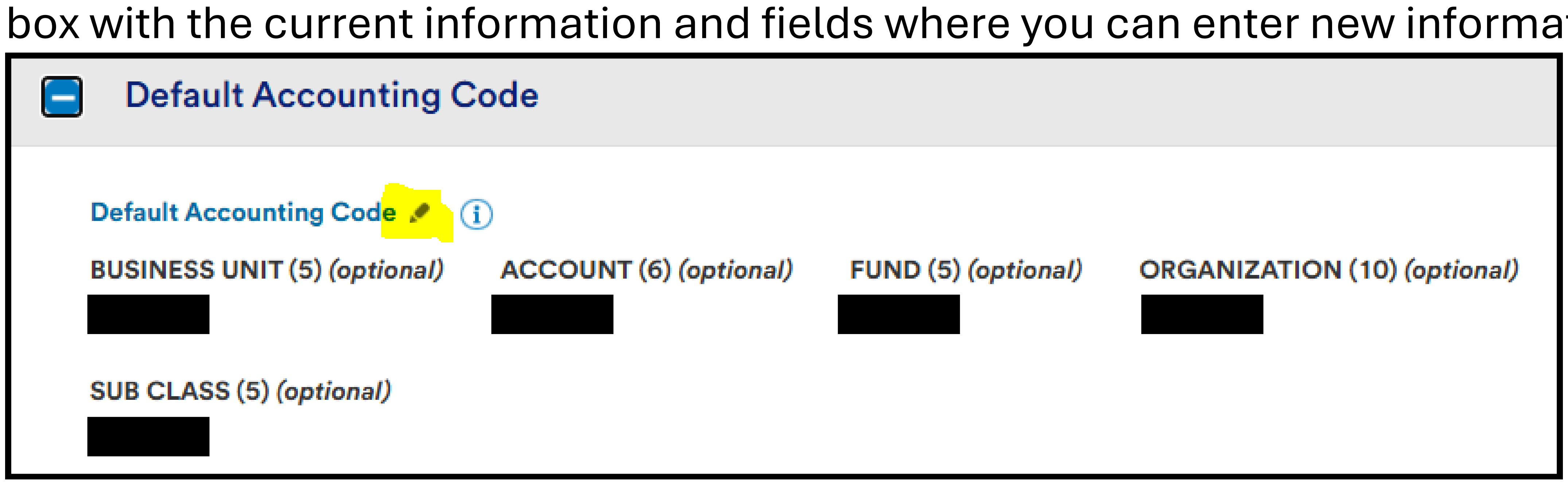
Both Self & Non-Self Administering Agencies can look review information for a cardholder's account.
Only Self-Administering Agencies have permissions to edit information.
After a card application is processed it cannot be found in the search by us until the next day.




In US Bank go to Accounts, Cardholder, and click Maintain cardholder account

On the **Find Account** page, enter cardholder information to search for the account and select the correct account from the Results.

In the **Account Profile** scroll to the section requiring an edit and click the pencil. This will open a box with the current information and fields where you can enter new information.




After you have made changes scroll to bottom of the page and click "Next" then click "Submit".