

# **HORRY-GEORGETOWN TECHNICAL COLLEGE NEW P-CARD ACTIVATION PROCESS**

October 25, 2021

## **FOLLOW THESE STEPS FOR ACTIVATING YOUR NEW P-CARD**

### **1. Call Bank of America**

Dial 888-233-8855 and select #1

### **2. Activate Card**

Enter your new account number followed by “#”

### **3. Select a PIN Number**

Your PIN number must be 4 digits. Do not use 1234 or your phone number. Never share this number with anyone else. Make sure it is a number you can easily remember. You are the only person who will know this number.

### **4. Enter your Card ID Number or Phone Number associated with your card**

You will be prompted to enter your ID number followed by “#”. If for some reason that does not work, you will be prompted to enter your phone number. Note: your phone number may not be your office number.

### **5. Enter PIN Number**

When prompted, enter your new 4-digit PIN number followed by “#”. Re-enter PIN number again.

### **6. Card Successfully Activated**

## **ACCEPTANCE OF NEW P-CARD –**

**I accept the SC State and HGTC’s terms and conditions of use for my new p-card and will abide by them.**

Card Number \_\_\_\_\_

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

\_\_\_\_\_  
P-Card  
Administrator

\_\_\_\_\_  
Date