

## REGIONS CARD ACTIVATION INSTRUCTIONS

The VISA card is widely recognized; the card identifies you as a Baldwin County Public Schools employee and hopefully prohibits sales tax. However, you must inform the merchant **NOT** to charge tax.

1. Activate your new card: Call the 1-800 number on the strip and follow the instructions to activate your card. After activation, remove the strip. The automated instructions will ask for the last four digits of your Social Security Number for your four-digit access numbers. **DO NOT GIVE YOUR SOCIAL SECURITY NUMBER! Give the last four digits of your employee number. If you do not have that number, ask your department card manager.** We did not give the bank your social security number. You should be able to use your card shortly after activation.
2. Please keep the sheet your card is attached to for future reference. **The number to report lost or stolen cards is located on that sheet.**

If you have any difficulties with your card, please contact [LSA@bcbe.org](mailto:LSA@bcbe.org) for guidance.