**There will be a separate notification sent out for Travel Card changes**

To All PCardholders and Approvers:

Your PCard (US Bank Purchasing Card) is getting a makeover! In cooperation with U.S. Bank, we will be transitioning our PCards to EMV® “chip & PIN cards,” which offer enhanced technology, security, and a bold new look. A microchip embedded in the front of your card will protect against counterfeit fraud whenever you use your card at a chip-enabled terminal.

Please note this is not an optional transition, all banks are moving to the EMV® “chip & PIN” cards for security reasons.

Due to the transition all PA’s for new PCards entered 2/13/15 through 3/1/15, will not be requested until Monday, 3/2/15. Once the request is sent to US Bank, it could take 3-10 business days before the card and PIN are received by the eCommerce/PCard Administrator.

How will this impact me?
The primary impacts to cardholders are: 1) length of time in getting a new or replacement card and 2) how to use the new EMV chip & PIN card.

1) Since the PIN is sent separately from the card, it could take 3-10 business days to receive the PIN. That means when new cardholders are being set up, they could experience a 3-10 day delay before they can attend training and receive their card and PIN number.

2) You can click the ‘How to use it’ link for instructions on how to use the new card. The new terminology is “dip the chip”.

When will this change happen?
The US Bank Purchasing Cards will be a soft transition starting March 1st 2015 going through the next 2 years. That means brand new cards, expired cards and replacement cards will be issued with the new look and the EMV chip & PIN. If your card just expired in February 2015, you won’t move to the new EMV card until your current card expires.

Will my current PCard still work?
Yes, your current PCard will work until you receive and active the new EMV card.

What will my new card look like?

![New PCard Design](image)

Have more questions? You can learn more about chip & PIN cards by visiting [usbpayment.com](http://usbpayment.com). You’ll find a wealth of helpful information, including:

- [New card-design information sheet](#)
- EMV chip-card tutorials – [How it works](#) and [How to use it](#)
- [EMV Chip Card 101 recorded webinar](#)
- [EMV FAQs](#)
If you have any questions about this change, please don’t hesitate to contact me directly.

Thanks,

Heather

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