



PCI Travel Card Access Instructions

- To get online access to your Regions Travel Card you will first need to email the travelhelpdesk@PCINSN.onmicrosoft.com
- Then you will receive 2 emails:
 - Regions OnePass Validation Request - Action Required
 - Important Message from Regions OnePass - Temporary Password
- When you receive your card your 4 digit pin will be and written in the envelope, otherwise you can contact the Travel Help Desk to get your pin.
- Then you will go to https://onepass.regions.com/oaam_server/oaamLoginPage.jsp and login with your email address and temporary password.
 - You will then need to change you temporary password.
 - Update your information on "My Profile". The Primary Phone # is the number that will be used to send the verification code so update it to your cell phone number.
- You will then be taken to the Regions page to enroll in Regions Real Pass 2 factor authentication. This will require you to install the Regions Real Pass on your phone.
- Once you have installed the app on your phone, you will need to click enroll. This will then send a verification code to your phone, follow the instructions.

*****www.Onepass.regions.com can be used on your phone browser to check your available credit and account information. *****