Teacher Card Setup Instructions

1. Activate your teacher card by calling 1-855-707-7480.
   a. You will need your Employee Number; and
   b. Billing Address ZIP Code - 35553

2. Sign your card.

3. Go to www.winstonk12.org – Employees – Teacher Card Information – Teacher Card Balance to register for BBVA’s online system that allows you to view purchases and check your balance.

4. Click Cardholder Self-Registration.

5. Enter your card number and company registration number (023213).

6. Complete the User Information section to finish your registration:
   a. Create a User ID
   b. E-mail address must be your winstonk12.org address
   c. Create a Password
   d. Select a Security Question and Answer