

Credit limit change

You can use this quick reference guide as a fast reminder of the basic steps for changing a cardholder's credit limit (or other authorization limits, such as single purchase limit).

▪ **Maintain Cardholder Account** **1**
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.

1. Select **Account Administration** and then click the **Maintain Cardholder Account** link.

The screenshot shows the 'Account Overview' page. Under 'Account Status', there is a link 'Open' with a pencil icon. Under 'Account Credit Limit', the current value is '\$1' with a pencil icon and an information icon. A yellow callout bubble with the number '2' points to the '\$1' value.

2. Search and select the account, and then click the **Edit** icon.

The screenshot shows a dialog box titled 'Account Credit Limit'. It displays 'Current' as '\$1' and a 'New' input field. A yellow callout bubble with the number '3' points to the 'New' input field. Below the input field is a 'Schedule an Update' button.

3. Specify the new credit limit.

The screenshot shows a dialog box titled 'Authorization Limits'. It has a 'Cancel' button and a 'Next' button. A yellow callout bubble with the number '4' points to the 'Next' button.

4. Click **Next**.

The screenshot shows a 'Submit' button. A yellow callout bubble with the number '5' points to the 'Submit' button.

5. Review your changes and click **Submit**.

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