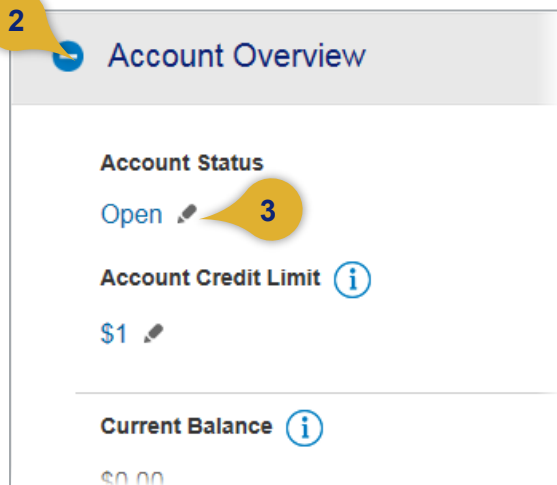


Closing and reopening accounts

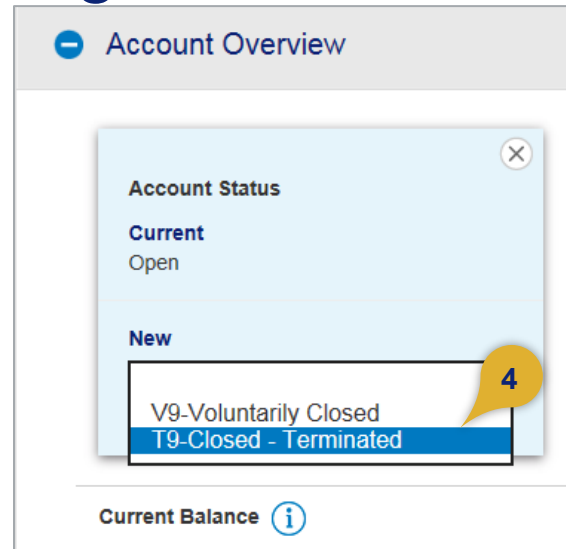
You can use this quick reference guide as a fast reminder of the basic steps for closing and reopening accounts.

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

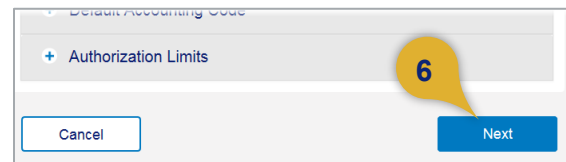
1. Select **Account Administration** and then click the **Maintain Cardholder Account** link.



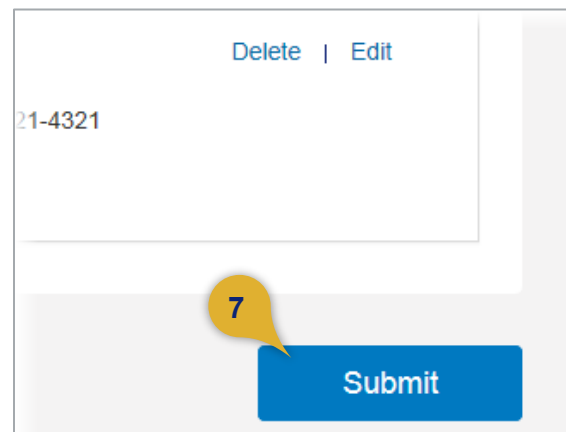
2. Search and select the account, and then open the *Account Overview* section.
3. Click the **Edit** icon.



4. To close an account, select **T9-Closed - Terminated** for a permanent closing or **V9-Voluntarily Closed** for a temporary closing.
5. To reopen an account, select **Open**.



6. Click **Next**.



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

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