



CHANGING CARDHOLDER CREDIT LIMITS





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*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).

1. Log in to **Access Online**:
<https://www.access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login>
2. Complete the security question to continue.
3. Select **“Account Administration”**
4. Click **“Maintain Cardholder Account”**



Account Profile

Find Account

Search Criteria [Show/Hide Search Criteria](#)

Use the criteria to search for a specific account. ⓘ

Cardholder Account Number <input type="text" value="Last 4"/>	Cardholder Account Unique ID <input type="text" value="16-digit number"/>	Cardholder Account ID <input type="text" value="12-digit number"/>
Cardholder First Name <input type="text" value="JOHN"/>	Cardholder Last Name <input type="text" value="DOE"/>	

Results [Show/Hide Data](#) | [Choose Sort Options](#) Results 1 to 1 of 1

Cardholder Account ID	Cardholder Account Unique ID	Account Status	Account Name
XXXXXXXXXXXX	XXXX-XXXX-XXXX-XXXX	Open	JOHN DOE
Product Purchasing			

5. Specify search criteria or click **“Search”** to browse available cardholder accounts.
- 6a. Select the appropriate cardholder account by verifying the **Account Name & Product** (Purchasing or One Card).
- 6b. Click **“Confirm.”**

TIP:

For best search results, use the last 4 digits on the card in the **Cardholder Account Number** field or search by cardholder’s last name.

Account Profile

+ JOHN DOE
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- Account Overview

Summary ⓘ

Account Status Open

Credit Limit \$6000

Available Credit \$6000

Single Purchase Limit \$2000

Expiration Date 02/2023

[View Financial History](#)

Credit Limit

Current
\$6000

New 8b

[Show Optional Settings](#) ⓘ

Single Purchase Limit

Current
\$2000

New 8b

[Show Optional Settings](#) ⓘ

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7. Select **“Account Overview”** to expand the section.
- 8a. Click the edit icon to change the dollar amount of the **Credit Limit** or **Single Purchase Limit**.
 - ◆ **Credit Limit:** The dollar value of the maximum spending limit associated with a cardholder or managing account.
 - ◆ **Single Purchase Limit:** An authorization limit that is the dollar value of the maximum amount a cardholder can use for one transaction (may contain multiple items).
- 8b. Enter the new dollar amount in the space provided
9. Click **“Next”**
10. Review changes and click **“Submit.”**

[Delete](#) | [Edit](#)

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