CHANGING CARDHOLDER CREDIT LIMITS
CHANGING CARDHOLDER CREDIT LIMITS

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”

*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).
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.

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.”