



# **TEMPORARILY OR PERMANENTLY TERMINATE A CARD ACCOUNT**





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usbank Access Online

Contact Us  
Login

## Welcome to Access Online!

Please enter the information below and login to begin.

\* = required  
**Organization Short Name:\***

**User ID:\***

**Password:\***

**Login** 1

[Forgot your password?](#)

[Register Online](#)

[Activate Your Card](#) | [Change Your PIN](#)

\*Use this quick reference guide as a fast reminder of the basic steps for closing and reopening accounts.

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## Login Authentication Question

Enter the response to your authentication question. If you need assistance, please contact your program administrator.

\* = required

**User ID:** JOHN DOE  
**Organization Short Name:** ALAGOV

2 **Where did you meet your spouse or partner for the very first time? \***

**Continue**

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”**

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Chat With Us Log Out

Request Status Queue  
Active Work Queue  
System Administration  
**Account Administration** 3  
\* Cardholder Accounts  
Transaction Management  
Account Information  
Reporting  
Dashboard  
Data Exchange  
My Personal Information

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Training

## Account Administration Cardholder Accounts

- **Create New Cardholder Account**  
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- **Maintain Cardholder Account** 4  
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- **Maintain Multiple Cardholder Accounts**  
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:  
[Selecting Hierarchy Position](#)  
[Selecting Individual Accounts](#)
- **Create Cardholder Setup Request**  
Create a new cardholder account by sending a request for the cardholder to enter their personal information.



### Account Profile

Find Account

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

Use the criteria to search for a specific account. ⓘ

Cardholder Account Number Last 4	Cardholder Account Unique ID 16-digit number	Cardholder Account ID 12-digit number
Cardholder First Name JOHN	Cardholder Last Name DOE	

Search [Clear All](#)

---

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
<b>Product</b> Purchasing			

Back Confirm

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

[Switch Accounts](#)

+ JOHN DOE

- Account Overview

<b>Summary</b> ⓘ	
Account Status	Open <span style="border: 1px solid red; padding: 2px;">✎</span>
Credit Limit	\$6000 <span style="border: 1px solid red; padding: 2px;">✎</span>
Available Credit	\$6000
Single Purchase Limit	\$2000 <span style="border: 1px solid red; padding: 2px;">✎</span>
Expiration Date	02/2023

[View Financial History](#)

- + Account Owner's Information
- + Legal Information
- + Account Details
- + Default Accounting Code
- + Authorization Limits

Cancel Next

7. Select “**Account Overview**” to expand the section.
8. Click “**Open**” or select the edit icon.
- 9a. Click the drop-down arrow to view available options. To close an account, select **T9-Closed - Terminated** for a permanent closing or **V9-Voluntarily Closed** for a temporary closing. To reopen an account, select **Open**.
- 9b. Click “**Next**”
10. Review changes and click “**Submit.**”

**Account Status** ⓘ

**Current**  
Open

**New**

Open ▼

- Open
- V9-Voluntarily Closed
- T9 - Terminated

[Show Optional Settings](#) ⓘ

**Credit Limit** \$6000 ✎

**Available Credit** \$6000

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

21-4321

Submit