TEMPORARILY OR PERMANENTLY TERMINATE A CARD ACCOUNT
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*Use this quick reference guide as a fast reminder of the basic steps for closing and reopening accounts.

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

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.”