

AccessOnline Merchant Authorization Control Maintenance

Introduction

Merchant authorization control maintenance provides program administrators with the ability to maintain merchant authorization controls for their card accounts. This is accomplished when (1) you set up a new card, (2) a card transaction is declined due to a non-allowed merchant category code, or (3) a cardholder needs merchant category code capability that is not included in one of the predefined groups. Updates to merchant authorization controls occur in real time.

Program administrators may be set up with MAC (Merchant Authorization Controls) access rights to maintain merchant authorization controls. MAC access rights should not be given to program administrators with delegate authority. Refer to *AccessOnline User ID Set Up Request Form Procedures* on the Division of Finance website at http://doa.alaska.gov/dof/forms/resource/ao_add_user.xls.

There are two types of MCC Groups; custom MCC groups for the State of Alaska that begin with AK, and standard MCC groups for US Bank that begin with MCCG. For a card account, you can add a custom MCC group if it is available, or you can add any standard MCC group. You cannot add an MCC group to a Central Travel System (CTS) account.

New Cardholder Accounts

Custom MCC Groups – When you create a new cardholder account, you can choose one of the following methods for adding a custom MCC Group.

- You can point the new account to the managing account for merchant authorization controls. The merchant authorization control assigned to the managing account will be effective on the new card account.
- You can select one or more custom MCC Groups from the list of custom MCC groups for that managing account. All merchant authorization controls for card accounts assigned to that managing account will be included on the list.
- If the merchant authorization control you want to assign to the card account is not included on the list, you can contact US Bank's Account Coordinator with your request. Refer to *One Card Alaska Program – US Bank, Contacts, US Bank Program Administrators* on the Division of Finance website at http://fin.admin.state.ak.us/dof/usbank_oca/index.jsp

Standard MCC Groups – You can add one or more standard MCC Groups to a new cardholder account. All standard MCC Groups are included on the selection list.

AccessOnline Merchant Authorization Control Maintenance

Maintain Cardholder Accounts

Custom MCC Groups - When you maintain a cardholder account, you can choose one of the following methods for adding a custom MCC group.

- You can select a custom MCC Group from a list for that managing account. All merchant authorization controls for card accounts assigned to that managing account will be included on the list.

For example, if you have a managing account with cards pointing to it that have AK953 (travel) and/or AK954 (procurement), the list will include AK953 and AK954. You can add AK954 to one of the cards pointing to that managing account that currently only has AK953. If you have a managing account with cards pointing to it with AK954 only, the list will only include AK954. You will not be able to add AK953 to one of the card accounts that point to that managing account.

- If the merchant authorization control you want to assign to the card account is not included on the list, you can contact US Bank's Account Coordinator with your request. Refer to *One Card Alaska Program – US Bank, Contacts, US Bank Program Administrators* on the Division of Finance website at http://fin.admin.state.ak.us/dof/usbank_oca/index.jsp.

Standard MCC Groups – You can add one or more standard MCC Groups to an existing cardholder account. All standard MCC Groups are included on the selection list.

How to Maintain a Merchant Authorization Control

1. **Sign on to AccessOnline.** AccessOnline is available at <https://access.usbank.com/cpsApp1/index.jsp>.
2. **For new card account requests, access the Cardholder Account, Add a Merchant Authorization Control screens.**

Complete a new card account request by completing the *Cardholder Account, Setup Demographics* screen and the *Setup Account Information* screen. On the *Cardholder Account, Setup Default Accounting Code* screen, click on **Save & Continue** to display the *Setup Authorization Limits* screen.

AccessOnline Merchant Authorization Control Maintenance

On the *Cardholder Account, Setup Authorization Limits* screen, under Merchant Authorization Controls, click on **Add a Control** to display the *Cardholder Account, Add a Merchant Authorization Control* screen.

Cardholder Account
Setup Authorization Limits

Demographics → Account Information → Accounting Code → Authorization Limits

Enter authorization limits, then Save & Continue.

Product: ONE CARD
Name: [REDACTED]
Status: [REDACTED]

* = required

Authorization Limits

Credit Limit: * Single Purchase Limit:

% Cash: 0

Fiscal First Month: 01

Refer to Managing Account:
 Merchant Authorization Controls
 Velocity Limits
 Single Purchase Limit

Merchant Authorization Controls

[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
No Merchant Authorization Controls currently exist for this account.				

Go to Step 4.

- For an existing card account, access the *Cardholder Account, Add a Merchant Authorization Control* screens.

On the *Cardholder Accounts, Summary and Tasks* screen, click on **Authorization Limits** to display the *Cardholder Account, Maintain Authorization Limits* screen.

usbank
Five Star Service Guaranteed

State of Alaska

U.S. Bank Access® Online

Cardholder Accounts
Summary and Tasks

Card Account Number: [REDACTED] [Switch Accounts](#)

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Product: One Card Bank: 3757
Name: [REDACTED] Agent: 2709
Status: "" -OPEN Company: 12785

Task	Description
Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day, and open date.
Default Accounting Code	Input the default accounting code assigned to the account.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

AccessOnline Merchant Authorization Control Maintenance

On the *Cardholder Account, Maintain Authorization Limits* screen, click on **Add a Control** to display the *Cardholder Account, Add a Merchant Authorization Control* screen.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

State of Alaska

U.S. Bank Access® Online

Request Status Queue
Active Work Queue
System Administration
Account Administration

Cardholder Accounts
Transaction Management
Data Exchange
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Cardholder Account

Maintain Authorization Limits

Card Account Number: ***** [REDACTED] [Switch Accounts](#)

Maintain authorization limits, then send the request.

Product: One Card Bank: 3757
Name: [REDACTED] Agent: 2709
Status: "" - OPEN Company: 12785

* = required

Authorization Limits

Credit Limit: * Single Purchase Limit:
5000 5000

% Cash:
0

Available Credit:
5000

Fiscal First Month:
01

Refer to Managing Account:

- Merchant Authorization Controls
- Velocity Limits
- Single Purchase Limit

Merchant Authorization Controls

[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG10	Open	0	Standard	View Details Maintain
AK953	Approve	5000	Custom	View Details Maintain
AK954	Approve	5000	Custom	View Details Maintain

Note: 3 controls added out of a maximum of 9.

Authorization Limits Comments:
[REDACTED]

Note: the maximum amount of characters allowed is 254.
Character count= 0

[Send Request](#)

[<< Back to Summary and Tasks](#)

© 2008 U.S. Bancorp R27.0b17.0 usb col 11

AccessOnline Merchant Authorization Control Maintenance

4. Add an MCC control to a new card account or an existing card account.

On the *Cardholder Account, Add a Merchant Authorization Control* screen, leave the Merchant Auth Control Name field blank. Click on **Search for a Control** to display the *Cardholder Account, Search & Select a Merchant Authorization Control* screen.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

State of Alaska

U.S. Bank Access® Online

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

Home
Contact Us

★ Log Out

Cardholder Account

Add a Merchant Authorization Control

Step 1: Control Name

Select a group of Merchant Category Codes.

Product: ONE CARD	Bank: 3757
Name: [redacted]	Agent: 2709
Status: [redacted]	Company: 12785

* = required

Merch Auth Control Name: [Search for a Control](#)

[Continue](#)

[<< Back to Authorization Limits](#)

© 2008 U.S. Bancorp usb col 13

On the *Cardholder Account, Search & Select a Merchant Authorization Control* screen, leave the fields blank and click on **Search** to display a list of available merchant category code groups.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

State of Alaska

U.S. Bank Access® Online

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

Home
Contact Us

★ Log Out

Cardholder Account

Search & Select a Merchant Authorization Control

Product: ONE CARD	Bank: 3757
Name: [redacted]	Agent: 2709
Status: [redacted]	Company: 12785

Search for a Merchant Authorization Control by name or description. Leave the fields blank to view all available Merchant Authorization Controls.

Control Name:

Description:

OR

[Search](#)

[<< Back to Add a Merchant Authorization Control](#)

© 2008 U.S. Bancorp usb col 16

AccessOnline Merchant Authorization Control Maintenance

A list of available merchant authorization controls displays. Just above and below the list, the number of MCC Group records and pages display (Records x - xx of xx, Page x/y).

You have the option to add an MCC group by clicking on the Control field or the Action field. Clicking on the Action field displays an additional control detail screen.

To add multiple MCC groups to an account, you must select one MCC group at a time and complete the Action Field or Control field options for each selected MCC group.

Action Field Option:

To view the list of MCCs included in an MCC group, click on **View Details** to display the *Cardholder Account, Merchant Authorization Control Details* screen.

Records 1 - 25 of 43
Page: 1 | 2

Control	Description	Type	Action
AK953	AIRLINES,RENTAL CAR,HOTELS,OFc SUPPLY,OTHER,MONEY	Custom	View Details
AK954	BLDG SVCS,OFc SVCS,BUS EXP,OTHER,AUTO/RV DEALER	Custom	View Details
MCCG1	AIRLINES	Standard	View Details
MCCG10	TELECOMMUNICATIONS	Standard	View Details
MCCG11	MEDICAL/AMBULANCE	Standard	View Details
MCCG12	MISC T&E RELATED	Standard	View Details
MCCG13	MANUAL/ATM CASH/COURTESY CHECKS	Standard	View Details
MCCG14	MISC SERVICES	Standard	View Details
MCCG15	ENTERTAINMENT	Standard	View Details
MCCG16	FLORISTS & GREETING CARDS	Standard	View Details
MCCG17	MISC NON T&E	Standard	View Details
MCCG18	CHARITABLE ORGS, SCHOOLS	Standard	View Details
MCCG19	MEMBERSHIPS	Standard	View Details
MCCG2	CAR RENTAL	Standard	View Details
MCCG20	CONTRACTED SERVICES	Standard	View Details
MCCG21	AUTO DEALERS, PARTS, SERVICE STATIONS	Standard	View Details
MCCG22	OTHER TRANSPORTATION DEALERS	Standard	View Details
MCCG23	OTHER TRANSPORTAION PROVIDERS	Standard	View Details
MCCG24	TELECOMM SERVICES AND UTILITIES	Standard	View Details
MCCG25	MISC FINANCIAL SERVICES	Standard	View Details
MCCG26	MISC SERVICE PROVIDERS	Standard	View Details
MCCG27	MISC BUSINESS SERVICES	Standard	View Details
MCCG28	MISC REPAIR SERVICES	Standard	View Details
MCCG29	PROFESSIONAL SERVICES	Standard	View Details
MCCG3	HOTELS	Standard	View Details

Records 1 - 25 of 43
Page: 1 | 2

AccessOnline Merchant Authorization Control Maintenance

If you click on **Select Control**, the *Cardholder Account, Add a Merchant Authorization Control, Step 1: Control Name* screen redisplay with the selection listed in the Merch Auth Control Name field.

If you do not want this control, click on **Back to Search & Select a Merchant Authorization Control**.

The screenshot shows the U.S. Bank Access Online interface for a Cardholder Account. The page title is "Cardholder Account" and the subtitle is "Merchant Authorization Control Details". The left sidebar contains navigation links: Request Status Queue, Active Work Queue, System Administration, Account Administration, Cardholder Accounts, Transaction Management, Data Exchange, Account Information, Reporting, My Personal Information, Home, and Contact Us. The main content area displays the following information:

Product:	DOA	Bank:	3757
Name:	[REDACTED]	Agent:	2709
Status:		Company:	12785

Below this, the Control Name is MCCG10 and the Description is TELECOMMUNICATIONS. The Type is Standard. The MCC Fields are: MCC Field 1: 4812,4814,4815,4816,4821; MCC Field 2: ; MCC Field 3: ; MCC Field 4: ; MCC Field 5: .

At the bottom of the main content area, there is a "Select Control" button and a link: "<< Back to Search & Select a Merchant Authorization Control". An arrow points to the "Select Control" button.

Footer: © 2008 U.S. Bancorp | usb col 1

On the Cardholder Account, Add a Merchant Authorization Control, Step 1: Control Name screen, click on **Continue** to display the *Cardholder Account, Add a Merchant Authorization Control, Step 2: Authorization Action* screen.

The screenshot shows the U.S. Bank Access Online interface for a Cardholder Account. The page title is "Cardholder Account" and the subtitle is "Add a Merchant Authorization Control". The left sidebar contains navigation links: Request Status Queue, Active Work Queue, System Administration, Account Administration, Cardholder Accounts, Transaction Management, Data Exchange, Account Information, Reporting, My Personal Information, Home, and Contact Us. The main content area displays the following information:

Step 1: Control Name

Select a group of Merchant Category Codes.

Product:	DOA	Bank:	3757
Name:	[REDACTED]	Agent:	2709
Status:		Company:	12785

* = required

Merch Auth Control Name:* [Search for a Control](#)

At the bottom of the main content area, there is a "Continue" button and a link: "<< Back to Authorization Limits". An arrow points to the "Continue" button.

Footer: © 2008 U.S. Bancorp | usb col 1

AccessOnline Merchant Authorization Control Maintenance

The *Cardholder Account, Add a Merchant Authorization Control, Step 2: Authorization Action* screen displays.

- If you are adding a **custom AK group**, the Authorization Action selection should be set at **Approve**.
- If you are adding a **standard MCCG group**, the Authorization Action selection should be set at **Open**.

Click on **Continue** to display the *Cardholder Account, Add a Merchant Authorization Control, Step 3: SPL & Velocity Limits* screen.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

State of Alaska

U.S. Bank Access[®] Online

★ Log Out

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

Home
Contact Us

Cardholder Account

Add a Merchant Authorization Control

Step 1: Control Name → Step 2: Authorization Action

Product: DOA Bank: 3757
Name: ██████████ Agent: 2709
Status: Company: 12785

* = required

Control Name: MCC610
Description: TELECOMMUNICATIONS
Type: Standard
MCC Field 1: 4812,4814,4815,4816,4821
MCC Field 2:
MCC Field 3:
MCC Field 4:
MCC Field 5:

Note: The Authorization Action is limited based upon existing Merchant Authorization Controls for this account.

Authorization Action: Open
 Approve

Continue

[<< Back to Authorization Limits](#)

© 2008 U.S. Bancorp R27.0b17.0 usb_col 11

AccessOnline Merchant Authorization Control Maintenance

The *Cardholder Account, Add a Merchant Authorization Control, Step 3: SPL & Velocity Limits* screen displays. Complete the **Template Single Purchase Limit** field. Scroll to the bottom of the page and click on **Continue** to redisplay the *Cardholder Account, Setup(Maintain) Authorization Limits* screen.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
The Star Service Guarantee

State of Alaska

U.S. Bank Access® Online

★ Log Out

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

Home
Contact Us

Cardholder Account

Add a Merchant Authorization Control

Step 1: Control Name → Step 2: Authorization Action → Step 3: SPL & Velocity Limits

Product: DOA Bank: 3757
Name: [REDACTED] Agent: 2709
Status: Company: 12785

* = required

Control Name: MCGG10
Description: TELECOMMUNICATIONS
Type: Standard
MCC Field 1: 4812,4814,4815,4816,4821
MCC Field 2:
MCC Field 3:
MCC Field 4:
MCC Field 5:

Authorization Action: Open

Refer to Managing Account: No
Merchant Authorization Controls: No

Account Single Purchase Limit: 5000

Template Single Purchase Limit:

Refer to Managing Account Single Purchase Limit:
No

Template Velocity Limits

Daily Dollar: Daily Transaction:
Cycle Dollar: Cycle Transaction:
Monthly Dollar: Monthly Transaction:

Custom Velocity Limits

Other Dollar: Other Transaction:

Refresh From Date:

Note: If the Refresh From Date is entered, one of the following two fields is required.

Refresh To Date:

Days in Refresh Cycle:

Refer to Managing Account Velocity Limits:
No

Continue

[<< Back to Authorization Limits](#)

© 2008 U.S. Bancorp R27.0b17.0 usb col 11

AccessOnline Merchant Authorization Control Maintenance

The *Cardholder Account, Setup (Maintain) Authorization Limits* screen redisplay. Verify the information. The Control is listed in the Merchant Authorization Controls section. Scroll to the bottom of the screen and click on **Send Request**.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
The Star Service Guarantee

State of Alaska

U.S. Bank Access® Online

★ Log Out

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

Home
Contact Us

Cardholder Account

Maintain Authorization Limits

Card Account Number: ***** [Switch Accounts]

Maintain authorization limits, then send the request.

Product: One Card Bank: 3757
Name: [REDACTED] Agent: 2709
Status: ** -OPEN Company: 12785

* = required

Authorization Limits

Credit Limit: * Single Purchase Limit:
5000 5000

% Cash:
0

Available Credit:
5000

Fiscal First Month:
01

Refer to Managing Account:
 Merchant Authorization Controls
 Velocity Limits
 Single Purchase Limit

Merchant Authorization Controls

[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG10	Open		Standard	View Details Maintain
AK953	Approve	5000	Custom	View Details Maintain
AK954	Approve	5000	Custom	View Details Maintain

Note: 3 controls added out of a maximum of 9.

Authorization Limits Comments:
[Text Area]

Note: the maximum amount of characters allowed is 254.
Character count = 0

Send Request

[<< Back to Authorization Limits](#)

© 2008 U.S. Bancorp R27.0b17.0 usb col 11

The *Cardholder Accounts, Summary and Tasks* screen redisplay with the message that the request has been submitted for processing.

AccessOnline Merchant Authorization Control Maintenance

Control Field Option:

To select an MCC Control, click on the **Control ID** to display the *Cardholder Account, Add a Merchant Authorization Control* screen.

Records 1 - 25 of 43
Page: 1 | 2

Control	Description	Type	Action
AK953	AIRLINES, RENTAL CAR, HOTELS, OFC SUPPLY, OTHER, MONEY	Custom	View Details
AK954	BLDG SVCS, OFC SVCS, BUS EXP, OTHER, AUTO/RV DEALER	Custom	View Details
MCCG1	AIRLINES	Standard	View Details
MCCG10	TELECOMMUNICATIONS	Standard	View Details
MCCG11	MEDICAL/AMBULANCE	Standard	View Details
MCCG12	MISC T&E RELATED	Standard	View Details
MCCG13	MANUAL/ATM CASH/COURTESY CHECKS	Standard	View Details
MCCG14	MISC SERVICES	Standard	View Details
MCCG15	ENTERTAINMENT	Standard	View Details
MCCG16	FLORISTS & GREETING CARDS	Standard	View Details
MCCG17	MISC NON T&E	Standard	View Details
MCCG18	CHARITABLE ORGS, SCHOOLS	Standard	View Details
MCCG19	MEMBERSHIPS	Standard	View Details
MCCG2	CAR RENTAL	Standard	View Details
MCCG20	CONTRACTED SERVICES	Standard	View Details
MCCG21	AUTO DEALERS, PARTS, SERVICE STATIONS	Standard	View Details
MCCG22	OTHER TRANSPORTATION DEALERS	Standard	View Details
MCCG23	OTHER TRANSPORTATION PROVIDERS	Standard	View Details
MCCG24	TELECOMM SERVICES AND UTILITIES	Standard	View Details
MCCG25	MISC FINANCIAL SERVICES	Standard	View Details
MCCG26	MISC SERVICE PROVIDERS	Standard	View Details
MCCG27	MISC BUSINESS SERVICES	Standard	View Details
MCCG28	MISC REPAIR SERVICES	Standard	View Details
MCCG29	PROFESSIONAL SERVICES	Standard	View Details
MCCG3	HOTELS	Standard	View Details

Records 1 - 25 of 43
Page: 1 | 2

AccessOnline Merchant Authorization Control Maintenance

The *Cardholder Account, Add a Merchant Authorization Control* screen redisplay with the selection listed in the Merch Auth Control Name field. Click on **Continue** to display the *Cardholder Account, Add a Merchant Authorization Control, Step 2: Authorization Action* screen.

U.S. Bank Access[®] Online

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

Home
Contact Us

★ Log Out

Cardholder Account

Add a Merchant Authorization Control

Step 1: Control Name

Select a group of Merchant Category Codes.

Product: DOA Bank: 3757
Name: [redacted] Agent: 2709
Status: [redacted] Company: 12785

* = required

Merch Auth Control Name: [Search for a Control](#)

Continue

[<< Back to Authorization Limits](#)

The *Cardholder Account, Add a Merchant Authorization Control, Step 2: Authorization Action* screen displays.

- If you are adding a **custom AK group**, the Authorization Action selection should be set at **Approve**.
- If you are adding a **standard MCCG group**, the Authorization Action selection should be set at **Open**.

Click on **Continue** to display the *Cardholder Account, Add a Merchant Authorization Control, Step 3: SPL & Velocity Limits* screen.

U.S. Bank Access[®] Online

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

Home
Contact Us

★ Log Out

Cardholder Account

Add a Merchant Authorization Control

Step 1: Control Name → Step 2: Authorization Action

Product: ONE_CARD Bank: 3757
Name: [redacted] Agent: 2709
Status: [redacted] Company: 12785

* = required

Control Name: AK953
Description: AIRLINES,RENTAL CAR,HOTELS,OF C SUPPLY,OTHER,MONEY
Type: Custom
MCC Field 1: 3000-3299,3351-3450,3500-3799,4011-4224,4226-4789,4816,5411,5462,5499,5541
MCC Field 2: 5542,5812-5814,5962,5983,6010,6011,6050,6051,7011,7511,7512,7523,7538,7549
MCC Field 3: 7699,8220,8249,8299,8398,8699,8999,9399
MCC Field 4: [redacted]
MCC Field 5: [redacted]

Note: The Authorization Action is limited based upon existing Merchant Authorization Controls for this account.

Authorization Action: Open
 Approve
 Decline

Continue

AccessOnline Merchant Authorization Control Maintenance

The *Cardholder Account, Add a Merchant Authorization Control, Step 3: SPL & Velocity Limits* screen displays. Complete the **Template Single Purchase Limit** field. Scroll to the bottom of the page and click on **Continue** to redisplay the *Cardholder Account, Setup (Maintain) Authorization Limits* screen.

U.S. Bank Access Online

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

Home
Contact Us

Cardholder Account
Add a Merchant Authorization Control

★ Log Out

Step 1: Control Name → Step 2: Authorization Action → Step 3: SPL & Velocity Limits

Product: ONE CARD Bank: 3757
Name: [REDACTED] Agent: 2709
Status: Company: 12785

* = required

Control Name: AK953
Description: AIRLINES,RENTAL CAR,HOTELS,OF C SUPPLY,OTHER,MONEY
Type: Custom
MCC Field 1: 3000-3299,3351-3450,3500-3799,4011-4224,4226-4789,4816,5411,5462,5499,5541
MCC Field 2: 5542,5812-5814,5962,5983,6010,6011,6050,6051,7011,7511,7512,7523,7538,7549
MCC Field 3: 7699,8220,8249,8299,8398,8699,8999,9399
MCC Field 4:
MCC Field 5:

Authorization Action: Open

Refer to Managing Account
Merchant Authorization Controls: No

The *Cardholder Account, Setup (Maintain) Authorization Limits* screen displays. Verify the information. The Control is listed in the Merchant Authorization Controls section. Scroll to the bottom of the screen and click on **Save & Continue**.

System Administration
Account Administration
Cardholder Accounts
Transaction Management
Data Exchange
Account Information
Reporting
My Personal Information

Home
Contact Us

Maintain Authorization Limits

Card Account Number: *****5634, KIM J GARNERO [Switch Accounts](#)

Maintain authorization limits, then send the request.

Product: One Card Bank: 3757
Name: KIM J GARNERO Agent: 2709
Status: ** -OPEN Company: 12785

* = required

Authorization Limits

Credit Limit: * Single Purchase Limit
5000 5000

% Cash:
0

Available Credit:
5000

Fiscal First Month:
01

Refer to Managing Account:
 Merchant Authorization Controls
 Velocity Limits
 Single Purchase Limit

Merchant Authorization Controls

[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
AK953	Approve	5000	Custom	View Details Maintain
AK954	Approve	5000	Custom	View Details Maintain

The *Cardholder Accounts, Summary and Tasks* screen redisplay with the message that the request has been submitted for processing.

AccessOnline Merchant Authorization Control Maintenance

- **Remove an existing MCC control from an existing card account.**

On the *Cardholder Accounts, Summary and Tasks* screen, click on **Authorization Limits** to display the *Cardholder Account, maintain Authorization Limits* screen.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

State of Alaska

U.S. Bank Access® Online

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

Home
Contact Us

★ Log Out

Cardholder Accounts Summary and Tasks

Card Account Number: ***** [REDACTED] [Switch Accounts](#)

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Product: One Card Bank: 3757
Name: [REDACTED] Agent: 2709
Status: ** -OPEN Company: 12785

Task	Description
Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day, and open date.
Default Accounting Code	Input the default accounting code assigned to the account.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

From the *Cardholder Account, Maintain Authorization Limits* screen, locate the control you need to remove and click on **Maintain** to display the *Cardholder Account, Maintain Merchant Authorization Control* screen.

Active Work Queue
System Administration
Account Administration
Cardholder Accounts
Transaction Management
Data Exchange
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Cardholder Account Maintain Authorization Limits

Card Account Number: ***** [REDACTED] [Switch Accounts](#)

Maintain authorization limits, then send the request.

Product: One Card Bank: 3757
Name: [REDACTED] Agent: 2709
Status: ** -OPEN Company: 12785

* = required

Authorization Limits

Credit Limit: * Single Purchase Limit:
5000 0

% Cash:
0

Available Credit:
4902.81

Fiscal First Month:
01

Refer to Managing Account:

Merchant Authorization Controls
 Velocity Limits
 Single Purchase Limit

Merchant Authorization Controls

[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG10	Open		Standard	View Details Maintain
AK953	Approve	5000	Custom	View Details Maintain
AK954	Approve	5000	Custom	View Details Maintain

AccessOnline Merchant Authorization Control Maintenance

The *Cardholder Account, Maintain Merchant Authorization Control* screen displays. Scroll to the bottom of the screen and select **Remove Control**.

Template Single Purchase Limit:

Refer to Managing Account
Single Purchase Limit: No

Template Velocity Limits

	Totals	Totals
Daily Dollar: <input type="text"/>		Daily Transaction: <input type="text"/>
Cycle Dollar: <input type="text"/>		Cycle Transaction: <input type="text"/>
Monthly Dollar: <input type="text"/>		Monthly Transaction: <input type="text"/>

Custom Velocity Limits

	Totals	Totals
Other Dollar: <input type="text"/>		Other Transaction: <input type="text"/>

Refresh From Date:

Note: If the Refresh From Date is entered, one of the following two fields is required.

Refresh To Date:

Days in Refresh Cycle:

Refer to Managing Account
Velocity Limits: No

[<< Back to Authorization Limits](#)

The “Are You Sure?” screen displays. Scroll to the bottom of the screen and click **Yes, Remove**.


State of Alaska

U.S. Bank Access® Online

Request Status Queue

Active Work Queue

System Administration

Account Administration

Cardholder Accounts

Transaction Management

Data Exchange

Account Information

Reporting

My Personal Information

Home

Contact Us

Are You Sure?

Control Name: MCOG10

Description: TELECOMMUNICATIONS

Type: Standard

MCC Field 1: 4812,4814,4815,4816,4821

MCC Field 2:

MCC Field 3:

MCC Field 4:

MCC Field 5:

Authorization Action: Open

Refer to Managing Account

Merchant Authorization Controls: No

Template Single Purchase Limit:

Refer to Managing Account

Single Purchase Limit: No

★ Log Out

AccessOnline Merchant Authorization Control Maintenance

The *Cardholder Account, Maintain Authorization Limits* screen redispays. The control has been removed from the Merchant Authorization Controls list.

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

Home
Contact Us

Cardholder Account
Maintain Authorization Limits ★ Log Out

Card Account Number: ***** [Switch Accounts](#)

Maintain authorization limits, then send the request.

Product: One Card **Bank:** 3757
Name: [REDACTED] **Agent:** 2709
Status: ** -OPEN **Company:** 12785

* = required

Authorization Limits

Credit Limit: * Single Purchase Limit:
C5000 0

% Cash:
0

Available Credit:
4902.81

Fiscal First Month:
01

Refer to Managing Account:
 Merchant Authorization Controls
 Velocity Limits
 Single Purchase Limit

Merchant Authorization Controls
[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
AK953	Approve	5000	Custom	View Details Maintain
AK954	Approve	5000	Custom	View Details Maintain

Scroll to the bottom of the page and click on **Send Request**. The *Cardholder Accounts, Summary and Tasks* screen redispays with the message the request has been submitted for processing.