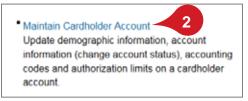
Account close and reopen

You can use this quick reference guide as a fast reminder of the basic steps for closing and reopening accounts.

	Account administration
C	Account information
nag	Request status queue
A	Active work queue

1. Select Accounts>Account administration.



2. Click Maintain Cardholder Account.

3	Account Overview
	Account Status Open & 4 Account Credit Limit (1) \$1 &
	Current Balance (i)

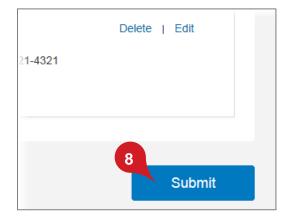
- 3. Search and select the account, and then open the *Account Overview* section.
- 4. Click the Edit icon.

_	
•	Account Overview
	Account Status
	Current
	Open
	New
	V9-Voluntarily Closed 5
	T9-Closed - Terminated
	Current Balance (i)
	-

- To close an account, select T9-Closed -Terminated for a permanent closing or V9-Voluntarily Closed for a temporary closing.
- 6. To reopen an account, select Open.



7. Click Next.



8. Review your changes and click Submit.

All trademarks are the property of their respective owners.

You may not reproduce this document, in whole or in part, without written permission. CAT ID: NA