



# State of Alaska Department of Administration

## AccessOnline Merchant Authorization Control Maintenance

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### Introduction

Merchant authorization control maintenance provides Department Program Administrators (DPAs) with the ability to maintain merchant authorization controls (MAC) for their card accounts. This is accomplished one of three ways

1. At the time a new card is ordered
2. When a card transaction is declined due to a non-allowed merchant category code
3. When it's determined a OneCard needs additional MCC Template/Groups or individual codes.

An existing cardholder needs merchant category code capability that is not included in one of the predefined groups.

The DPAs must be assigned the Merchant Authorization Control (MAC) [Functional Entitlement Group \(FEG\)](#) security in USBank AccessOnline for them change MCCs on One Cards. MAC access rights should not be given to program delegates.

DPAs can add MCCs/MCC template through USBank AccessOnline with a few exceptions:

1. CTS accounts
  - a. these changes need to be submitted to the State of Alaska [DOF PCard Support Team](#). The PCard Team will reach out to USBank to update the CTS. Effective October 2024, USBank has a restricted list of MCCs that can be added to a CTS. If a MCC is not listed in the [Allowable MCC Group for CTS](#), it can not be added. The purchase will need to be made with a PCard.
2. If a template or single MCC is not currently being used by another cardholder under the same Managing Account (Processing Hierarchy bank/agent/company), the system will not allow DPAs to add them directly.
  - a. These changes need to be submitted to the [DOF PCard Support Team](#) who will contact the our [USBank Account Coordinator](#).

There are two types of MCC Groups; custom [State of Alaska MCC Groups](#) that begin with AK, and the standard [US Bank MCC Groups](#) that begin with MCCG.

## ***New Cardholder Accounts***

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 our [USBank Account Coordinator](#).

## ***Existing Cardholder Accounts***

If you want an individual MCC to be added to an existing Cardholder account, that MCC must be included in the Managing Account setup. If it is not included, the individual MCC must be added to the OneCard by USBank.

If you want a Template/Group to be added to an existing Cardholder account, that Template/Group must either be:

1. Already attached to a OneCard that points to the same Management account OR
2. Already attached to the Managing Account.

When you maintain an existing 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 [DOF PCard Support Team](#) who will contact [USBank Account Coordinator](#).


## ***How to Maintain a Merchant Authorization Control***

**Sign on to AccessOnline.** AccessOnline is available at <https://access.usbank.com/cpsApp1/index.jsp>.

Refer to [How to Setup Employee OneCards](#) to or the AccessOnline Training Guide for instructions on how you add MCC code/groups to a new Cardholder account.

Below are instructions on how you can add an MCC code/group template to an existing OneCard in Access Online:

1. Click on **Account Administration**
2. Click on **Maintain Cardholder Account**
3. Locate the account, click the **radio** button, then click on **Confirm**.
4. Scroll to the Authorization Limits section (the last one) and click on the “+” symbol to expand it.
5. Under the Merchant Authorization Control (MAC) section, either key the code into the Control and Description field if known or click on the magnifying glass symbol to search.
6. Set the Authorization Action to **Open** and the Use Managing Account MAC Values to **No**.
7. Click on **Add**.
8. Scroll to the bottom of the screen and click **Next**.
9. Review the changes being made and click on **Submit**.
10. Once completed, below is how it will look on the account:

Permanent MACs				
Control and Description	Single Purchase Limit	Authorization Action	Use Managing Account MAC Values	Action
5999  (Custom) MISC/SPEC RETAIL SHOP	\$0	Open	No	<a href="#">Remove</a>

When the transaction is complete and/or you are ready to remove the code, you will simply click on **Remove** under the Action column shown above. Then you will click on **Next**, and then click on **Submit**.