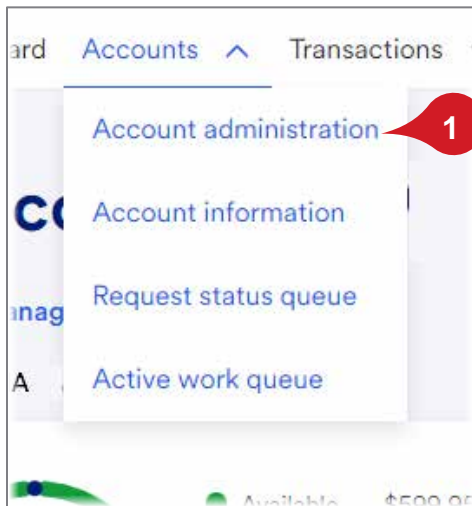
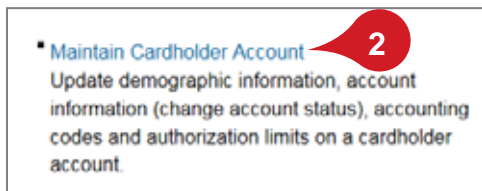


# Account close and reopen

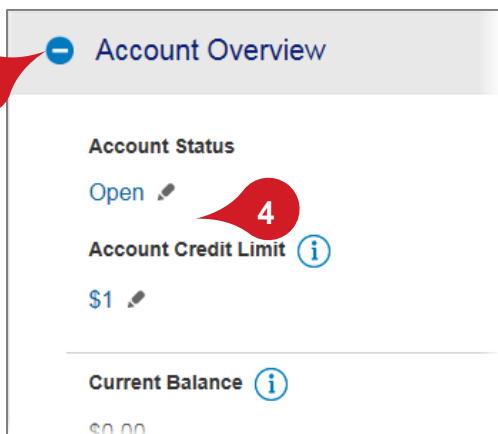
You can use this quick reference guide as a fast reminder of the basic steps for closing and reopening accounts.



1. Select **Accounts>Account administration**.

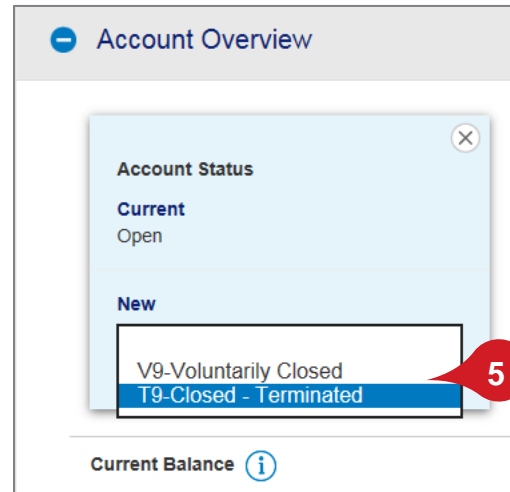


2. Click **Maintain Cardholder Account**.



3. Search and select the account, and then open the *Account Overview* section.

4. Click the **Edit** icon.

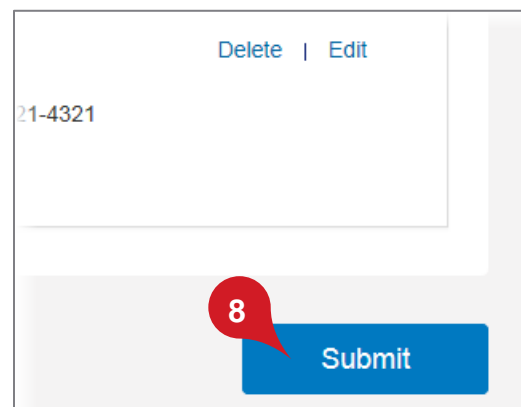


5. To close an account, select **T9-Closed - Terminated** for a permanent closing or **V9-Voluntarily Closed** for a temporary closing.

6. To reopen an account, select **Open**.



7. Click **Next**.



8. Review your changes and click **Submit**.

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