## Account close and reopen

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

ard	Accounts A Transactions
	Account administration 1
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 1
	Current Balance (i)

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

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

- 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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