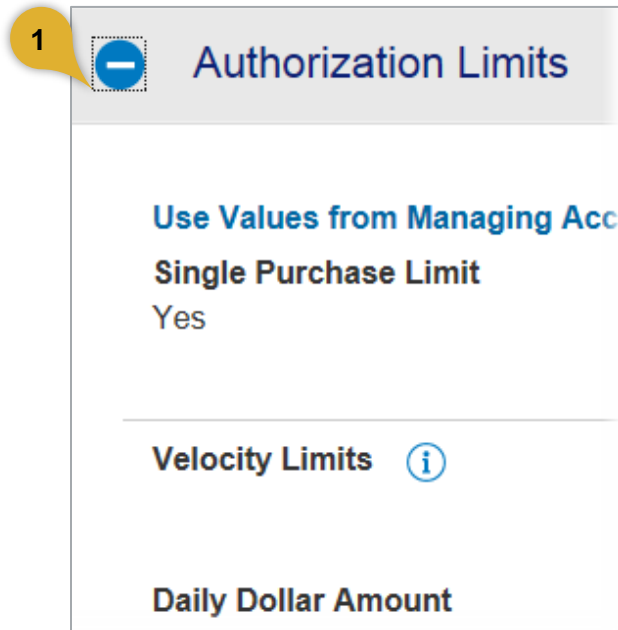


# Merchant Authorization Control Scheduling

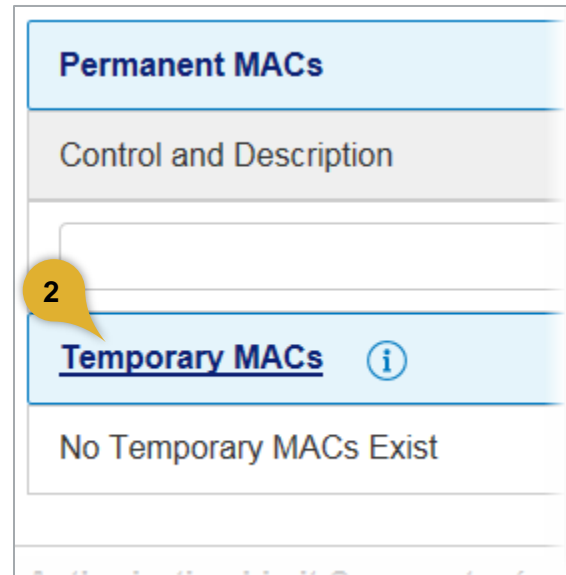
You can schedule a temporary merchant authorization control (MAC). When you schedule a temporary MAC, you can specify that the MAC is:

- Permanent and begins in the future
- Temporary and starts immediately
- Temporary and starts in the future

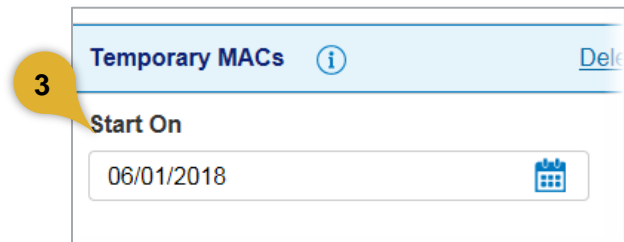
**Tip!** You cannot maintain permanent and temporary MACs at the same time. After you schedule a MAC, you cannot maintain a permanent MAC until you delete all temporary MACs.



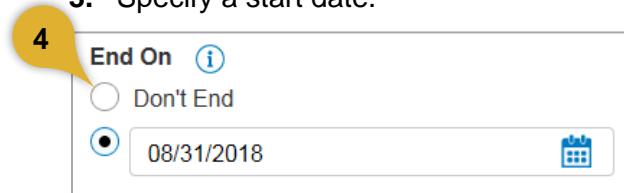
1. While creating or maintaining an account, open the *Authorization Limits* section.



2. Click **Temporary MACs**.



3. Specify a start date.



4. Specify an end date, if needed, or select the *Don't End* radio button if the MAC should be permanent.

5. Click the **Search** icon.

6. Specify search criteria.

7. Click **Search**.

8. Select the MAC.

9. Click **Confirm**.

10. Select the action.

11. Select to use managing account MAC values or not.

12. Click **Add**.

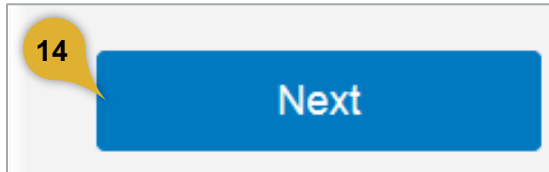


13

Authorization Limit Comments *(optional)*

A screenshot of a web form showing a text input field. Above the field, the text "Authorization Limit Comments (optional)" is displayed. A yellow callout bubble with the number "13" is positioned to the left of the field.

13. Type any comments.

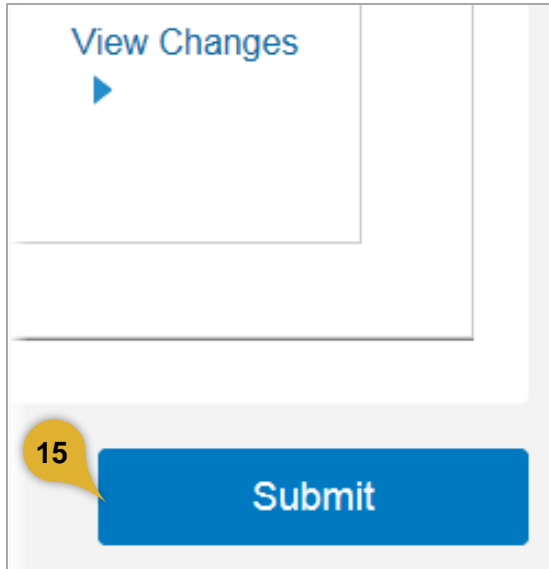


14

Next

A screenshot of a blue button labeled "Next". A yellow callout bubble with the number "14" is positioned to the left of the button.

14. Click **Next**.



View Changes

15

Submit

A screenshot of a web form. At the top, there is a link labeled "View Changes" with a right-pointing arrow. Below this, there is a large empty rectangular area. At the bottom of the form, there is a blue button labeled "Submit". A yellow callout bubble with the number "15" is positioned to the left of the button.

15. Click **Submit**.

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## **Survey**

Please take a few minutes to respond to a short [survey](#) on our training.