

Change a Cardholder's Address

You can use this quick reference guide as a fast reminder of the basic steps for changing a cardholder's address.

- 1. **Maintain Cardholder Account**
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.

1. Select **Account Administration** and then click the **Maintain Cardholder Account** link.

2. Account Owner's Information

Social Security Number
***-**-0000

Mailing Address 
200 S 6TH STREET
EP-MN-L26C
MINNEAPOLIS, Minnesota 554021403
USA

2. Search and select the account, and then open the *Account Owner's Information* section.
3. Click the **Edit** icon.

Mailing Address

Current
200 S 6TH STREET
EP-MN-L26C
MINNEAPOLIS, Minnesota 554021403
USA

New

Country
4

Address Line 1

Address Line 2 (Optional)

City State

4. Specify a new address.

Authorization Limits

Cancel Next

5. Click **Next**.

Delete | Edit

21-4321

6

Submit

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

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