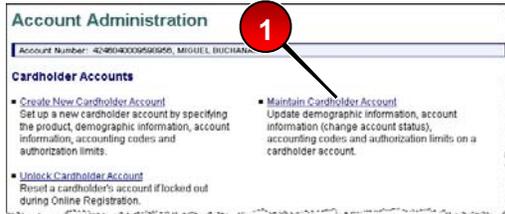


Change a Default Accounting Code

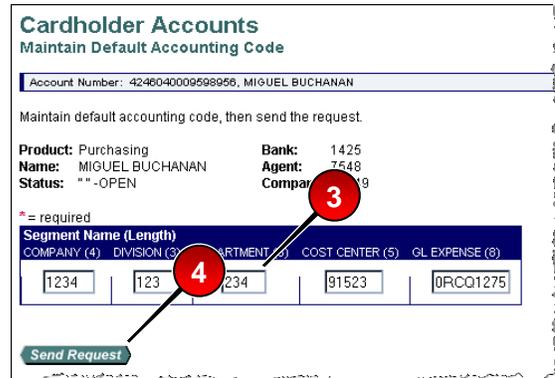
You can use this quick reference guide as a fast reminder of the basic steps for changing a cardholder's default accounting code.



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



2. Click the **Default Accounting Code** link.



3. Specify a default accounting code.
4. Click the **Send Request** button.

➤ *Learn More:* For more detailed information, refer to the *Cardholder Account Setup and Maintenance* web-based training lesson and user guide available at:

<https://wbt.access.usbank.com>

Contact your program administrator for the most current passwords.

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