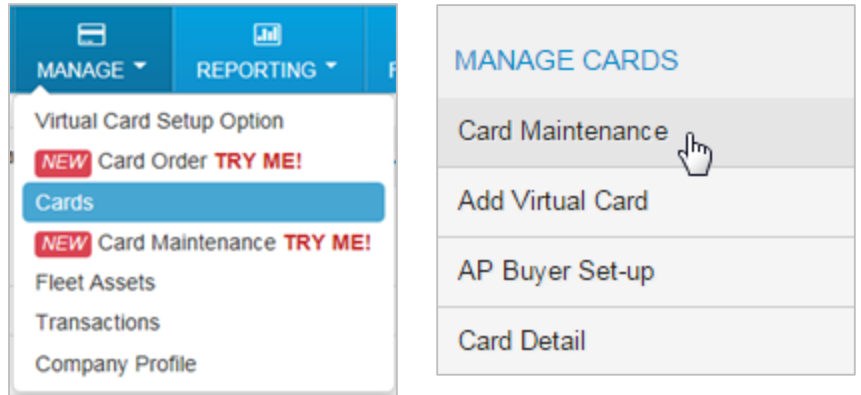


# Recycle Card Limit

(iConnectData > Manage > Cards > Card Maintenance)

This option allows you to reset the limit on a Comdata card. Note that recycling a card limit resets the limit for the current day's available transactions and any additional monthly or weekly cycle limits in place.

1. Access the Card Maintenance page (iConnectData > Menu Bar > Manage > Cards > Card Maintenance).



2. Select the account code and customer ID under which the card is assigned.

Card Maintenance

Account Number:

Customer ID:

Customer ID Drop Down Sort by:  Customer Name  Customer ID Number

Search By:  Employee/Vehicle Number  Card Number  Last Name

Search Value:

If you leave Search Value blank and click "Submit", you'll get a Card List.

3. On the Card Listing page, select the Card Number or Employee Number link of the card you want to reset.

Card Listing

Total number of Cards: 13

	Account	Cust ID	Employee Number	Cardholder Name	Card Number	Status	Last Activity Date
<input type="button" value="EDIT"/>	XD001	33857	764047	BISHIOPTEST, KATHY	<a href="#">5600171676420047</a>	Active	00/00/00
<input type="button" value="EDIT"/>	XD001	33857	9292	CARDONE, TEST	<a href="#">5600171676379292</a>	Active	00/00/00

4. On the Edit a Card page, select **Recycle Card Limit**. A “Card Limit reset successful” message displays, confirming the reset is complete.

**Edit a Card**

\* indicates a required field

Card limit reset successful.

Card Number:  [Search](#)

Employee/Vehicle Number:

[View Card List](#)

Account Code: TE999 [Update Card](#)

Customer ID: 90000

Card Number: 5600000000000000

\*P Custom Acct Employee Number:

First Name:

Last Name:

Status:  ▼

[Company Standards](#)

[Voice/Fax Mail](#)

[Comdata Card Options: \\$10000.00](#)

[Pin Reset](#)

[Card Transfer](#)

[Move](#)

[Recycle Card Limit](#)