How to Update Credit Card Details and Limits

The card details feature allows you make updates to cardholder details, credit card limits and/or spend controls, one card at one time.

Steps to update one card at a time, using Visa Spend Clarity for Enterprise:

- Follow the navigation path: **Administration > Accounts & Cards > Card Management**
- Click the **Open** link
- Locate the desired card account
- Click **Details** link
- Click **Refresh**
- Click **Edit** to make all the fields editable
- Update the desired field
- Click **Submit**
- Click **Refresh (screen only updates upon hitting Refresh button)**

Prior to submitting updates, please review important information below:

Cardholder Details	It is not permissible to transfer a card from one employee to another. Changes to cardholder name (spelling error) or legal name are permissible. Upon updating cardholder or company name, please email Commercial Cards Support at rbccommercialcards@rbc.com to request a replacement plastic card.
Cardholder Address	Refers to the delivery address intended for card shipment only.
Account Limits	**Credit Limit:** Updates take effect immediately. **Temporary Limit:** Once a temporary limit has been set, it cannot be edited. To change it, remove the existing one and set a new one. **Temporary Block:** To temporarily stop transactions, insert $1.00 amount in the Cycle Limit field or Single Purchase Limit field. Either will cause transactions over $1.00 to decline. When ready to allow transactions again, simply remove the $1.00 limit.
MCC Groups	Updates take effect immediately.