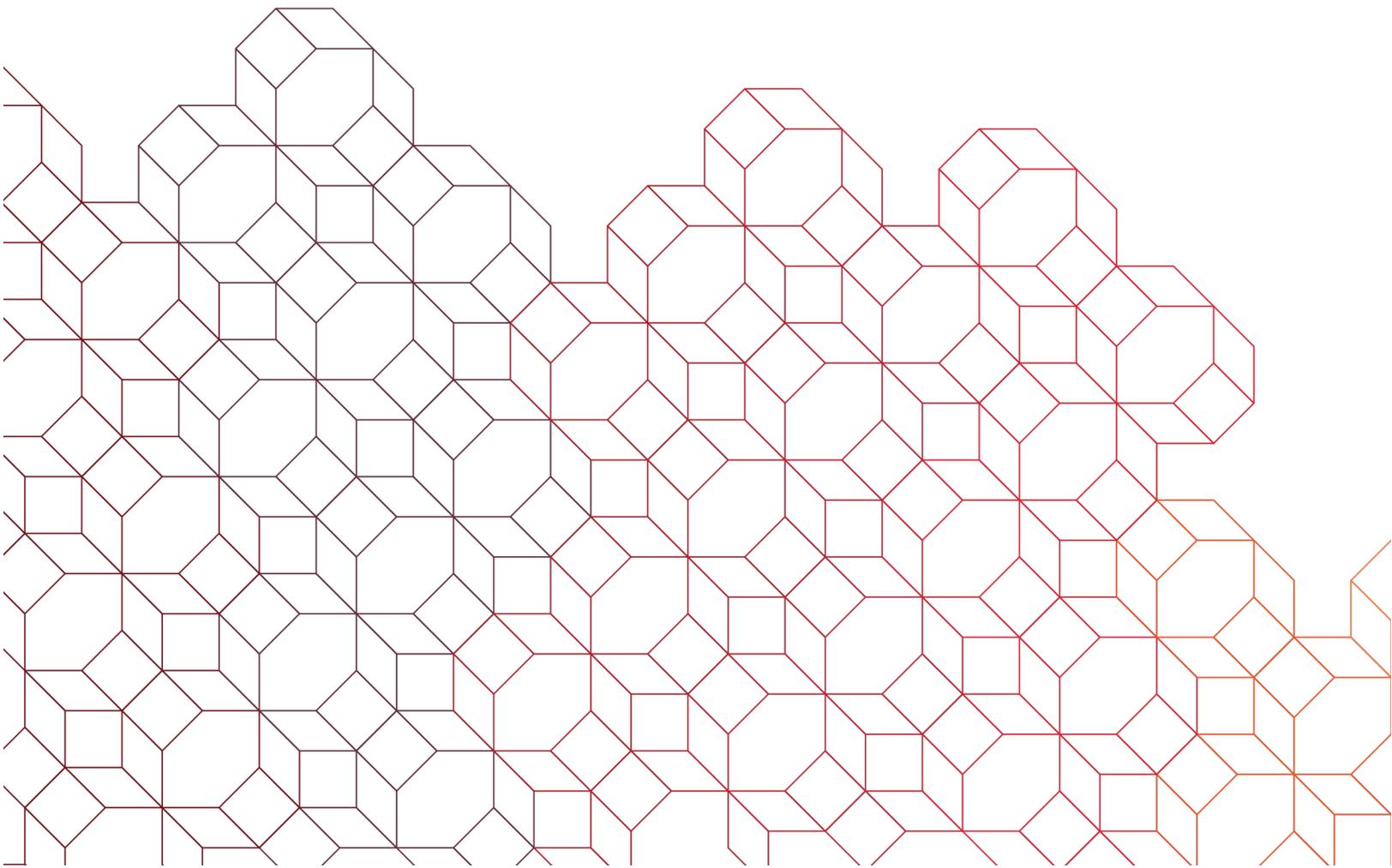




Spend Control

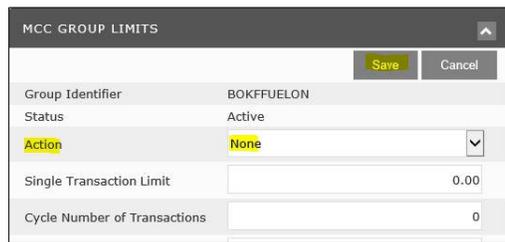
Maintain MCC Groups



Follow steps below to temporarily allow transactions to process from a blocked merchant on one of your cardholder accounts. Once the transaction has been processed or the MCC code has been added to Approved list, you can turn the restriction back on so that all merchants outside of approved list will be blocked again.

To open a fleet card up to outside merchants:

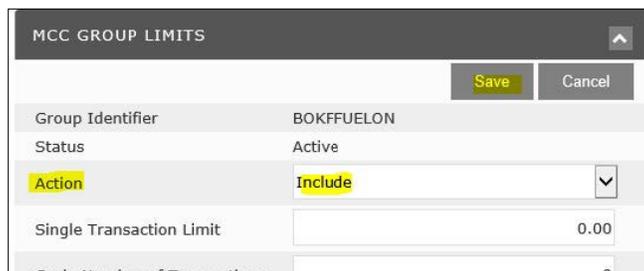
- In Spend Control, go to Account Manager > Account Maintenance > Search by: “All Account” and click on cardholder name.
- You will now be at the Account Maintenance screen.
- In the MCC Group Limits sections, click “Edit”. Change the Action to “NONE” and click “Save”.



The screenshot shows the 'MCC GROUP LIMITS' form. At the top right are 'Save' and 'Cancel' buttons. The form fields are: Group Identifier (BOKFFUELON), Status (Active), Action (None), Single Transaction Limit (0.00), and Cycle Number of Transactions (0).

To return MCC restrictions to block outside merchants:

- Once the transaction has been approved/MCC Code added to Approved list, go to Account Manager > Account Maintenance > Search by: “All Account” and click on the appropriate cardholder name.
- You will now be at the Account Maintenance screen.
- In the MCC Group Limits sections, click “Edit”. Change the Action to “INCLUDE” and click “Save”.



The screenshot shows the 'MCC GROUP LIMITS' form. At the top right are 'Save' and 'Cancel' buttons. The form fields are: Group Identifier (BOKFFUELON), Status (Active), Action (Include), Single Transaction Limit (0.00), and Cycle Number of Transactions (0).

Please contact your BOK Financial Corporate Card Account Manager for permanent MCC group updates.

