

DIGITAL BANKING

QUICK GUIDE



**HOW TO UPDATE YOUR
CONTACT INFORMATION**

HOW TO UPDATE YOUR CONTACT INFORMATION THROUGH THE MOBILE APP

1. Click **More** in the lower right corner
2. Click **Settings**
3. Click **Contact**
4. **Update your address, phone number(s), and email address**
5. Click **Save**
6. Identity verification is needed before your information can be saved
 - a. **Select to receive a verification code** via automated call or text
 - b. Click **Sent Code**
 - c. **Enter the Verification code**
 - d. Click **Verify**

HOW TO UPDATE YOUR CONTACT INFORMATION THROUGH ONLINE BANKING

1. Hover over **Tools** in the navigation
2. Click **Settings**
3. Click **Contact**
4. Click on the pencil icon to edit
5. **Update your address, phone number(s), and email address**
6. Click **Save**
7. Identity verification is needed before your information can be saved
 - a. **Select to receive a verification code** via automated call or text
 - b. Click **Sent Code**
 - c. **Enter the Verification code**
 - d. Click **Verify**