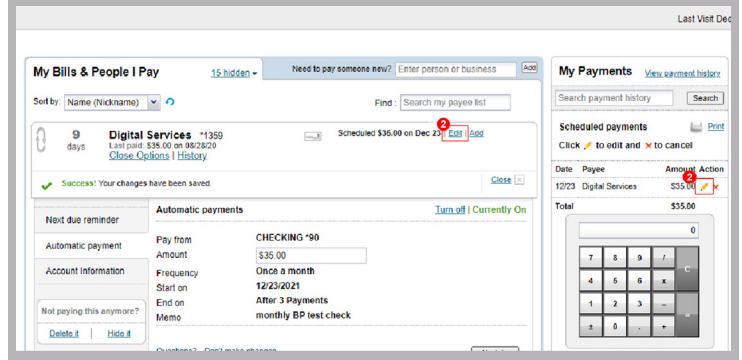
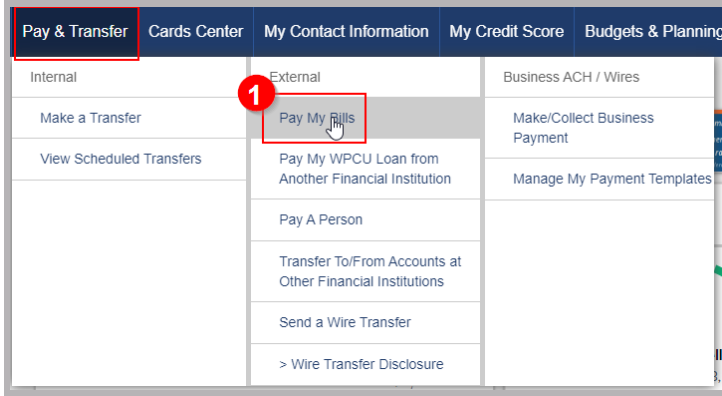




BILL PAY | How do I edit a recurring bill payment?

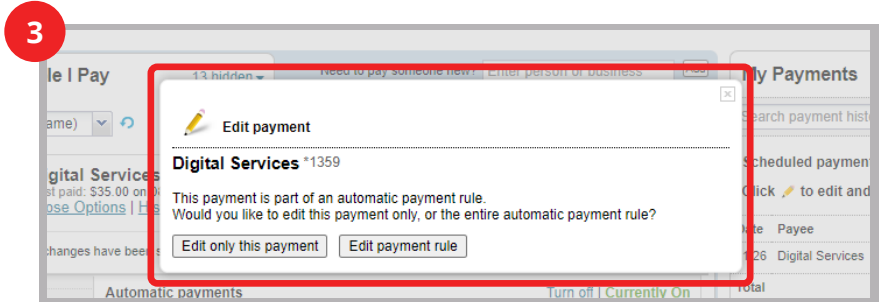
Online Banking

1. Hover over **"Pay & Transfer"** in the main menu bar and select **"Pay My Bills"**.
2. In the **"My Bills & People I Pay"** section, click on **"Edit"** for the payee you want to edit, or click on the pencil under **"Scheduled payments"** in the **"My Payments"** section in the top right.



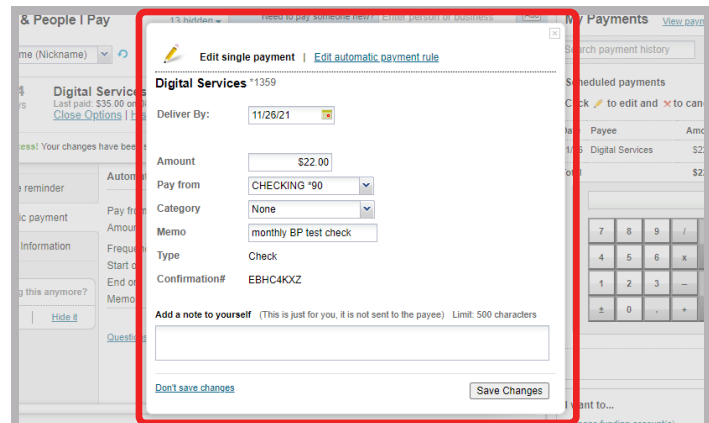
3. Select one of the following options:

- **"Edit only this payment"**
- **"Edit payment rule"**

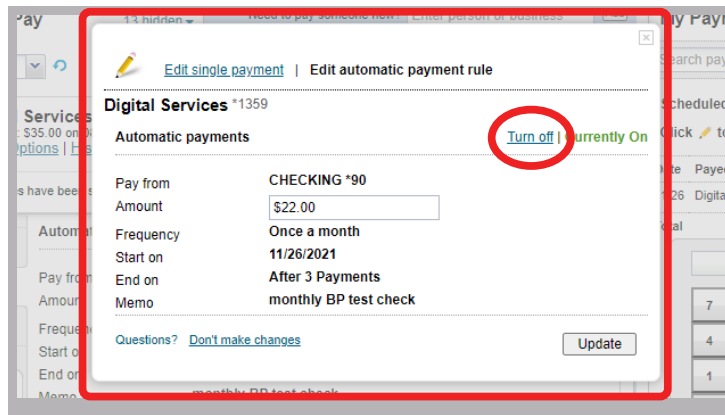


When selecting **"Edit only this payment"** you can update the following fields:

- Deliver by date
- Amount
- Funding account
- Category
- Memo
- Note



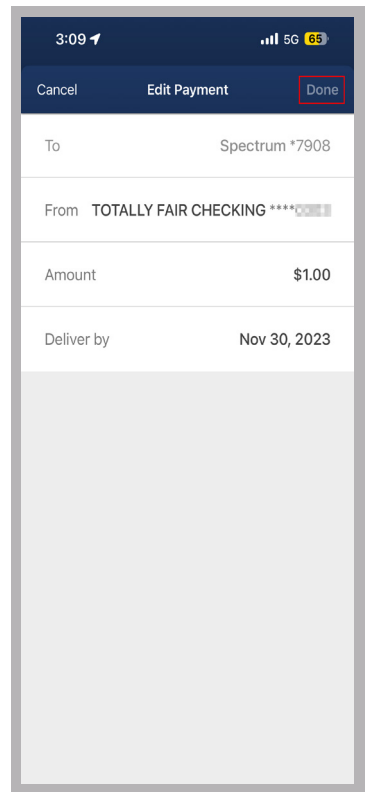
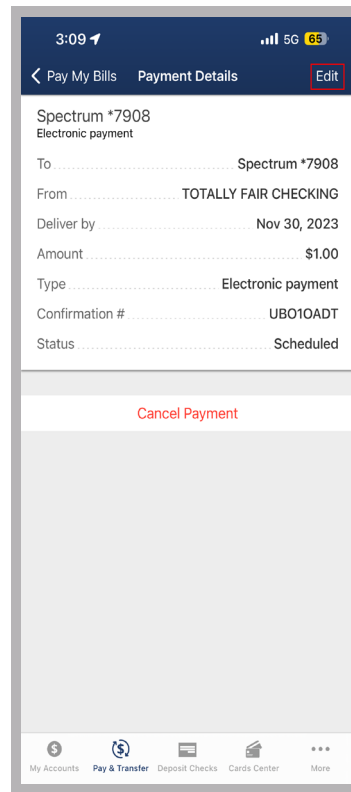
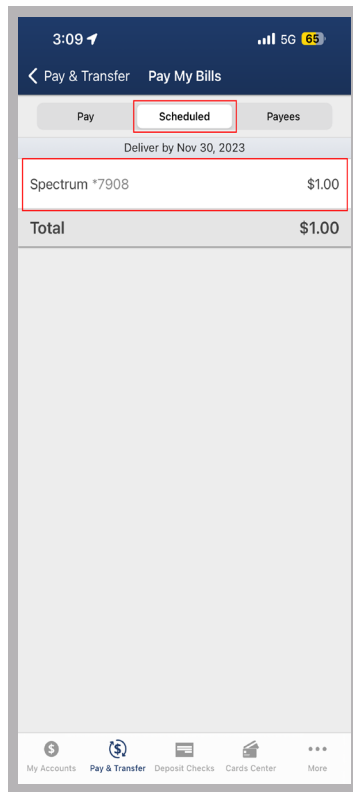
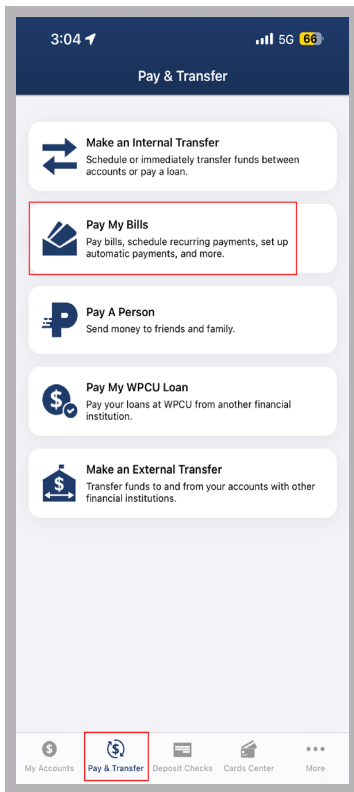
When selecting **"Edit payment rule"** you can only edit the amount. If you want to edit any other field, such as funding account, frequency, start date, end date or memo, you must click **"turn off"** and then set up a new automatic payment rule.



Mobile Banking

To edit a single upcoming payment:

1. Navigate to **"Pay My Bills"** from the **"Pay & Transfer"** menu at the bottom of the screen, and then select the **"Scheduled"** tab at the top of the screen.
2. Select the payment you wish to edit and then tap on **"Edit"**.
3. You can then update the following fields:
 - Deliver by date
 - Amount
 - Memo



To edit a payment rule:

1. Once you're within **"Pay My Bills,"** select the **"Payees"** tab at the top of the screen.
2. Select the payee with the automatic payments you wish to edit and then tap on **"Auto Pay on"** in the top right.
3. Select **"turn off"** to turn off this automatic payment. You will then need to set up a new automatic payment rule.

