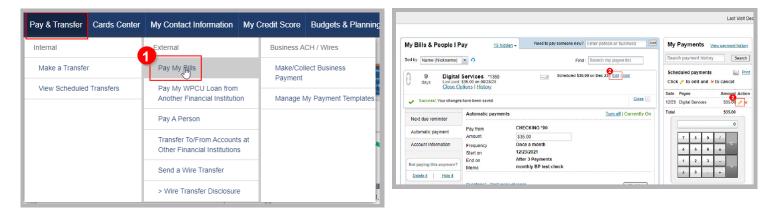
Online Banking

- 1. Hover over "Pay & Transfer" in the main menu bar and select "Pay My Bills".
- 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.

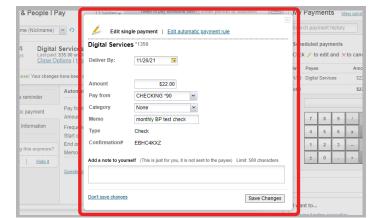


- 3. Select one of the following options:
 - "Edit only this payment"
 - "Edit payment rule"



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

- Deliver by date
- Amount
- Funding account
- Category
- Memo (will not be sent for electronic payments)
- Note (will not be sent with the payment, for your record only)



🗑 WPCU.coop 🤅

🗶 /WPCU 🚹 /WrightPattCreditUnion 🙆 /WrightPattCreditUnion 🕞 /





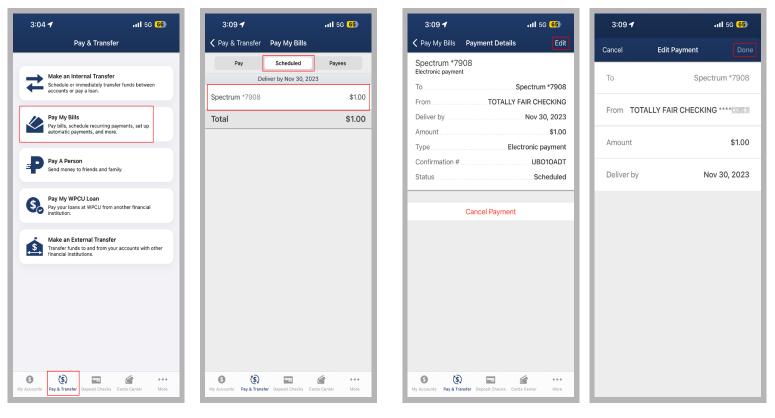
Save Better. Borrow Smarter. Learn A Lot! WPCU.coop | (800) 762-0047 | TTY: (800) 750-0750 or 711 When selecting "*Edit payment rule*" you can only edit the amount. If you want to edit any other field, such as funding account, frequency, start date, end date or memo, you must click "*turn off*" and then set up a new automatic payment rule.

| ray ັ∽ ຄ | Edit single payment Edit automatic payment rule | | × | ay Payr Search pay | |
|-------------------------------------|---|---|--------|------------------------------|--|
| Service s35.00 on ptions H | Digital Services *1359 Automatic payments | | | scheduled Click 🥖 to | |
| s have bee | e Pay from Amount | CHECKING *90 \$22.00 | | Payee Digital | |
| Autor Pay from Amour | ¹¹ Frequency Start on ¹⁷ End on Memo | Once a month 11/26/2021 After 3 Payments monthly BP test check | (al | 7 | |
| Freque Start o End or Memo | Questions? Don't make changes | | Update | 4 | |

Mobile Banking

To edit a single upcoming payment:

- 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.
- Select the payment you wish to edit - iPhone users can hit "Edit" on the top right of the screen, and Android users can click the pencil on the bottom right of the screen.
- 3. You can then update the below fields. iPhone users can select "Done" to save, and Android users can select the checkmark on the bottom right of the screen.
 - Deliver by date
 - Amount
 - Memo



Ø WPCU.coop ∞ /WPCU f /WrightPattCreditUnion /WrightPattCreditUnion

🕞 /WPCU



Save Better. Borrow Smarter. Learn A Lot! WPCU.coop | (800) 762-0047 | TTY: (800) 750-0750 or 711

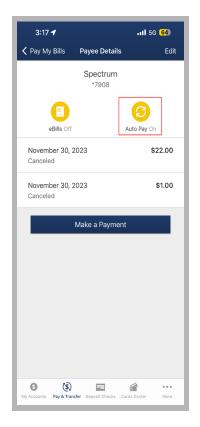


To edit a payment rule:

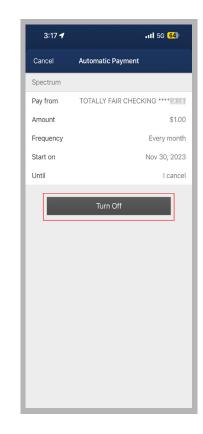
1. Once you're within "Pay My Bills," select the "Payees" tab at the top of the screen.

| 3:17 🗲 | | .11 5 G 65 | 1 |
|-----------------------------|-----------------|--------------------------|---|
| 🕻 Pay & Transfer | Pay My Bills | | |
| Pay | Scheduled | Payees | |
| Add a person or | business | Add | |
| | Existing Payees | | ļ |
| Spectrum *7908 No recent | 3 | | |
| | | | 1 |
| | | | l |
| | | | l |
| | | | l |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| (\$) | _ | 4 | |
| | | i | |

2. Select the payee with the automatic payments you wish to edit and then tap on "Auto **Pay on**" in the top right.



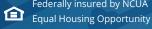
3. Select "turn off" to turn off this automatic payment. You will then need to set up a new automatic payment rule.



©2025 Wright-Patt Credit Union, Inc. All Rights Reserved.

X/WPCU **f**/WrightPattCreditUnion **i**/WrightPattCreditUnion WPCU.coop ► /WPCU

> Save Better. Borrow Smarter. Learn A Lot! WPCU.coop (800) 762-0047 | TTY: (800) 750-0750 or 711



Federally insured by NCUA