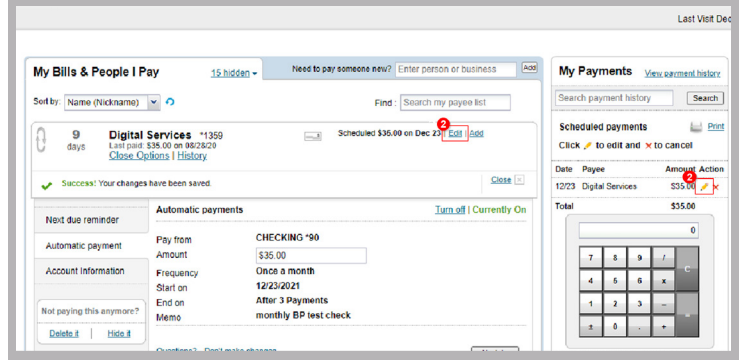
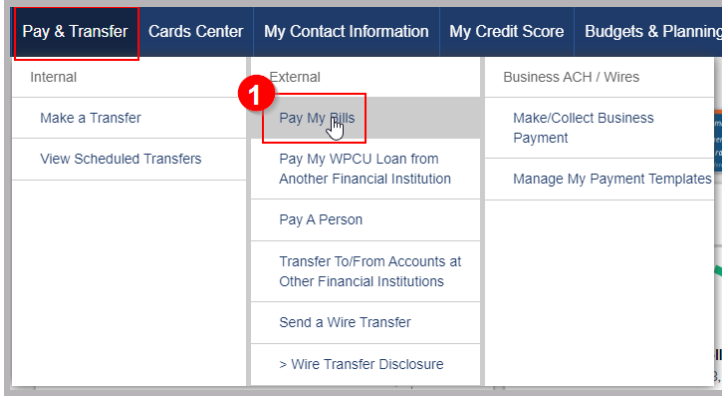




# BILL PAY | How do I edit a recurring bill payment?

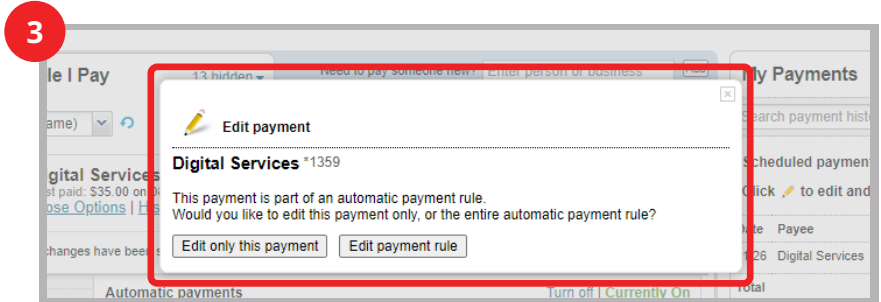
## Online Banking

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.



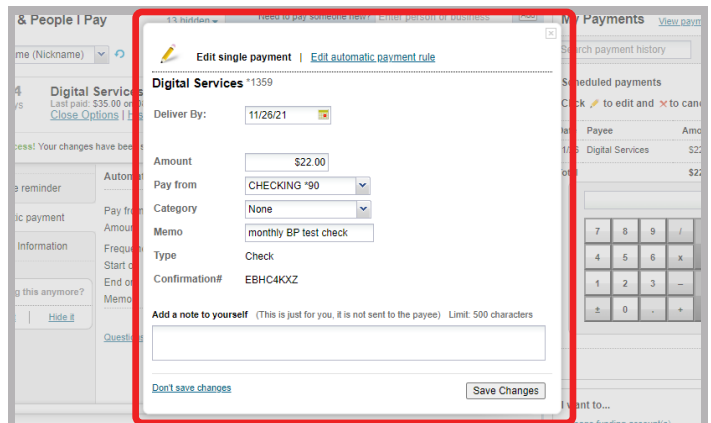
3. Select one of the following options:

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

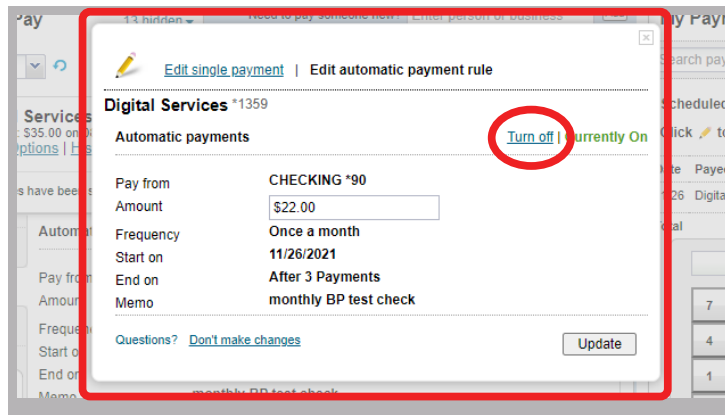


When selecting **"Edit only this payment"** you can update the following fields:

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



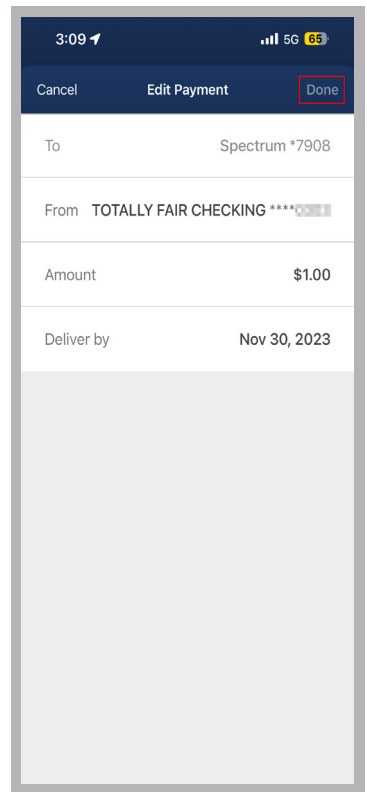
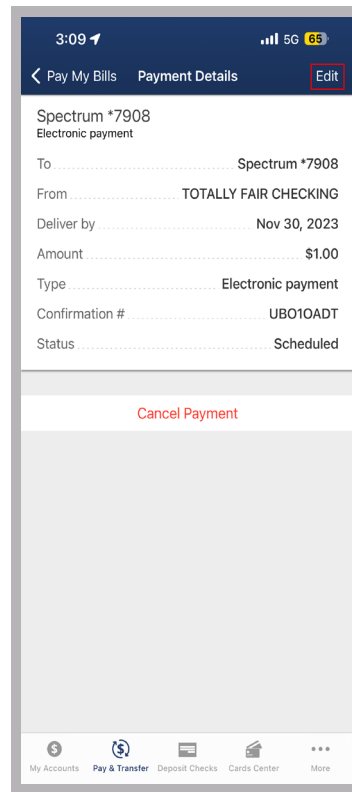
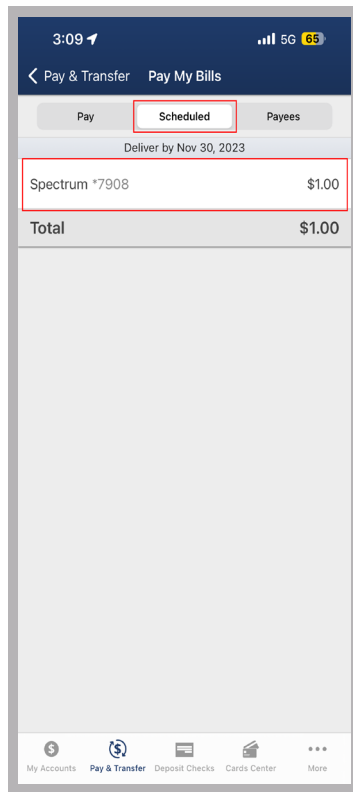
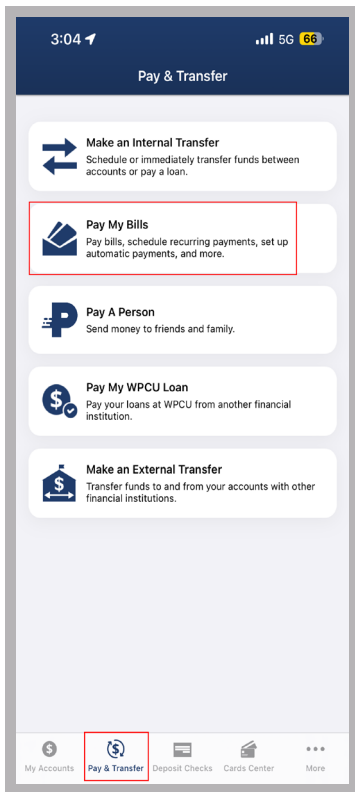
When selecting **"Edit payment rule"** you can only edit the amount. If you want to edit any other field, such as funding account, frequency, start date, end date or memo, you must click **"turn off"** and then set up a new automatic payment rule.



## 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 - 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



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.

