

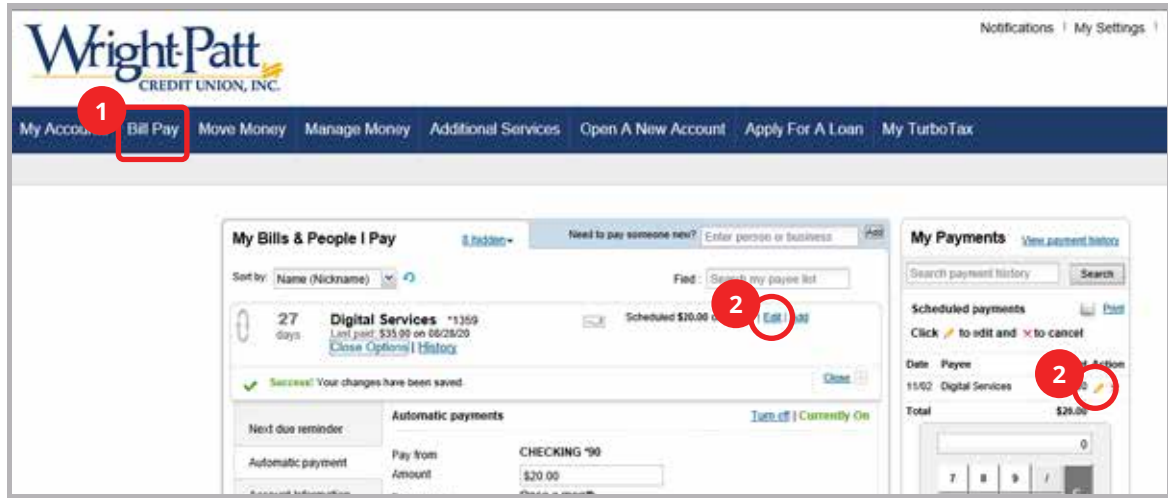


BILL PAY | How do I edit a recurring bill payment?

Online Banking

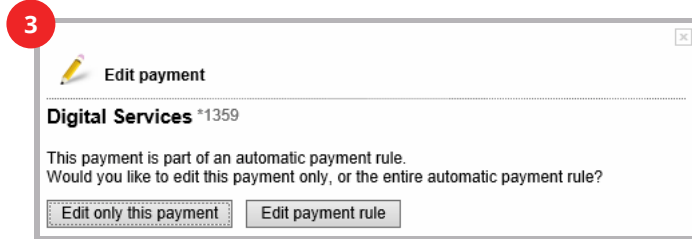
1. Click **"Bill Pay"** in the main menu bar.

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.



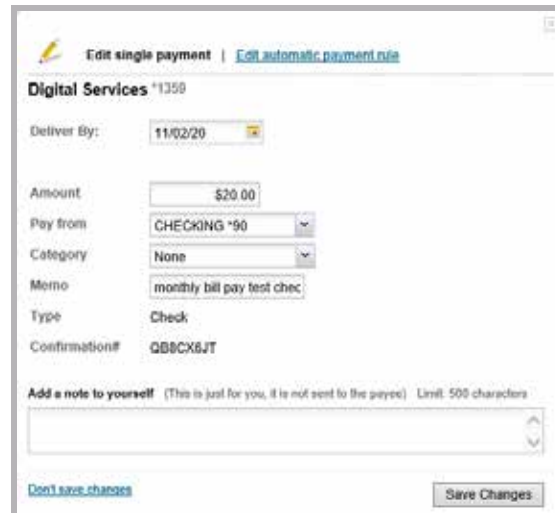
3. Select one of the following options:

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

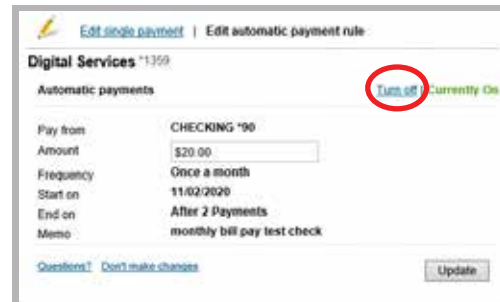


When selecting **"Edit only this payment"** you can update the following fields:

- 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, state date, end date or memo, you must click **"turn off"** and then set up a new automatic payment rule.



WPCU.coop



/WPCU



/WrightPattCreditUnion



/WrightPattCreditUnion



/WPCU

Save Better. Borrow Smarter. Learn A Lot!

WPCU.coop | (800) 762-0047 | TTY: (800) 750-0750 or 711



Mobile Banking

To edit a single upcoming payment:

1. Tap on "**Bill Pay**" from the main 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 the pencil icon.



3. You can then update the following fields:

- Deliver by date
- Amount
- Memo

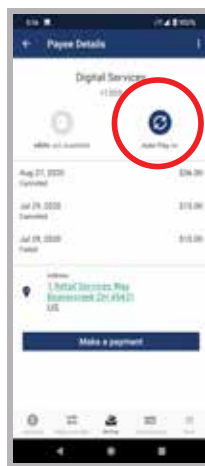


To edit a payment rule:

1. Tap on "**Bill Pay**" from the main menu at the bottom of the screen, and then 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.

