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)



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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.

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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



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To edit a payment rule:

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

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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.



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