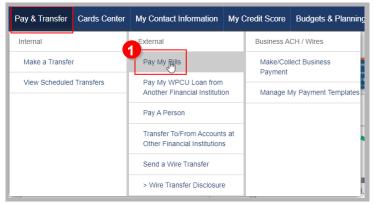
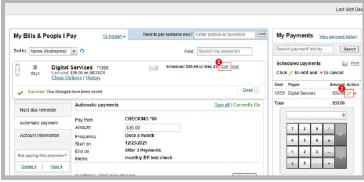
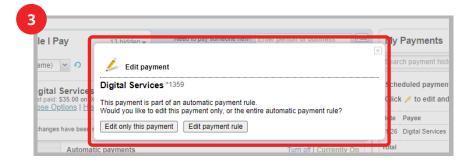
Online Banking

- 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







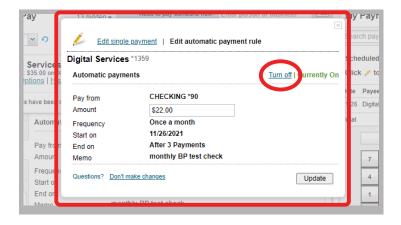








When selecting "Edit payment rule" you can only edit the amount. If you want to edit any other field, such as funding account, frequency, start date, end date or memo, you must click "turn off" and then set up a new automatic payment rule.



Mobile Banking

3:04 🗸

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.

Pay & Transfer

Schedule or immediately transfer funds between accounts or pay a loan.

Pay bills, schedule recurring payments, set up automatic payments, and more.

Pay My WPCU Loan
Pay your loans at WPCU from another financial institution.

Send money to friends and family.

Make an External Transfer

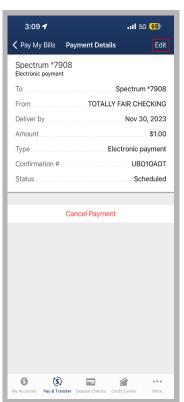
(\$)

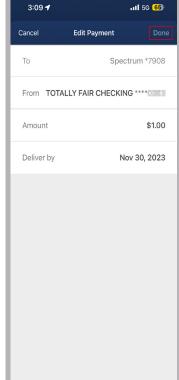
Make an Internal Transfer

Pay My Bills

.11 5G 66

- 3:09 ◀ .11 5G 65 ⟨ Pay & Transfer Pay My Bills Scheduled Payees Spectrum *7908 \$1.00 Total \$1.00 0 (\$) 4
- 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















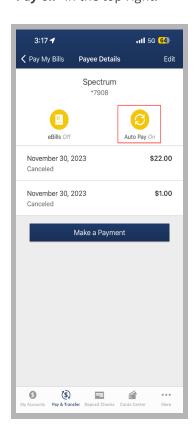
► /WPCU

Federally insured by NCUA

Equal Housing Opportunity

To edit a payment rule:

- 1. Once you're within "Pay My Bills," select the "Payees" tab at the top of the screen.
 - .11 5G 65 3:17 🕇 ⟨ Pay & Transfer Pay My Bills Existing Payees Spectrum *7908 (\$) 0
- 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.

