



Desktop Edit a Payee

Editing a payee allows you to quickly and securely update existing bill pay details.

Editing a Payee Step-by-Step

Use the following steps to edit a payee.

Step	Action
1	Click the Pay my Bills menu at the top of the screen.
2	Click the Manage Billers (Payees) hyperlink menu at the top of the screen.
3	Optional: Search for Biller (payee) to delete using one of the following methods: <ul style="list-style-type: none">• Click and enter keywords into the Search by name or nickname field.• Click the Slider () icon to search by Category.• Click the Billers (payees) hyperlink to sort billers (payees) A to Z or Z to A.• Scroll through the list of named billers (payees).
4	Click the ellipsis (:) next to the payee's name in the Billers (Payees) list.
5	Click the View Edit Biller (Payee) button.
6	Scroll and click the Edit hyperlink to make changes to any of the following: <ul style="list-style-type: none">• Biller (Payee) Information• Category• Default Payment Method• Address
7	Scroll and click the Add to Group hyperlink to update the group.
8	Click the Save Biller (Payee) button to save your edits.
9	Optional: Click the Back button at the bottom left to return to the Manage Billers (Payee) page.
10	Optional: Click the Delete Biller (Payee) button at the bottom right to delete the payee.