Mobile 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	Tap the **Menu** tab at the bottom right of the screen
2	Tap the **Pay Bills** menu.
3	Tap the **Manage Billers** menu at the top of the screen.
4	Locate the payee to be edited using one of the following methods: • Tap and enter the payee's name in the **Search by name or nickname** field. • To search by **Category,** tap the **Search and Filter** icon (located on the right of the Search by name or nickname field). • To sort billers (by A to Z or Z to A), tap the **Billers** hyperlink.
5	Tap the **ellipsis** (:) next to the payee's name in the **Billers** list.
6	Tap the **View|Edit Biller** button.
7	Use the toggle switches to turn **eBill** on or off. • Toggling On means you <u>will receive</u> an electronic copy of your bill. • Toggling Off means you <u>will not receive</u> an electronic copy of your bill.
8	Scroll and tap the **Edit** hyperlink to make changes to any of the following: • Biller Information • Category • Group • Default Payment Method • Address
9	Tap the **Save Biller** button to save your edits.
10	Optional: Tap the **Back** button at the bottom left to return to the Manage Billers page.
11	Optional: Tap the **Delete Biller** button at the bottom right to delete the payee.