Tablet 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 **Pay my Bills** menu at the top of the screen.
2	Tap the **Manage Billers** hyperlink at the top of the screen.
3	Search for **Biller** (payee) to delete using one of the following methods: • Tap and enter keywords into the **Search by name or nickname** field. • Tap the **Slider** (⚙)icon to search by **Category**. • Tap the **Billers** (payees) hyperlink to sort billers (payees)A to Z or Z to A. • **Scroll** through the list of named billers (payees).
4	Tap the **ellipsis** (⋮) next to the payee's name in the **Billers** (Payees) list.
5	Tap the **View|Edit Biller** (Payee) hyperlink.
6	Use the toggle switches to turn **eBill** on or off. • **Toggling On** means you will receive an electronic copy of your bill. • **Toggling Off** means you will not receive an electronic copy of your bill
7	Scroll and tap the **Edit** hyperlink to make changes to the following: • Biller (Payee) Information • Category • Default Payment Method • Address
8	Scroll and click the **Add to Group** hyperlink to update the group.
9	Tap the **Save Biller** (Payee) button to save your edits.
10	Optional: Tap the **Back** button at the bottom left to return to the Manage Billers (Payees) page.
11	Optional: Tap the **Delete Biller** (Payee)button at the bottom right to delete the payee.

ORANGE COUNTY'S CREDIT UNION℠

with you all the way since 1938™