

Changing Contact Information

If you need to update your mailing address, phone number, or email address, you can take the steps below to update it yourself in your Mobile or Online Banking. If you need help or have questions, call us at **800.562.5515 or 206.298.9394**.

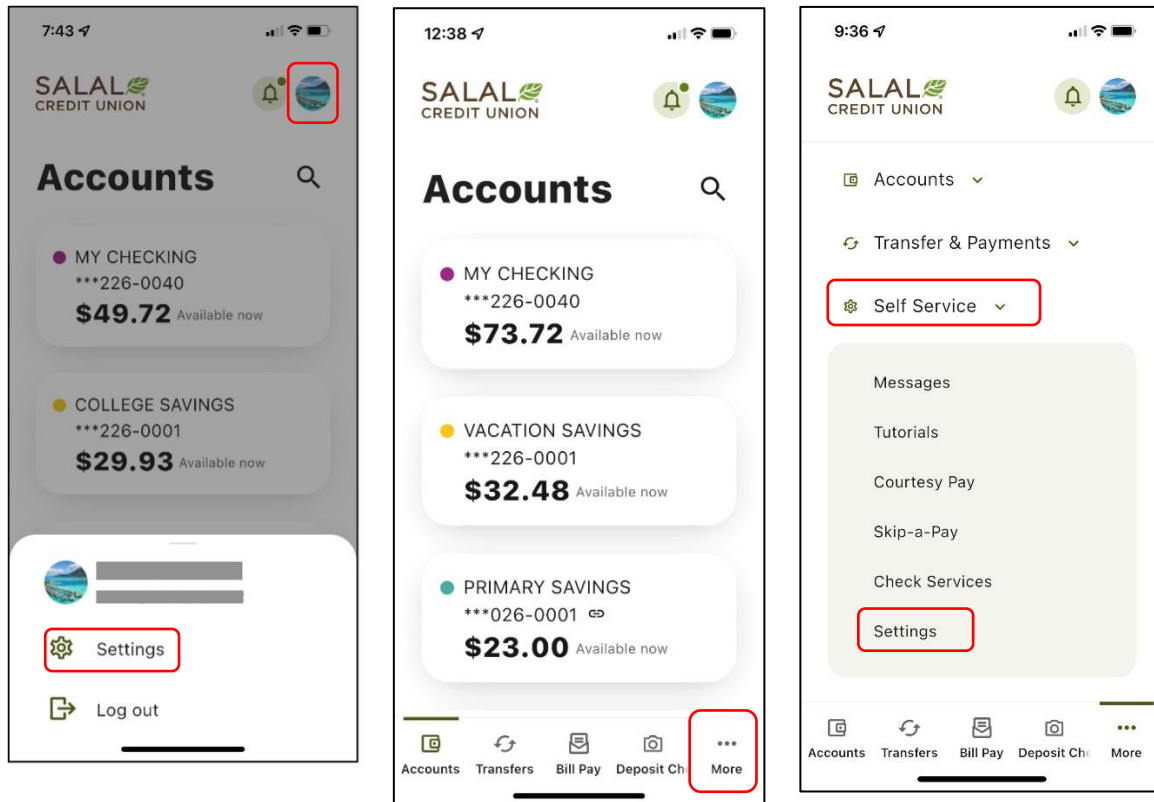
For desktop instructions, [click here](#).

Changing Contact Information - Mobile

Go to Settings

Log in to your Mobile app, select the **More** menu icon at the bottom right of your screen, there are two ways to get to Settings:

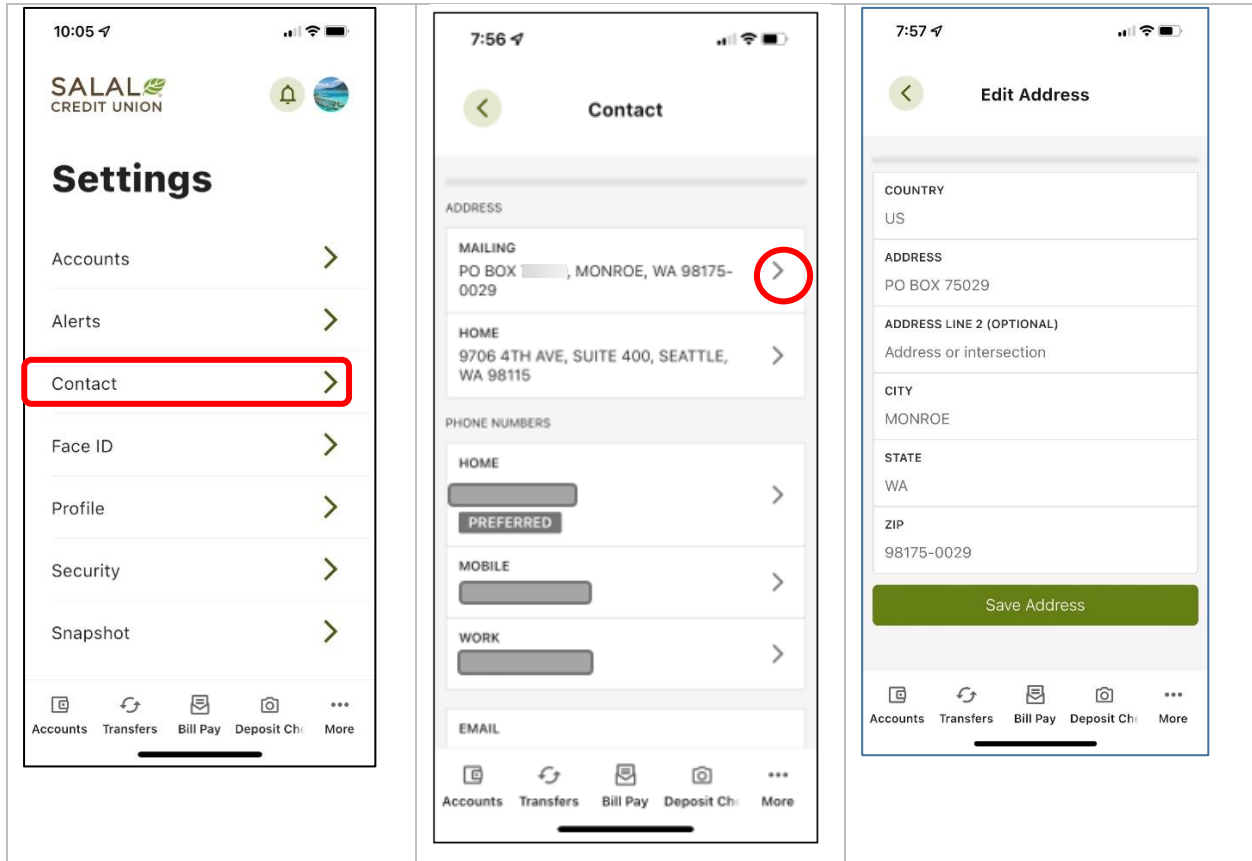
1. Select your profile icon in the upper right of your screen and select **Settings**, or;
2. Tap on **More** in the bottom menu and then select **Settings** from the **Self Service** menu.



Changing Contact Information

Select the “Contact” Tab

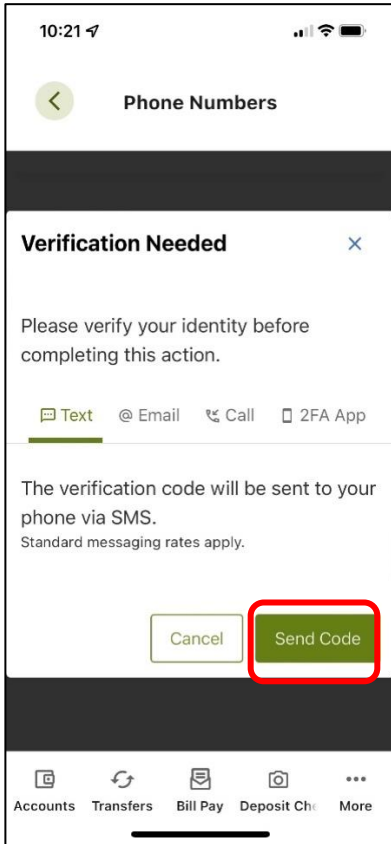
In the Settings screen, select the **Contact** tab. This will take you to the current information that Salal has on file for addresses, phone numbers, and email addresses. To edit your information, select the arrows to the right of the information you want to edit or update.



Save and Verify Your Information

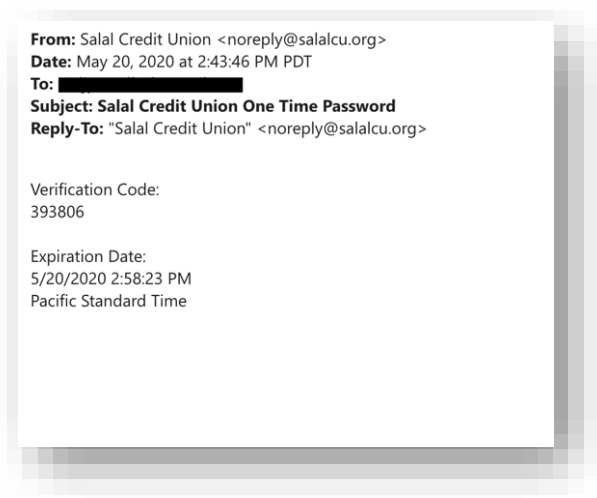
Once you are done editing, select the green **Save** button.

You will then be prompted for verification. Choose the method you want to use to verify and select **Send Code**.

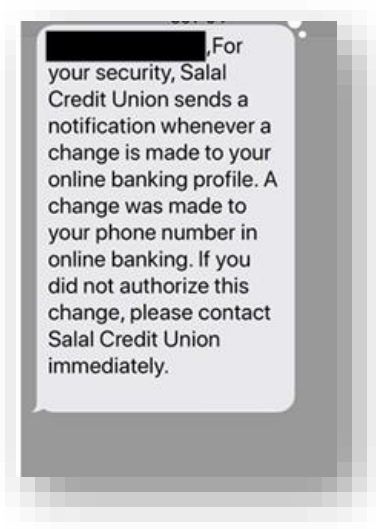


NOTE: For more information on multi-factor authentication, please see our “Multi-Factor Authentication Options” tutorial at SalalCU.org/Member-Support.

Changing Contact Information



Verification code email.



Mobile notification that your info has been changed.

Need Help? Give Us a Call

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Changing Contact Information

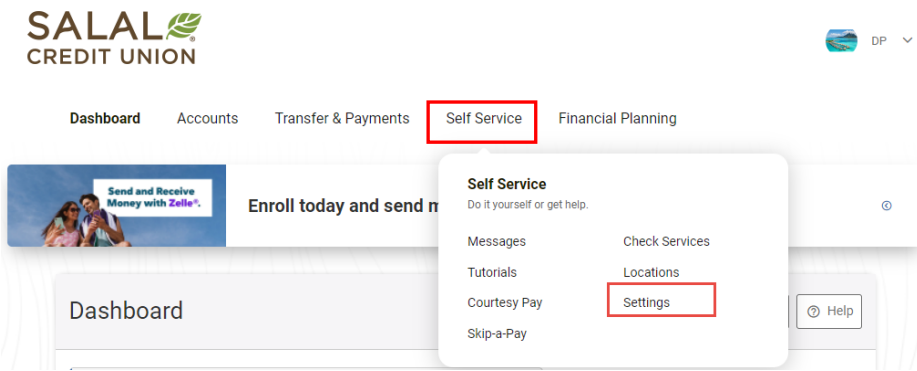
Changing Contact Information – Desktop

If you need to update your mailing address, phone number, or email address, you can take the steps below to update it yourself within Online Banking. If you need help or have questions, call us at **800.562.5515 or 206.298.9394**.

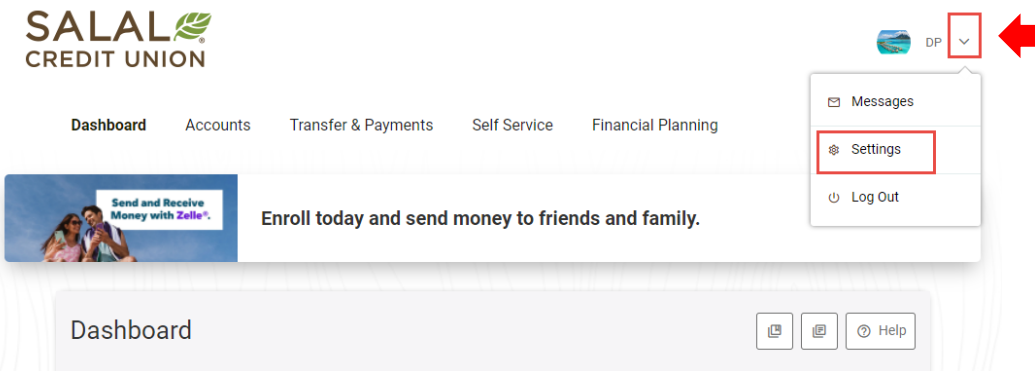
Go to Settings

Once you are logged in to your Online Banking account, you can access Settings in two different ways.

Go to **Self Service** in the top navigation and then click on **Settings**.



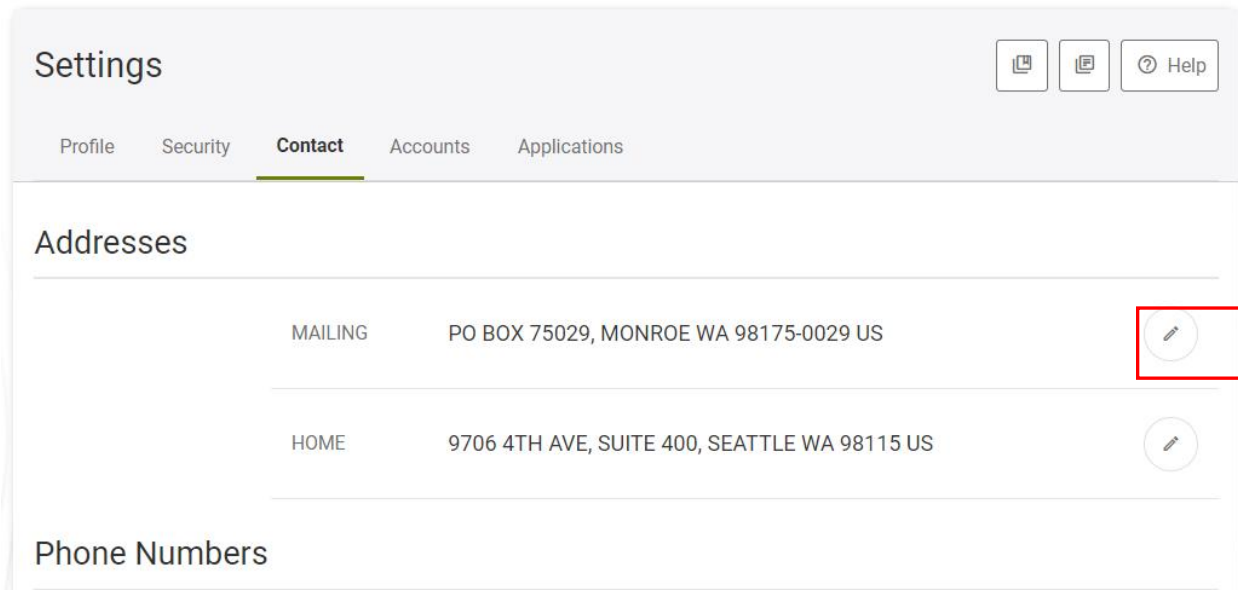
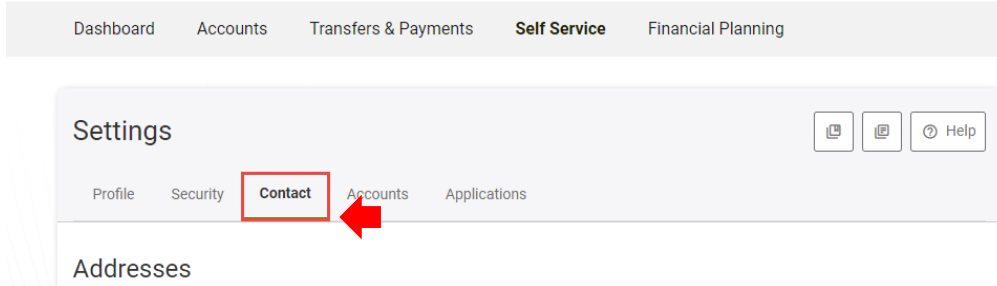
Another option is to click on the **down caret icon** next to your name in the upper right corner of the screen. Select **Settings** from the drop-down menu.



Changing Contact Information

Click on the “Contact” Tab

Once in Settings, select the **Contact** tab. This will take you to the current information that Salal has on file for you, including mailing addresses, phone numbers, and email addresses. Edit your information by clicking on the **pencil icon** to the right of each line of contact information.



Changing Contact Information

Save and Verify Your Information

Once you are done editing your info, select the green **Save** button.

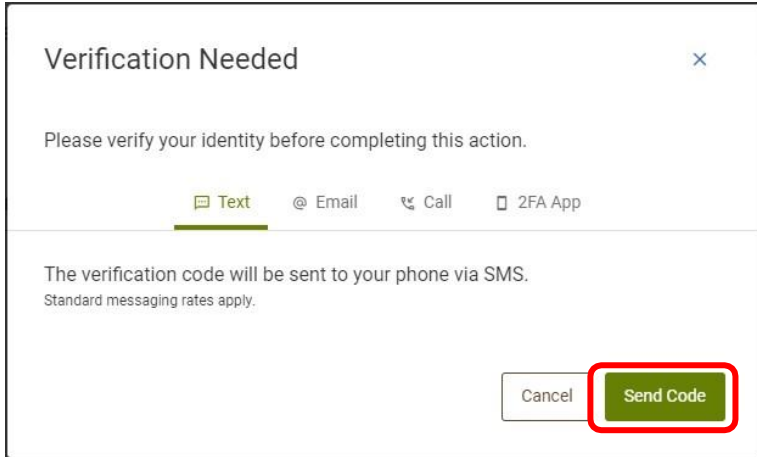
The screenshot shows a 'Settings' window with a 'Contact' tab selected. Under the 'Addresses' section, there is a 'MAILING' address form. The fields are filled with the following information:

- Country: UNITED STATES
- Address Line 1: PO BOX 75029
- Address Line 2 (Optional): Address Line 2
- City: MONROE
- State: Washington
- Zip: 98175-0029

At the bottom of the form, there are two buttons: a green 'Save' button and a white 'Cancel' button. A red arrow points to the 'Save' button.

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You will then be prompted for verification. Choose the method you want to use to verify and select **Send Code**.



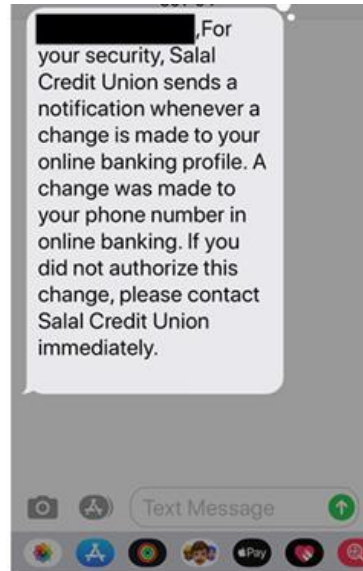
Note: For more information on multi-factor authentication, please see our “Online Banking Multi-Factor Authentication Options” tutorial at [SalalCU.org/Member-Support](https://www.salalcreditunion.com/Member-Support).

From: Salal Credit Union <noreply@salalcu.org>
Date: May 20, 2020 at 2:43:46 PM PDT
To: [REDACTED]
Subject: Salal Credit Union One Time Password
Reply-To: "Salal Credit Union" <noreply@salalcu.org>

Verification Code:
393806

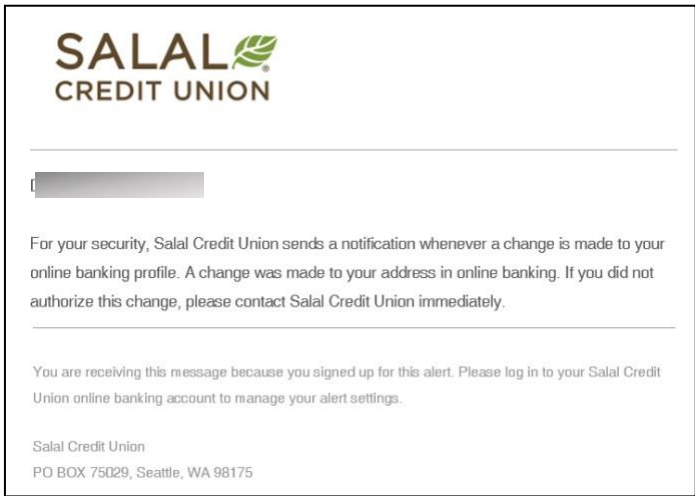
Expiration Date:
5/20/2020 2:58:23 PM
Pacific Standard Time

Verification code email.



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