

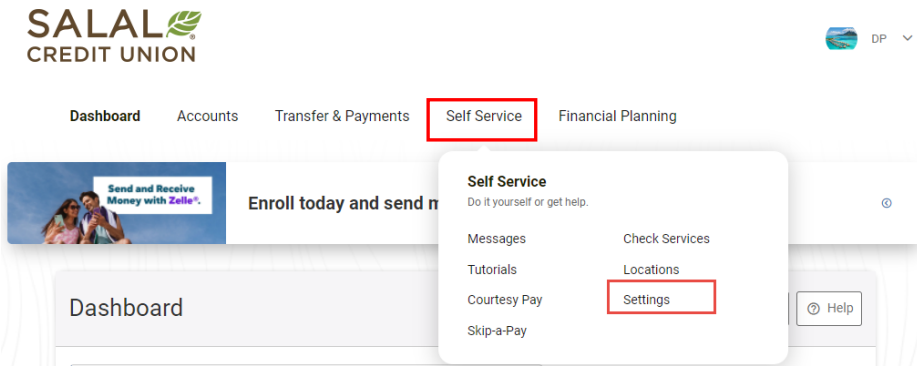
Changing Contact Information – Desktop

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**.

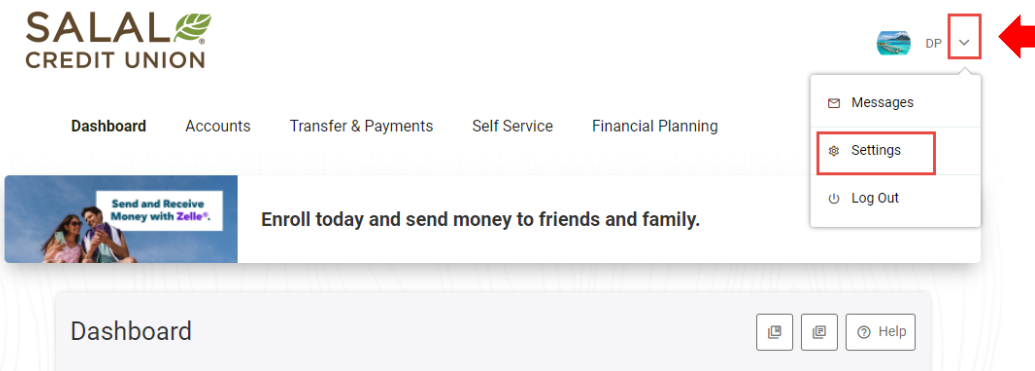
Go to Settings

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**.



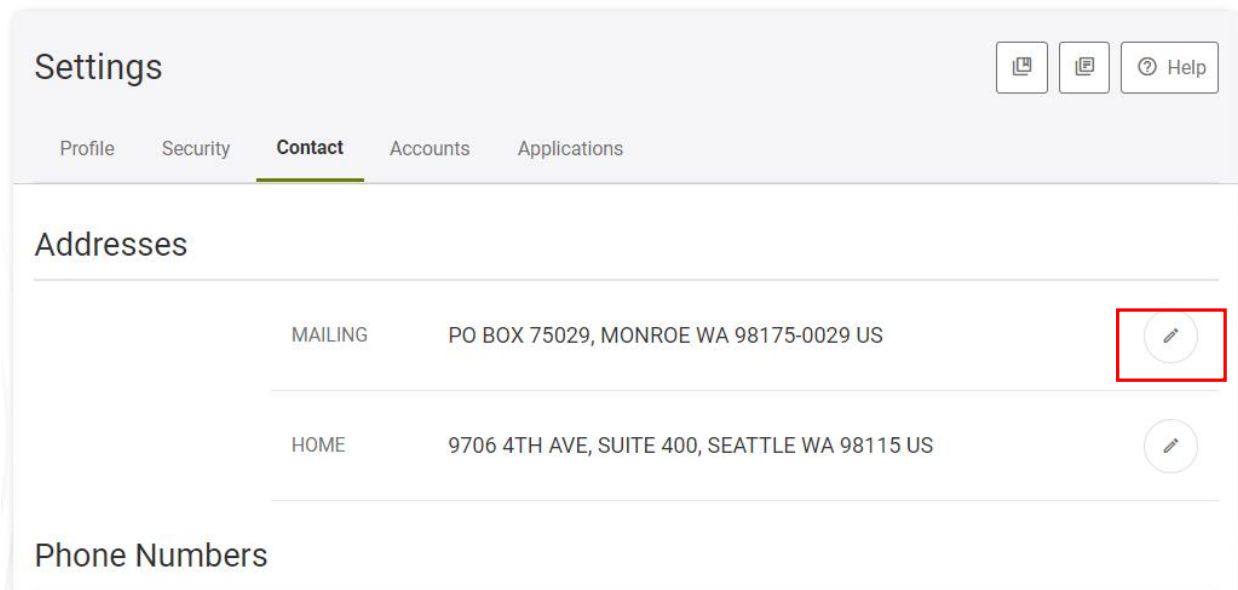
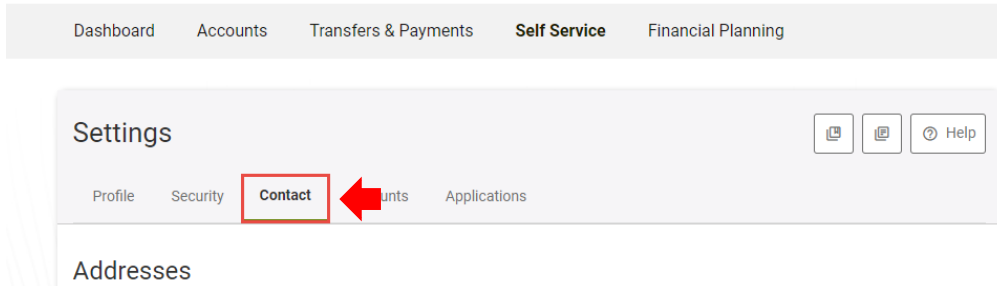
Another option is to click on the **down caret icon** next to your name in the upper right corner of the screen. Select **Settings** from the drop-down menu.



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.

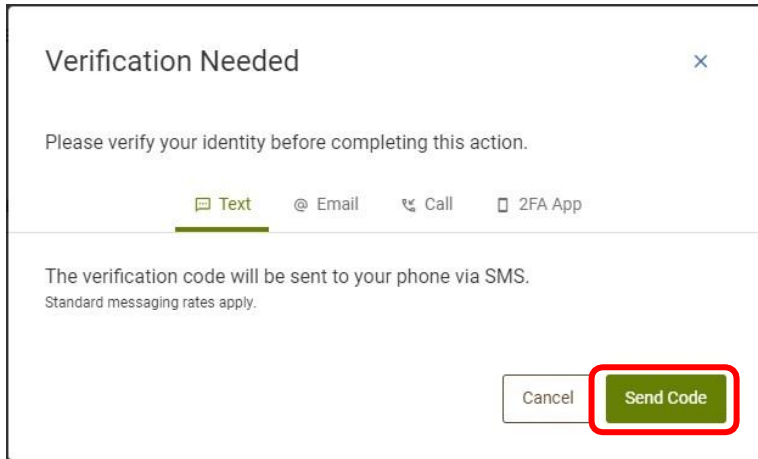
The screenshot displays the 'Settings' interface with the 'Contact' tab selected. Under the 'Addresses' section, the 'MAILING' information is shown. The form includes the following fields and values:

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

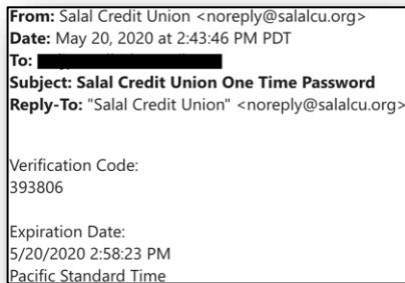
At the bottom of the form, there are two buttons: a green 'Save' button and a white 'Cancel' button. A red arrow points to the 'Save' button, indicating the next step in the process.

Changing Contact Information

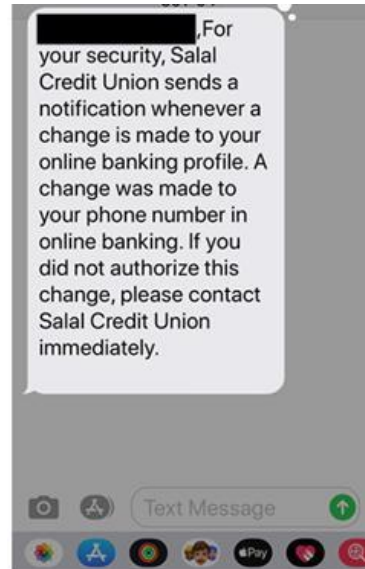
You will then be prompted for verification. Choose the method you want to use to verify and select **Send Code**.



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).

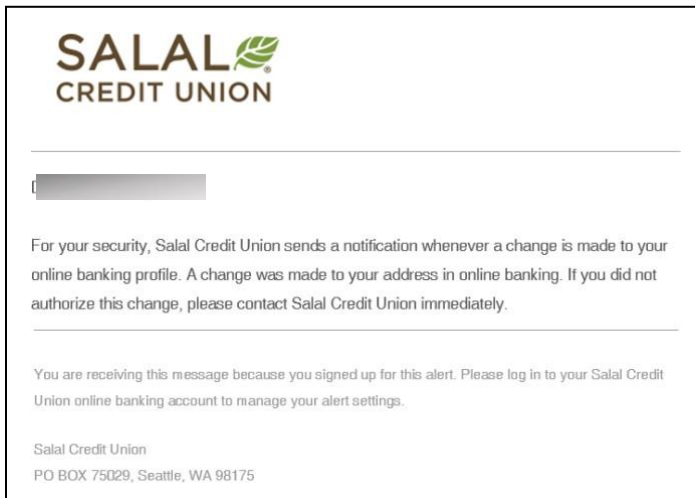


Verification code email.



Mobile notification your info has been changed.

Changing Contact Information



Desktop notification that your info has been changed.

Need Help? Give Us a Call

If you have questions or need further assistance, feel free to call our Virtual Branch at **800.562.5515** or **206.298.9394**.