

800.562.5515 • SalalCU.org

### 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**.

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Dashboard Accounts	Transfer & Payments	Self Service Finar	ncial Planning	
Send and Receive Money with Zelle*.	Enroll today and send m	Self Service Do it yourself or get help.		Ø
Dashboard		Messages Tutorials Courtesy Pay Skip-a-Pay	Check Services Locations Settings	( Help

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.

SALAL		
Dashboard Accounts	Transfer & Payments Self Service Financial Planning	<ul> <li>Messages</li> <li>Settings</li> </ul>
Send and Receive Money with Zelle*.	Enroll today and send money to friends and family.	じ Log Out
Dashboard		I I THEP

### **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.

Profile Security Contact Applications	Dashboard Accounts	s Transfers & Payments	Self Service	Financial Planning	
	Settings				E P O Help
Addresses	Profile Security C	Contact	tions		
	Addresses				

Settings			E Ø Help
Profile Security	Contact	Accounts Applications	
Addresses			
	MAILING	PO BOX 75029, MONROE WA 98175-0029 US	
	HOME	9706 4TH AVE, SUITE 400, SEATTLE WA 98115 US	
Phone Number	S		

#### **Save and Verify Your Information**

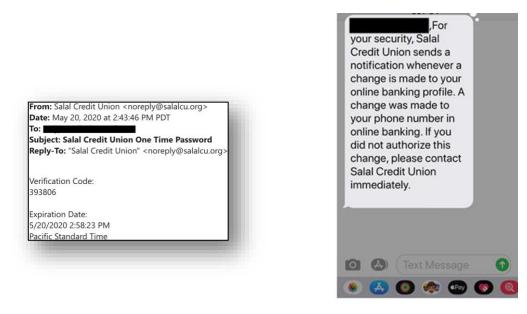
Once you are done editing your info, select the green **Save** button.

Settings		L E 🤄 Help
Profile Security Contact Act	counts Applications	
Addresses		
MAILING	Country UNITED STATES	~
	Address Line 1 PO BOX 75029	
	Address Line 2 (Optional)	
	Address Line 2	
	MONROE	
	State     Zip       Washington     98175-0029	
•	Save	

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

Verificati	on Neede	ed			×
Please verify	your identity	before comp	leting this a	action.	
	🖂 Text	@ Email	୯ Call	2FA App	
The verification	on code will b	e sent to you	ur phone via	a SMS.	
Standard messag	ing rates apply.				

**Note:** For more information on multi-factor authentication, please see our "Online Banking Multi-Factor Authentication Options" tutorial at **SalaICU.org/Member-Support**.



Verification code email.

Mobile notification your info has been changed.



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**.