

# How To Update Your Contact Information



You can review a complete list of your recurring transactions by following the instructions below:

1. Log in to online banking.

The screenshot shows the Commonwealth One online banking dashboard. At the top, there is a navigation menu with tabs: Home, My Accounts, Bill Pay, Transfers, New Account, Money Tools, e-Documents, and Settings. Below the menu, the user is logged in, and a "Welcome" message is displayed. The main content area is divided into two sections: "Accounts" and "Quick Transfer".

Account Summary	Balance	Available Balance	
SHARE SAVINGS	\$10.76	\$5.75	<a href="#">View Recent Transactions</a>
CHRISTMAS CLUB	\$0.00	\$0.00	<a href="#">View Recent Transactions</a>
VACATION CLUB	\$6.00	\$0.00	<a href="#">View Recent Transactions</a>
RELATIONSHIP CHECKING	\$5.00	\$5.00	<a href="#">View Recent Transactions</a>

\* The balance may not reflect transactions that have not yet posted to your account. [Click here for more information.](#)

The "Quick Transfer" section includes fields for "Amount:", "From Account:", and "To Account:", along with "Transfer" and "Reset" buttons.

2. Click the "Settings" tab from the Main Menu

The screenshot shows the Commonwealth One online banking dashboard with the "Settings" tab selected in the navigation menu. A red circle with the number "2" and a blue arrow points to the "Settings" tab. Below the navigation menu, there is a sub-menu with links: My Information, My Online Branch Homepage, Multi Factor Authentication, Multiple Accounts, Alert and Message Center, Joint Owner Control, and Email Notifications. The main content area is titled "Contact Information" and contains a form with the following fields:

- Street Address 1:
- Street Address 2:
- City:
- State:
- Country:
- ZIP Code:
- Home Phone (xxx-xxx-xxxx):
- Work Phone (xxx-xxx-xxxx):

At the bottom of the form, there are "Update" and "Reset" buttons.

# How To Update Your Contact Information



- Update information by typing in the applicable fields. Once done, click update.



[My Information](#) [My Online Branch Homepage](#) [Multi Factor Authentication](#) [Multiple Accounts](#) [Alert and Message Center](#) [Joint Owner Control](#) [Email Notifications](#)

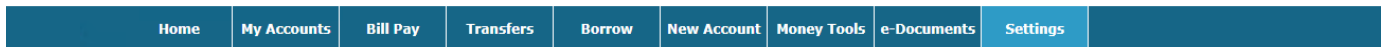
**Contact Information**

> [Account Nicknames](#) > [View Login History](#)

Street Address 1:	123 ABC Street
Street Address 2:	
City:	Alexandria
State:	Virginia
Country:	UNITED STATES
ZIP Code:	22304
Home Phone (xxx-xxx-xxxx):	703-823-5211
Work Phone (xxx-xxx-xxxx):	800-424-3334

3

- Confirm that the update was successful and that your contact information is now accurate.



[My Information](#) [My Online Branch Homepage](#) [Multi Factor Authentication](#) [Multiple Accounts](#) [Alert and Message Center](#) [Joint Owner Control](#) [Email Notifications](#)

**Contact Information - Updated**

> [Account Nicknames](#) > [View Login History](#)

Your contact information has been updated.

Street Address 1:	123 ABC Street
Street Address 2:	
City:	Alexandria
State:	VA
Country:	United States
ZIP Code:	22304
Home Phone (xxx-xxx-xxxx):	703-823-5211
Work Phone (xxx-xxx-xxxx):	800-424-3334

2