

# Step 1

Log into Online Banking and select the Settings link. Under Settings, click on the *Profile* tab.



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## Settings

⊕ Profile



⊕ Security and Alerts

⊕ Accounts

[Terms and Conditions](#)

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# Step 2

Select the *Address* drop down to edit the information.



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## Settings

### ⊖ Profile

#### User ID

Your user ID to log in to online banking.

#### Password

Your password to log in to online banking.

#### Address

To contact you via postal mail.



#### Email and Phone Number

To contact you via phone, text message or email.

### ⊕ Security and Alerts

### ⊕ Accounts

# Step 3

Enter your new address and click the save button.



Account

## Update Address



Address Line 1:

Address Line 2: (optional)

City:

State/Province/Region:

Zip/Postal Code:

SAVE



### Email and Phone Number

To contact you via phone, text message or email.

+ Security and Alerts

+ Accounts

# Congratulations!

You have successfully changed your address.



Account

## Address Update Successful



✔ Your address has been saved.

Address Line 1: 23 Division Street

Address Line 2:

City: Saratoga Springs

State/Province/Region: NY

Zip/Postal Code: 12866

CLOSE

### Address

To contact you via postal mail.

### Email and Phone Number

To contact you via phone, text message or email.

+ Security and Alerts

+ Accounts

Log out