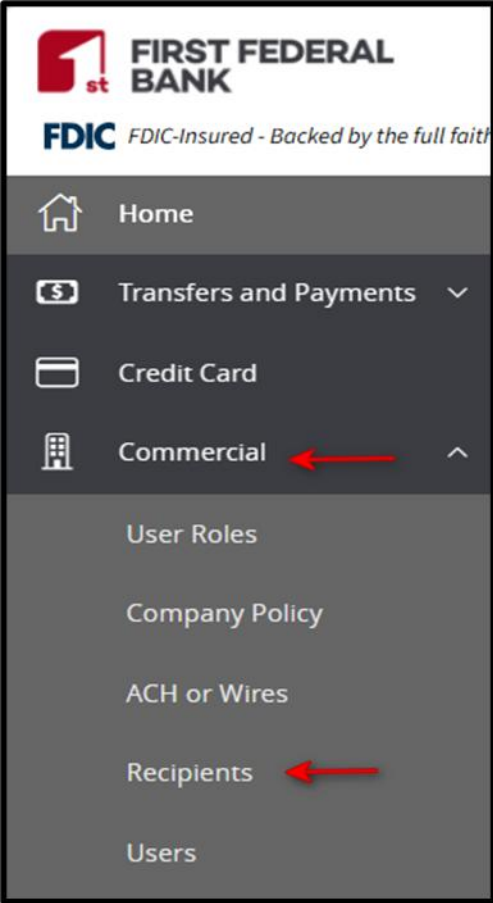


# How to Modify a Recipient

- 1. Click **Commercial**, then select **Recipients**.



- 2. Click the three dots under the **Actions** column for the appropriate recipient, then select **Edit**.



3. A pop-up window will appear confirming that due diligence has been completed prior to changing any information.

**⚠ WARNING!**

Fraudsters often try to trick users into changing recipient details to divert funds.

**Before proceeding, confirm the following:**

- You have **independently verified** the recipient's updated information - **Do not rely on email instructions alone, as email accounts can be compromised.**
- You understand that **changes to account numbers or routing info can result in irreversible financial loss.**

If in doubt, **do not proceed.** Contact our Business Banking Team at (208) 733-4222 ext 4945 for help.

**I wish to proceed.**

4. Edit the necessary information, then click **Save Recipient.**  
If account information needs to be updated, click the three dots next to the account and select **Edit** or **Remove** before saving.

Accounts (1) ⌵

Account	Payment Type	Financial Institution (FI)	Routing Number	
Checking - *5678	ACH Only		324170179	<span>⋮</span>
+ Add account				<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">Edit Remove</div>

Cancel **Save Recipient**