

HOW TO UPDATE AN ACCOUNT NAME

The following steps show how an Admin User can update the display name for any accounts in the Business eBanking profile. Should you have any questions, please do not hesitate to contact the Business Services Group for additional assistance.

1. Hover over the **Administration** tab
2. Select **Company Administration**
3. Select the **Account Information** tab
4. Select the account to be modified
5. Click into the **Description** field and type the desired display name
6. Click **Save Changes**