

How do I edit payments that have already been sent?

Depending on your financial institution, you may be able to change the amount and number of payments remaining for a repeating payment series. If you change the amount or duration after an instruction has been sent to your financial institution, you must send the changed instruction to replace the original one (follow the steps in the main part of this topic). If you want to change other information, or if your financial institution doesn't allow you to change these items, you'll need to delete the repeating online payment instruction, set up a new one, and resend it.

For one-time payments, note that you can't change the amount. You first need to delete the existing payment instruction, then create a new one, and resend it.

1. Choose **Tools** menu > **Manage Bill & Income Reminders**. The **Bill and Income Reminders** page will appear.
2. On the **Repeating Online** tab, select the transaction you want to change.
3. Click **Edit**.
4. Enter a new amount or number of payments.
5. Click **OK**.

6. Update your account using One Step Update

