

## HOW TO – Update my Contact Information within APCIRCUIT®

APCIRCUIT<sup>®</sup> PC Home Banking Service is the main system of our APCI eCU suite of electronic banking services. Contact information that can be updated within APCIRCUIT includes your email address(es), phone number(s), current employer and occupation.

1. Visit apcifcu.org and enter your APCIRCUIT ID and click "Continue." Follow the prompts to complete the login process.



- 2. Click the "Services" tab to open the Services page.
- 3. Select "Continue" next to the Update Contact Information option on the Services page.

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If you would like to open	n a Share Draft Checking	account or a Shar	e Savings account	for a minor, pleas	se click on the App	lications Center tab above.
Services						
<b>Update Contact Informati</b> Update your email address( information.	<b>on</b> es), telephone number(s), a	nd current employe	er Continue	$\triangleright$		
Check Withdraw Request a check to be maile	d to the primary address o	n file.	Continue			
<b>Loan Payoff Quote</b> Calculate your loan or line of credit payoff information.			Continue			
Transfer To Any APCI FCU Account Transfer to any existing APCI FCU account.		Continue				
View Holds View account holds and pending electronic transactions.		Continue				
Wire Transfer Form Request a wire transfer.	<b>Wire Transfer Form</b> Request a wire transfer.					
<b>Open Sub Account</b> Open an Alternate Share(s)	(limit 2) or Share Certificate	account(s).				
lf you would like to open a s account for a minor, please	hare Draft Checking accoun click on the Applications Ce	nt or Share Savings nter tab above.	Continue			



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- 4. To update your email address, enter your preferred email address in the email box or add/edit a second email address in the alternate email box provided. Click the "Submit" button to proceed.
- 5. To update your phone number(s), enter your preferred number(s) in the appropriate boxes provided (i.e. home phone, work phone, work phone extension). Click the "Submit" button to proceed.
- 6. To update your current employer and occupation, under Additional Information, add/edit your current employer or occupation in the boxes provided. Click the "Submit" button to proceed.