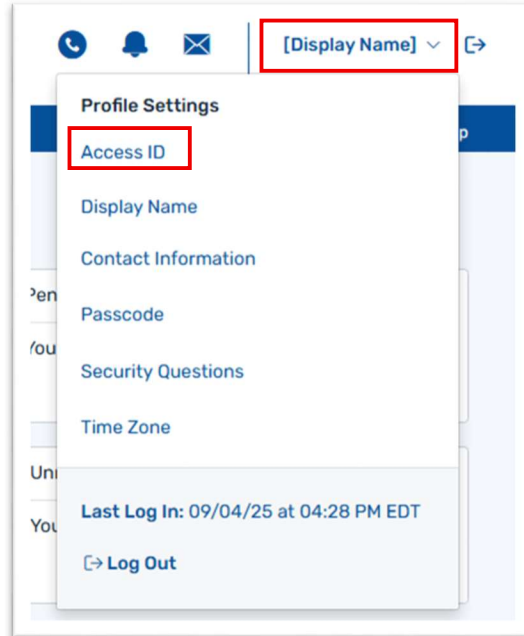# How To Change Your Access ID in Digital Banking

1. Log into your Digital Banking and select your **Display Name>Access ID**

2. If prompted, continue with receiving and entering in a **Security Code:**

3. **Change Access ID** by entering:
   - Current Access ID
   - New Access ID (Please make sure it meets the requirements listed.)
   - Confirm New Access ID
   - Select **Change Access ID**

Profile Settings

Change Access ID

Current Access ID: [   ]

New Access ID: [   ]

Confirm New Access ID: [   ]

Your Access ID:

- Must be between 5-20 characters.
- May include alpha, numeric or special characters.
- Cannot be the same as your Tax ID #/SSN
- Is case sensitive.

To choose from a list of available Access IDs, click here.

Change Access ID   Cancel

Note that Access IDs are case-sensitive and cannot be reused.

If you need help in coming up with a new Access ID, you can choose from a list of available Access IDs the system generates based off of your information.

4. **Verify** the information and select **Submit**. Your Access ID will be updated and an email notification regarding the change will be sent to you.

Access ID Change Confirmation

You are about to change your Access ID. Please verify the information below and click "Submit" to confirm your change or "Cancel" to return to the previous page.

Old Access ID: BinxWicks

New Access ID: BinxTheCat

Submit   Cancel