

How to update your personal & login details

Keep your personal information up to date with Digital Banking. You can change your personal details and security information used to login.

01 Navigate to Settings

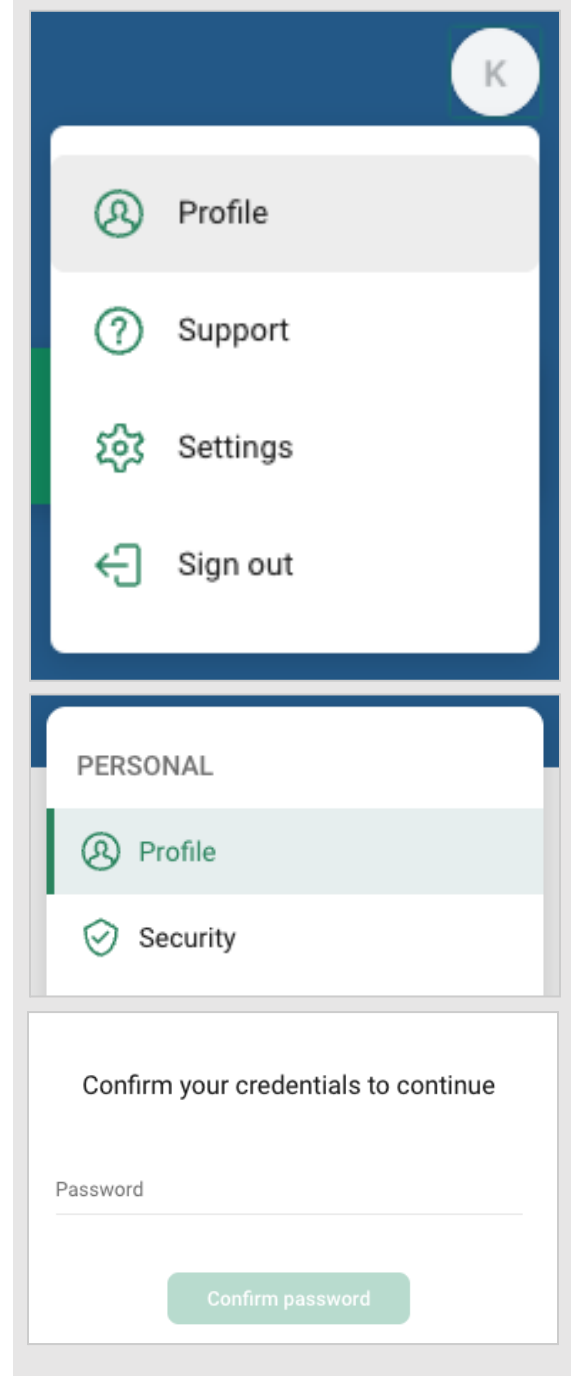
- There are two ways to access your profile settings
 - On the right-hand side of your main dashboard, click your **User** icon, and then **Settings**; or
 - In the lower left corner, click **My Profile**, and then **Personal settings**

02 Edit Your Personal Details

- Within the Settings Dashboard, under Profile, you can edit your personal details:
 - **Preferred first name** - The name you'd like us to use if different from your legal first name
 - **Address** - The physical address we have on file for you
 - **Email** - The email associated with your online profile
 - **Phone Number** - The phone numbers we should reach you
- Enter your current password to confirm your credentials and continue
- Once you have updated your personal details, click **Save**

03 Edit Your Login Details

- Within the Settings Dashboard, under Security, you can edit your login details:
 - **Username** - Between 4-25 characters, including at least 1 letter, and cannot contain spaces or parts of your password
 - **Password** - Between 8-25 characters, including at least 1 number, upper and lower case letter, and special character, and cannot contain spaces or parts of your username
 - **2-step verification** - The verification method used to login
- Enter your current password to confirm your credentials and continue
- Once you have updated your login details, click **Save**



The screenshot displays the digital banking interface. At the top right, a user icon with the letter 'K' is visible. Below it, a menu lists 'Profile', 'Support', 'Settings', and 'Sign out'. The 'Settings' section is expanded, showing 'PERSONAL' and 'Security' options. The 'PERSONAL' section is selected, leading to a 'Confirm your credentials to continue' screen. This screen has a 'Password' input field and a 'Confirm password' button.