How to Change a Saved Bank Account Display Name



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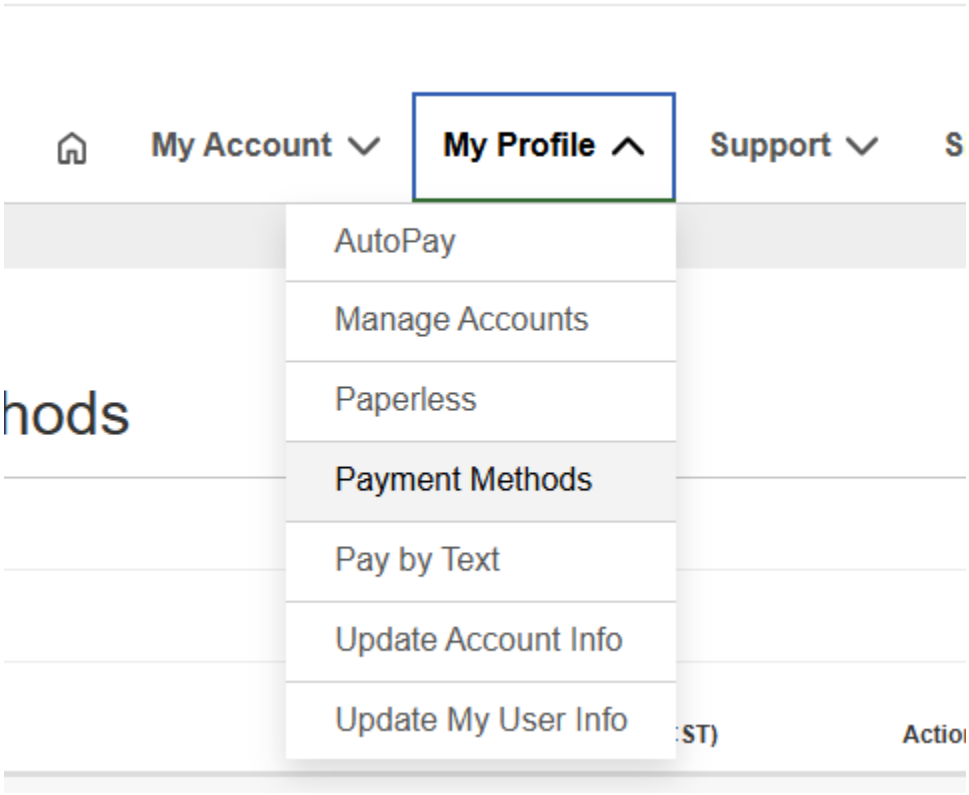
FCCI INSURANCE GROUP

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Option 1

Enter the payment method first, then process the payment. You can do this through the payment portal or ExpressServe[SM].

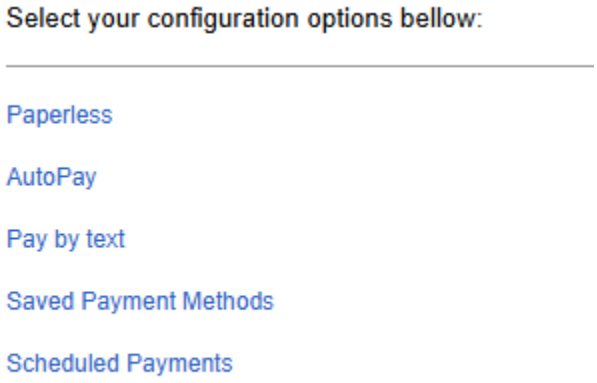
1. Access the Payment Method Screen
    - If in the payment portal, from the **My Profile** drop-down menu, choose **Payment Methods**.



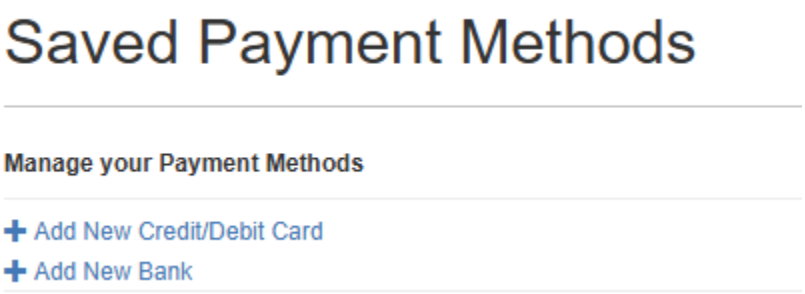
    - If in ExpressServe, from the Home page, choose **Manage Billing & Payment Preferences.** Then select **Saved Payment Methods** from the list on the left side of the screen.



Then select **Saved Payment Methods** from the list on the left side of the screen.



2. Click **Add New Bank**.



3. In the **Bank Name** field, enter the Policyholder Name, then complete the remaining fields. Please note that there is a 40-character limit on this field value.

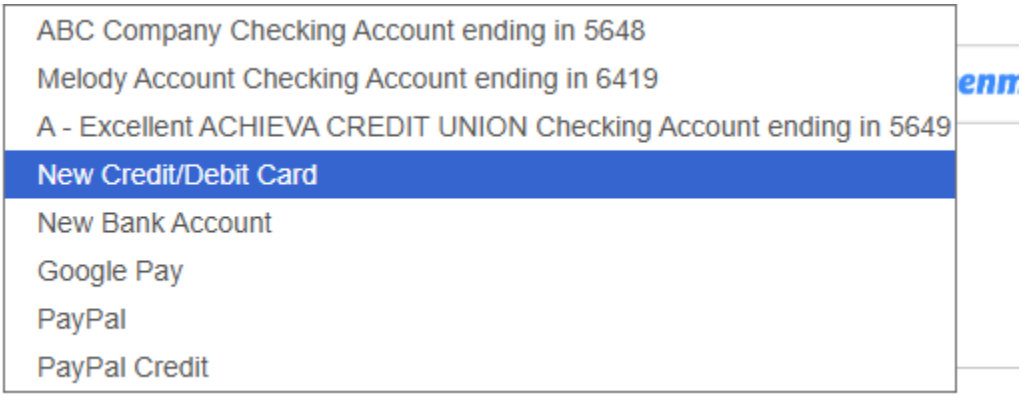


4. Click **Save Bank Information**.

   Do not select "Make this my default payment method."

Bank names will now show what was entered in the bank name field.

When the drop-down list appears in the payment screen, the new Bank Name you entered will be displayed.

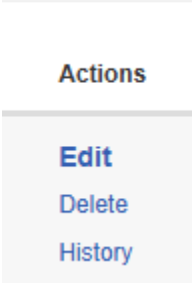


Option 2

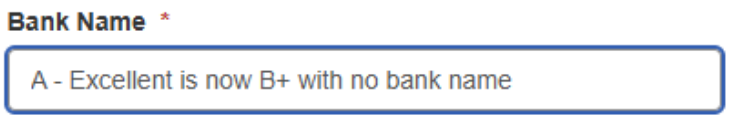
Make the payment and save the banking information, then edit the bank name field. Again, you can do this through the payment portal or ExpressServe[SM].

Access the saved payment method screens as described in Step 1 above. When the saved payment methods are displayed, choose the **Edit** option for that payment method.

1. Choose Edit from the options presented under the Actions column.



2. In the **Bank Name** field, enter the Bank Name you want to see in the drop-down list. Please note that there is a 40-character limit on this field value.



3. Click **Save Bank Information**.
   Do not select "Make this my default payment method."

When the Available Payment Methods drop-down list appears in the payment screen, the new Bank Name you entered will be displayed.

