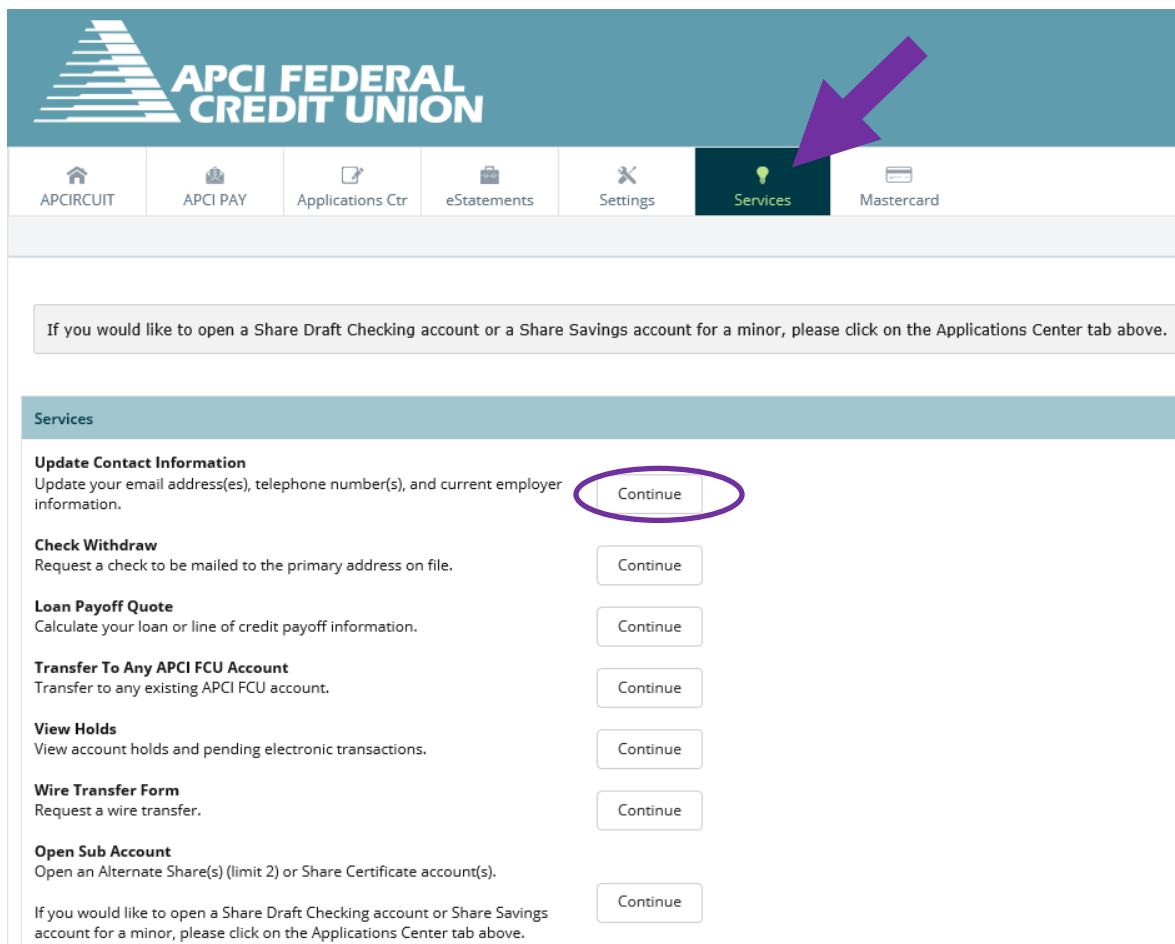# HOW TO – Update my Contact Information within APCIRCUIT®

APCIRCUIT 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.com 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.**

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.

7/17