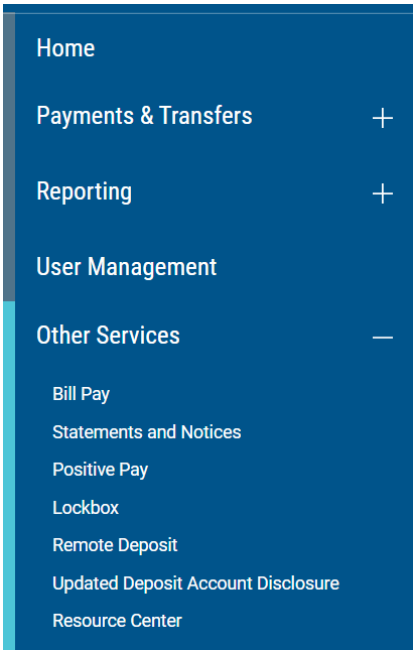
Modifying an Auto-Pay Rule

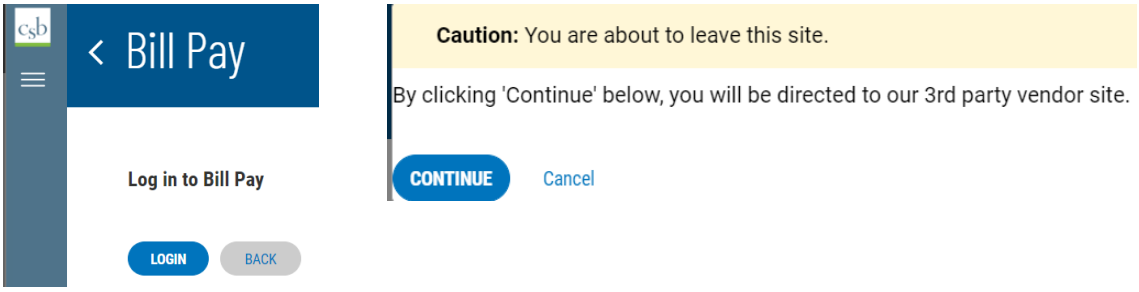
Purpose: Auto-Pay rules cannot be modified in the new platform. If you wish to change the auto-payment rule, you will need to delete the auto-pay rule completely and create a new one. Follow the instructions below to complete this process.

1. Log into Business Online Banking https://businessonlinebanking.cambridgesavings.com/dbiqp

2. Within the navigation button click ***Other Services*** – ***Bill Pay***.

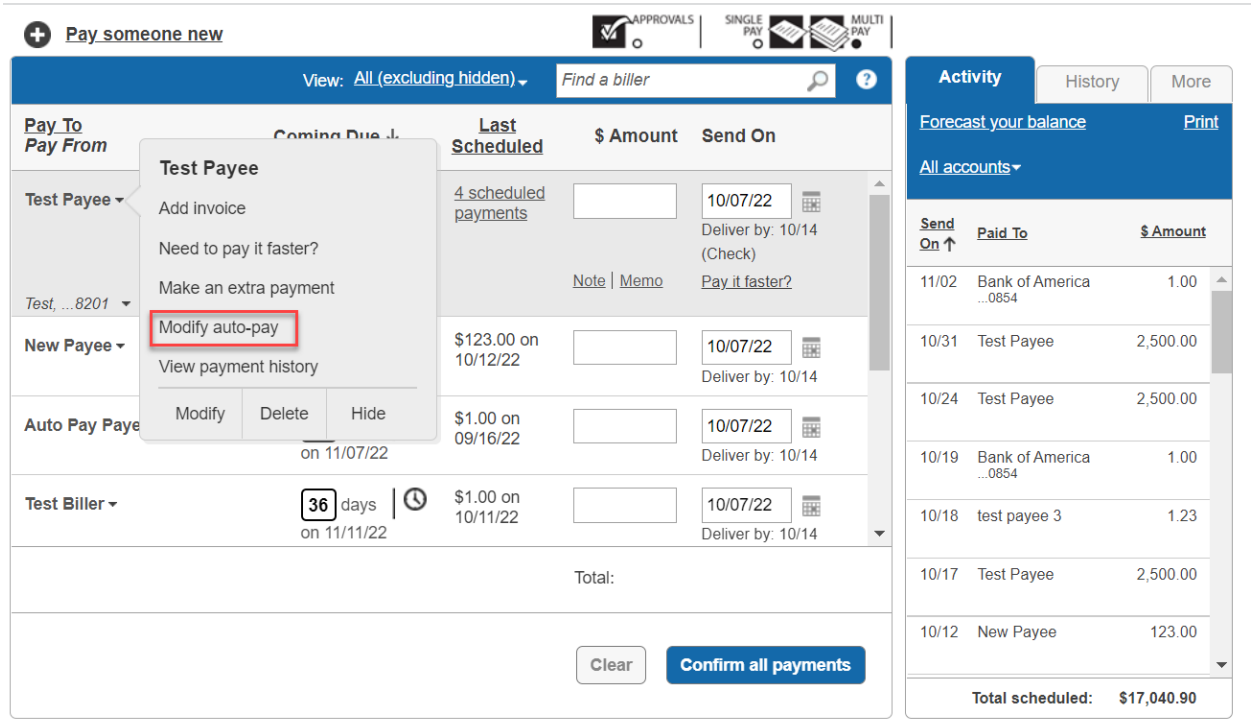


3. Click ***Login***. A popup will display. Click ***Continue***.

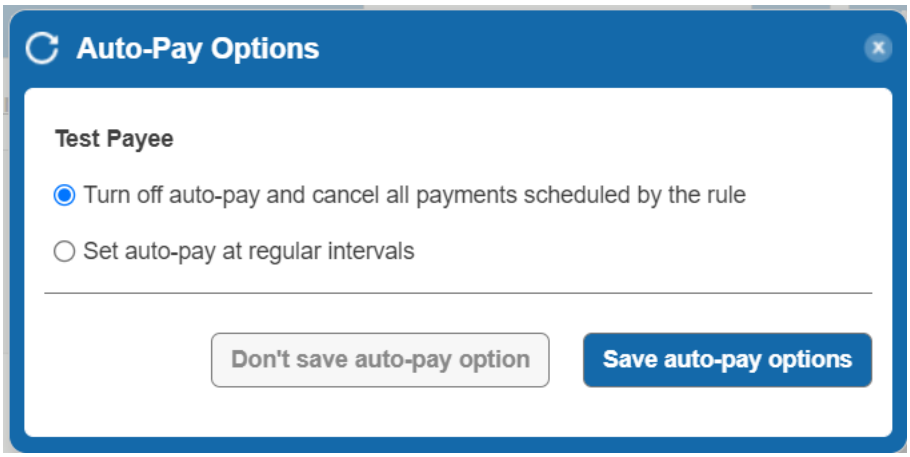


The bill pay homepage will be displayed.

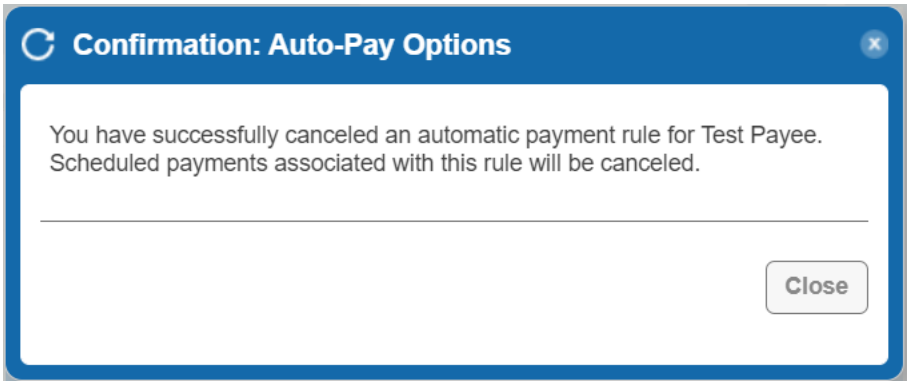
4. Click on the payee with auto-pay set up that you wish to modify. From the menu, select ***Modify Auto-Pay.***



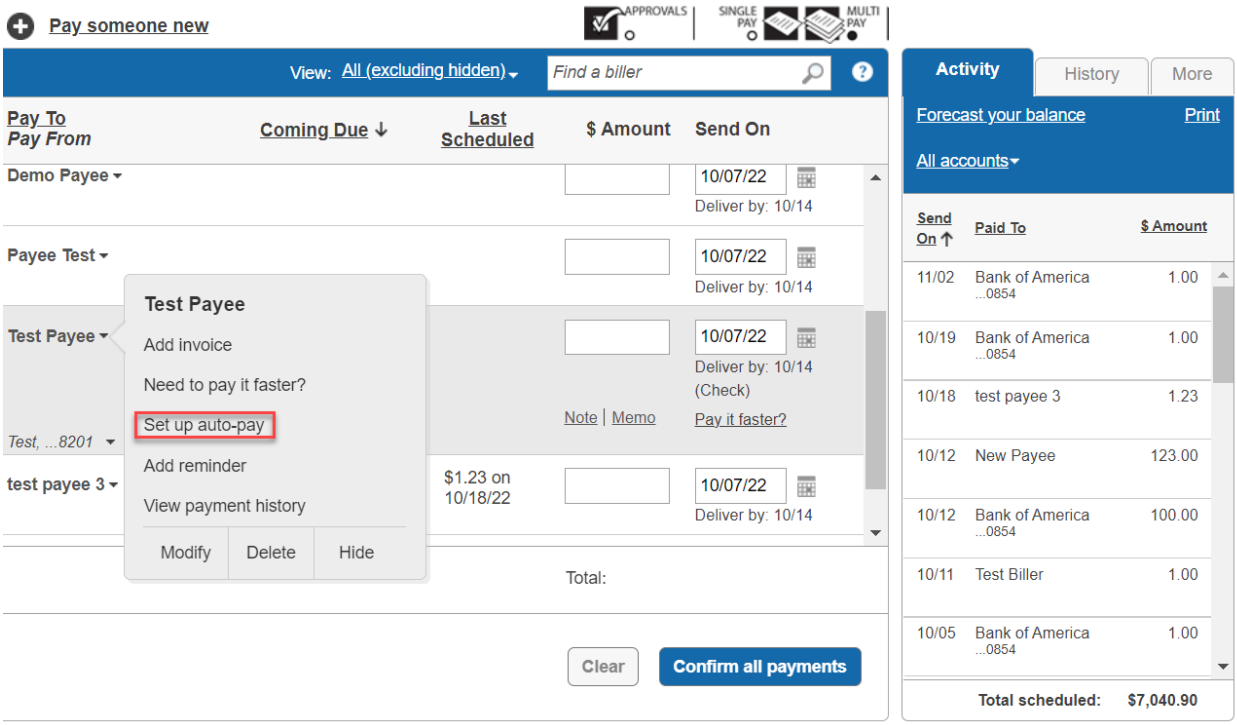
5. From the auto-pay options screen, click the radio button next to "turn off auto-pay and cancel all payments scheduled by this rule". Click ***Save Auto-Pay Options.***



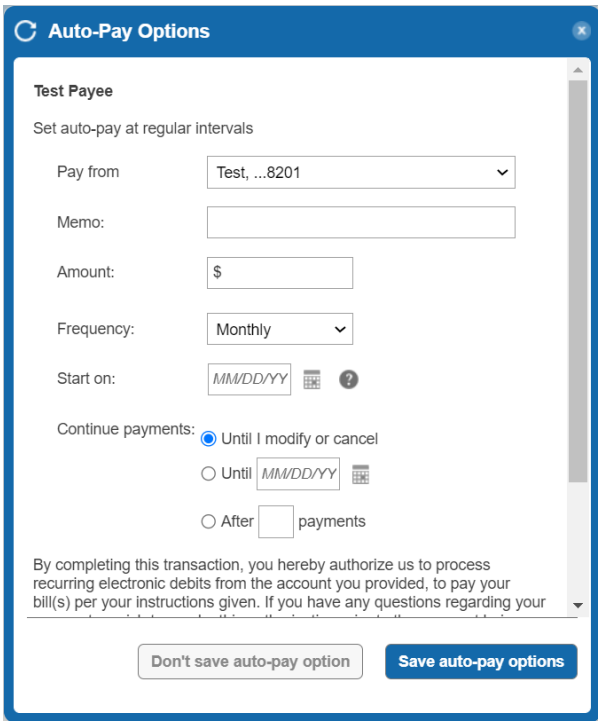
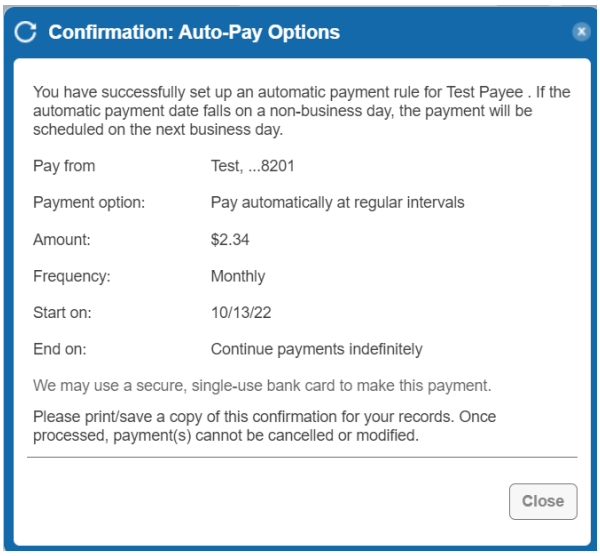
6. A confirmation pop up will display stating the automatic payment rule was canceled. Click ***Close***



7. You will be returned to the multi-view page. Click on the payee to open the menu options and click ***Set up Auto-Pay***



8. The Auto-Pay Options screen will appear. Set the auto-pay rule information, then click ***Save Auto-Pay Options***



9. A confirmation pop-up box will appear showing the new auto-pay rules. Click ***Close***