

Update Cardholder Contact Information

The Organization Administrator can update cardholders' contact information in eZBusiness.

1. After logging in to eZBusiness, <https://www.ezbusinesscardmanagement.com/>, select Company Management.

2. Select Account List



3. Select the respective account number for cardholder, see screenshot A.
4. A new page appears with the cardholder information, see screenshot B.

5. The Work, Home and Mobile phone numbers can be updated by selecting the Edit icon.
6. A new page appears with existing address and phone number information for the cardholder.
7. Complete the form with the preferred contact information and select Submit, see screenshot C.
Note: a Business Phone Number (preferably the cardholder's mobile number) and Home Phone Number should be listed to allow contact for fraud alerts etc.
8. If cardholders are enrolled in eZCard, the email address can be updated by selecting the email edit icon.

Note: An email address should be on file to allow contact from our Fraud Alert system and communications from Old National Bank when necessary.



Cardholder Name	Account Number	Hierarchy	Status
BL ACCT 01000000 - 01000000	470759-0102	FIRST MIDWEST BANK	Open
TM IMPLEMENTATION	470759-9938	FIRST MIDWEST BANK	Open



Account Detail

TM IMPLEMENTATION
470759-9938

811 S MARSHALL AVE WILLEANSBORO IL 62859



Address And Phone Change

Cardholder Name (Account Number): IMPLEMENTATION | Request Type: Phone Change | Primary Address: | Statement Address: | Memo: Memo | Actions: |

Phone Number: Mobile Phone: | Business Phone: | Home Phone: |
Other Phone Indicator: None | Other Phone: |

Submit | Cancel