## Update Cardholder Contact Information

Actions

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

- 1. After logging in to eZBusiness, <u>https://www.ezbusinesscardmanagement.com/</u>, 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.
- Complete the form with the preferred contact information and select Submit, see screenhot 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.
- 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.

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