

Contact Update Quick Reference

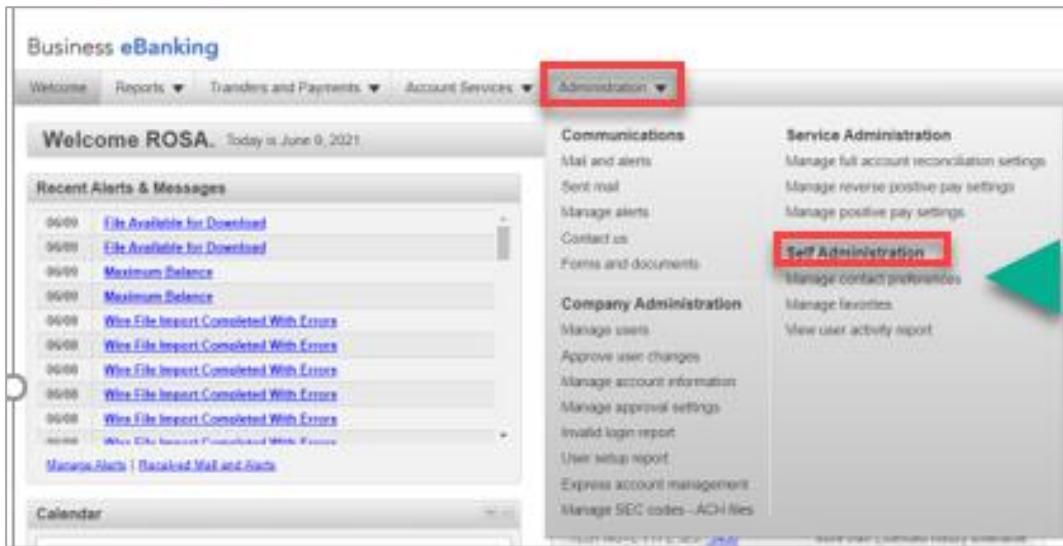
Synovus Business eBanking (BeB)

To update your contact information, log in to BeB and use the instructions below to make any needed updates by Wednesday, July 21.

Note: Valid phone number and email address are required to receive a one-time Security Access Code via text message, email, or voice call to access Synovus Gateway. Your preferred business email address is also needed to receive important Synovus Gateway communications, including your Synovus Gateway Login ID.

From the Business eBanking landing page:

- Select **Administration**;
- Navigate to **Self Administration** and select **Manage contact preferences**.



The following screen will appear:

A screenshot of the 'Personal Preferences' form. The form is divided into sections: 'E-mail' and 'Telephone'. Under 'E-mail', there are fields for 'Primary e-mail address' and 'Secondary e-mail address (optional)', each with a 'Change this address' link highlighted in a red box. Under 'Telephone', there are fields for 'Work' and 'Mobile' telephone numbers, each with 'Change' and 'Delete' links highlighted in red boxes. There is also an 'Add additional telephone number' link highlighted in red. A 'Use with alerts' checkbox is checked. At the bottom, there are 'Save changes' and 'Do not save changes' buttons, with 'Save changes' highlighted in red.

Modify email and telephone preferences as needed by selecting the respective links and then **Save** to retain changes.