

ClickSWITCH™

1. Log in to Digital Banking.
2. Click **Account Services** from the menu & select **Switch My Deposit**.
3. Choose either the **Switch Direct Deposits** or **Switch Recurring Payments** tab.

If choosing **Switch Direct Deposit**:

1. Type name of depositor into search bar & click **Continue**.
(i.e., employer or social security benefit)
2. Select the Advia Account where you want your deposits to go.
3. After, select the portion of your deposit you want to go into your Advia Account.
To move your entire deposit, select **Percentage** then type **100**.
Optional: You may also add additional Advia accounts to split your deposit.
4. Next, type the last 4 digits of your Social Security Number and Employee ID if available.
5. On the next screen, confirm the details of your switch. If correct, click **submit**. If incorrect, click **Edit Switch** or **Edit Deposit Information**.

If choosing **Switch Recurring Payment**:

1. Type name of payee into search bar & click **Continue**.
(i.e., utility bill, car loan, credit card payment)
2. Select the Advia Account from which you'd like your payments to be withdrawn.
3. After, add necessary information to the payee's website or fill out the associated fields within the form.
(i.e., Company Account Number, Effective Date, Amount to Pay)
4. On the next screen, confirm the details of your switch.
If correct, click submit. If incorrect, click **Edit Switch**.