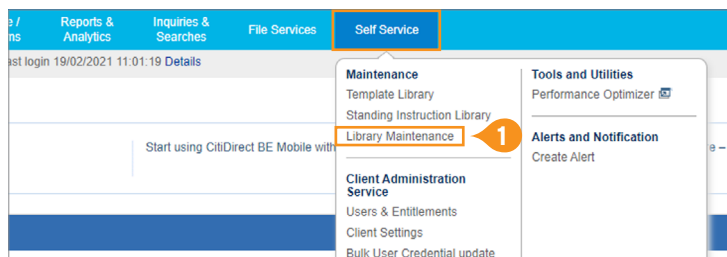
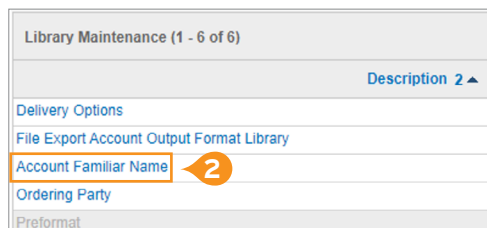


How to change the name of an account in CitiDirect BE®

1. Hoover the cursor over the tab **Self Service** in the top menu and select the option **Library Maintenance**.

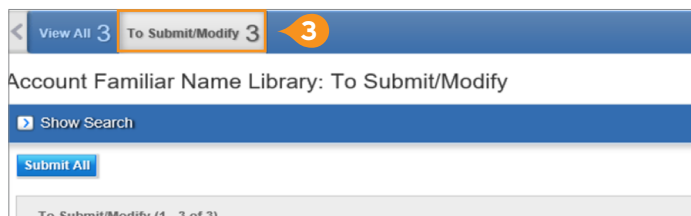


2. From the available libraries select **Account Familiar Name**.

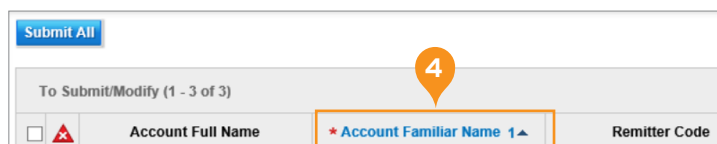


3. You will see the list of all available accounts and their names and numbers. On the dark blue bar, select the option **To Submit/Modify**.

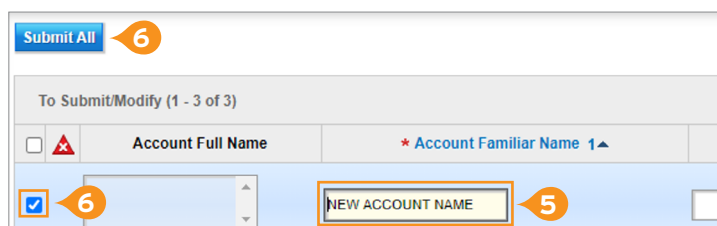
NOTE: Names of VAT accounts cannot be changed. VAT accounts will not be shown on the list of available accounts.



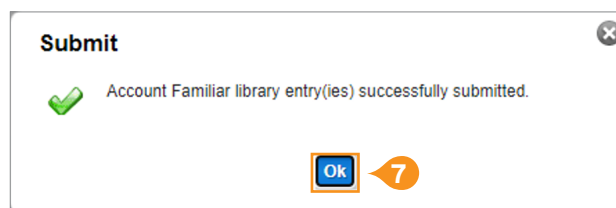
4. In order to change the name assigned to an account, click on the name in the table **Account Familiar Name**. The table will change and you will see the fields in which you can modify the currently assigned record.



5. Delete the current record and enter the name you want to assign to the account.
6. To save the changes, click the checkbox to the left and the check mark should show up in it, and now select **Submit all**.



7. You will see the message: "Account Familiar library entry(ies) successfully submitted". Confirm by clicking on **Ok**.
8. The new account name will become visible on the next day. Until then, the account will be still visible under the prior name.



More useful tips regarding CitiDirect BE available [here](#) >>