

ANZ Digital Services Help

[Edit Virtual Accounts in ANZ Supplemental Account Services](#)

To edit virtual accounts, on the Supplemental account services screen, click the tree diagram icon under the parent account to display a list of virtual accounts.

Find the account to edit and click the Navigate to account details button.

Click EDIT on the Control Bar.

If required, update the editable Account details fields and click CONTINUE.

If required, update contact information and address details and click CONTINUE.

If required, update References and click CONTINUE.

Review the details and click SUBMIT to send your request for approval.

Click GO BACK TO ACCOUNTS to go to the Supplemental accounts screen.

The changes to the virtual account will be pending approval and can be viewed in the Approvals screen. Click Approvals in the top right corner.

Click My submitted items.

Once it has been approved, it will move to the Processed tab.

And that's it! You now know how to edit virtual accounts in ANZ Supplemental Account Services. For more help, visit the ANZ Digital Services Help Centre.

[For more information on creating ANZ Supplemental Account Services, visit ANZ Digital Services Help.](#)

[Help.online.anz.com](https://help.online.anz.com)

