SBI EMAIL ID UPDATE

Printable checklist and request-letter worksheet | FinBankingTech.com

Before you start

■ Keep your SBI Internet Banking User ID and login password ready.
■ Keep your Profile Password ready for the email-update option.
■ Keep your registered mobile number active if an authentication step is requested.
■ Check the spelling of your new email address carefully.

Online update checklist

■ Open OnlineSBI by typing the official address yourself.
■ Log in to Retail Personal Banking.
■ Open Profile / Personal Details.
■ Select the email-update option available in your account.
■ Authenticate using your Profile Password when prompted.
■ Submit and save any confirmation/reference shown.
■ If you need the email changed in all bank records, confirm with your SBI branch that the account/CBS record is also updated.

If online update is unavailable

■ Contact or visit your SBI home branch.
■ Ask for the current process to update the email address in the bank's account records, not only the Internet Banking profile.
■ Carry your passbook/account details and a valid identity document. The branch may require its prescribed form or additional verification.
■ Submit a signed request and keep any acknowledgement/reference provided.
■ Confirm completion with the branch.

Request letter worksheet (only if your branch accepts a written request)

To	The Branch Manager, State Bank of India, _____ Branch
Date	_____
Subject	Request to update email address linked to my SBI account
Account holder name	_____
Account number	_____
Customer ID / CIF (if known)	_____
Existing email ID (if known)	_____
New email ID	_____
Mobile number	_____
Signature	_____

Suggested request wording

I request you to update the email address linked to my SBI account with the new email ID mentioned above. Kindly verify my identity and update the relevant bank records. Please inform me if any prescribed form or additional document is required.

Important: This is an independent educational worksheet, not an official SBI form. Do not send sensitive account details by email unless SBI has instructed you through a verified official channel. Branch requirements may vary. Never share your OTP, ATM PIN, CVV, Internet Banking password or Profile Password.

Official reference: SBI Retail Internet Banking FAQ — https://sbi.bank.in/web/faq-s/retail-internet-banking | SBI Customer Care — https://sbi.bank.in/en/web/customer-care/contact-us

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