

How to Use eStatements

- Log into Pendleton Community Bank's 24/7 Online Banking at www.yourbank.com.
- Click the ESTATEMENT tab on the account listing screen. Check the box 'Select to activate eStatements'.
- Select which checking and savings accounts to include in the eStatement (only checking and savings accounts are available to view via eStatement).
- Verify the correct email address (email used for online banking) is listed. **The correct email must be listed to receive new statement notifications!** To change the email address listed, select the OPTIONS tab. After updating the email address and clicking SUBMIT, click on the eSTATEMENT tab to continue the enrollment process.

- Click inside the E-Statement agreement box and review the electronic statement disclosure. Click 'I Agree' at the bottom of the agreement. You are electing to **discontinue receiving paper statements** in the mail and **opting to receive statements electronically** via your online banking account. *Note: check images are not available for eStatements.* To view check images, log into your online banking account, click the 24/7 Online Banking tab and 'View Transactions' for the account in which the image is located.
- You will receive a confirmation email from mail@yourbank.com. If you do not receive the email, check that spam filtering software is not blocking the email (add mail@yourbank.com to 'good' list) or check your junk email folder.
- **In the enrollment confirmation email is a link which must be clicked to complete the electronic statement enrollment process (below is a sample of the email).**

If you are unable to click the link to go back to the online banking log on page, then **HTML** probably is not enabled in your webmail settings. You can call your Internet Service Provider and ask them how to enable HTML in your webmail.

The link in the email directs you back to Pendleton Community Bank's online banking log on screen. Log back into your online banking account. You are then taken to the eStatement page and should see a message that enrollment was successful.

- **You are not enrolled in estatements until you click the link in the email and use the link to log back into your online banking account.**

From: NT Support R2005 Bnk [jgoldman@jackhenry.com]
To: Julie Crisler
Cc:
Subject: (Your Bank Name) Electronic Statement Enrollment Confirmation

Sent: Fri 4/7/2006 10:04 AM

You have elected to enable the account(s) listed below for electronic statement delivery.
joe joba

To confirm enrollment of these account(s) for electronic delivery, click the following link then login to your (Your B
[Click here to confirm electronic delivery for the account\(s\) listed](#)

Once confirmed, statements for these account(s) will no longer be mailed via the U.S. Postal Service. A link to view
Accounts for which electronic statement notification has already been confirmed:

None

If you have any questions please contact (Your Bank Name) Customer Support by replying to this email or by calling to

NOTE 1: Some web browsers do not open a new window when the above link is clicked. If you find that a new window did

NOTE 2: This email supercedes all previous emails for enrollment confirmation.

- Email notifications are sent when new statement information is available to view. Click the link within the email to go directly to PCBs 24/7 Online banking logon screen. Statements can also be viewed at anytime in online banking by selecting **Statements** from the drop-down menu to the right of the account, or click the **Statements** tab on the Menu Bar in Transaction view.

[Contact Us](#) [Info](#) [Logout](#)



[24/7 Online Banking](#) [Bill Pay](#) [eStatements](#) [Options](#)
» [Accounts](#)

Pendleton Community Bank □ 300 North Main Street Franklin, WV 26807-0487 □ (304) 358-2311

[Click Here](#) to view the online banking user guide.

Welcome

View: [5](#) | [10](#) | [20](#) | [50](#) | [100](#) | [ALL](#) accounts per page

Deposit Accounts		
Account	Balance:	Status:
Checking		Select option...
Savings		Select option...
		Transactions
		Download
		Statements
		Stop Payments
		Transfers
		Account Info

[Loan Accounts](#)

To discontinue eStatements, log into Pendleton Community Bank's online banking and click on the eStatement tab. Uncheck the 'Select to activate eStatements' box and uncheck the accounts you previously selected for eStatements. Click SUBMIT. Click into the eStatement agreement box, and check that you agree to the agreement and click SUBMIT. **You must again Accept the eStatement agreement to complete the un-enrollment process.** You will see a system message that the accounts have been disabled from eStatements.

Electronic Statement Format samples:

.pdf Format

John D Morlan ***** DO NOT MAIL - ELECTRONIC DELIVERY *****	Date 7/25/03 Account Number @XXXXXX@721 Tax Id @XXXXXX@999 Enclosures	Page 1
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Telephone us at: (555) 121-2430
Write us at:
555 E. Washington, P.O. Box

S U M M A R Y O F A C C O U N T S

Account No.	Type of Account	Current Balance	Enclosures
@XXXXXX@721	Statement Savings	5,338.23	

---- SAVINGS ACCOUNTS ----

Statement Savings		Number of Enclosures	0
Account Number	@XXXXXX@721	Statement Dates	7/25/03 thru 7/27/03
Previous Balance	5,337.40	Days in the statement period	3
Deposits/Credits	.00	Average Ledger	5,337
Checks/Debits	.00	Average Collected	5,337
Service Charge	.00	Interest Earned	.83
Interest Paid	.83	Annual Percentage Yield Earned	1.91%
Ending Balance	5,338.23	2003 Interest Paid	221.61

.html Format

View Statement/Notice		Important Disclosure Information	
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John D Morlan ***** DO NOT MAIL - ELECTRONIC DELIVERY *****	Date 7/25/03 Account Number @000000@721 Tax Id @000000@999 Enclosures	Page 1
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Telephone us at: (555) 121-2430
Write us at:
555 E. Washington, P.O. Box

S U M M A R Y O F A C C O U N T S

Account No.	Type of Account	Current Balance	Enclosures
@000000@721	Statement Savings	5,338.23	

---- SAVINGS ACCOUNTS ----

Statement Savings		Number of Enclosures	0
Account Number	@000000@721	Statement Dates	7/25/03 thru 7/27/03
Previous Balance	5,337.40	Days in the statement period	3
Deposits/Credits	.00	Average Ledger	5,337
Checks/Debits	.00	Average Collected	5,337
Service Charge	.00	Interest Earned	.83
Interest Paid	.83	Annual Percentage Yield Earned	1.91%
Ending Balance	5,338.23	2003 Interest Paid	221.61

Activity in Date Order		Amount	Balance
Date	Description		
7/27	INTEREST PAID 3 DAYS	.83	5,338.23

John D Morlan ***** DO NOT MAIL - ELECTRONIC DELIVERY *****	Date 7/25/03 Account Number @000000@721 Tax Id @000000@999 Enclosures	Page 2
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Statement Savings @000000@721 (Continued)

Daily Balance Summary		Date	Balance
7/25	5,337.40	7/27	5,338.23
		Interest Rate Summary	
		Interest Rate Summary	
		7/24	1.90%

.txt Format

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John D Morlan                               Date 7/25/03      Page 1
*****                                     Account Number 8XXXXXX8721
DO NOT MAIL - ELECTRONIC DELIVERY          Tax Id          8XXXXXX8999
*****                                     Enclosures

Telephone us at: (555) 121-2430
Write us at:
555 E. Washington, P.O. Box
SUMMARY OF ACCOUNTS
SUMMARY OF ACCOUNTS
Account No.      Type of Account      Current Balance      Enclosures
8XXXXXX8721     Statement Savings    5,338.23

==== SAVINGS ACCOUNTS ====
Statement Savings      Number of Enclosures      0
Account Number        8XXXXXX8721      Statement Dates 7/25/03 thru 7/27/03
Previous Balance      5,337.40      Days in the statement period      3
Deposits/Credits      .00      Average Ledger      5,337
Checks/Debits         .00      Average Collected      5,337
Service Charge        .00      Interest Earned      .83
Interest Paid         .83      Annual Percentage Yield Earned      1.91%
Ending Balance        5,338.23      2003 Interest Paid      221.61

Activity in Date Order
Activity in Date Order
Date      Description      Amount      Balance
Activity in Date Order
Date      Description      Amount      Balance
7/27     INTEREST PAID  3 DAYS      .83      5,338.23
John D Morlan                               Date 7/25/03      Page 2
*****                                     Account Number 8XXXXXX8721
DO NOT MAIL - ELECTRONIC DELIVERY          Tax Id          8XXXXXX8999
*****                                     Enclosures
Statement Savings      8XXXXXX8721 (Continued)
Daily Balance Summary
Date      Balance
7/25     5,337.40
7/27     5,338.23
Interest Rate Summary
Interest Rate Summary
7/24     1.90%
```