

# PCB Online Payments

Online Payments are a fast, convenient, and secure method to make a PCB loan payment and safe deposit box rent payment electronically using the internet. Make a one-time (PAY NOW) payment or create an account.

## One-time PAY NOW Payments

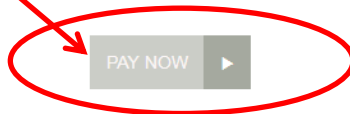
A one-time PAY NOW payment allows you to make a payment without setting up an account. This feature is recommended if the payment amount changes and a recurring payment is not ideal, or if you do not want to store your personal information in the system.

- Go to [www.yourbank.bank](http://www.yourbank.bank). To make a loan payment, click on Personal/Lending/Make a Loan Payment. To make a Safe Deposit Box rent payment, click on Personal/Other Services and browse down to safe deposit boxes.
- Select the PAY NOW option on the online payments website.

## PCB Online Payments

Welcome to PCB's portal to accept online payments. Create an account and LOGIN to make a payment, view payment history and manage payment accounts. Select PAY NOW to make an immediate, one-time payment.

This session will close after a period of inactivity. If this session ends, please login again.



- The account validation page appears. Enter the loan account number or the safe deposit box number and the last 4 digits of the primary account holder's social security number. Click VALIDATE ACCOUNT.

## PAY NOW

Account to Apply Payment: Loan Payment

Account Number:

Last 4 of SSN or TIN:

- The system will display account information and fields to enter payment information. Boxes outlined in **RED** are required fields. Boxes outlined in black are optional. Click **CONTINUE** after entering all required information.

Account to Apply Payment: Loan Payment

Account Number:

Last 4 of SSN or TIN:

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Account Search Result

Name On Account:

Account Number:

Last 4 of SSN or TIN:

Custom Transaction Field:

Address:

Phone:

Amount:

**No payment due.**

Pay this Amount:  **Payment Amount**

Amount must be between \$0.01 and \$999,999.99 (\$99,999,999.99)

Description:

Loan Account Number:  **The loan or safe deposit box account number (depending on which you are paying)**

Payment Due Date:  **Payment due date is the date you want the payment to process electronically.**

Payment Type:  **Payment Type: pay from your bank account or by credit card.**

Account Type:  **Account type: choose checking or savings.**

Name On Account:  **Name on account: name on the account you are paying from.**

Is Business Account:

Routing Number:  **Enter the bank routing number and account number for the deposit account you are paying from. Click the question mark for more information.**

Account Number:

Address:

Suite/APT#:

City:

State/Region:

Postal Code:  **Enter your address and a valid email address to receive the payment notification email.**

Country:

Email Address:

Confirm Email Address:

**Register and Save Payment Information** **Check the box if you want to create an account and save this payment information.**

Online payments can take up to 3 business days to post to your account.

- A confirmation page appears. Carefully review and verify that the information is correct. Select **AGREE AND SUBMIT** to send the payment or **CANCEL** to end without submitting the payment.

Verify that all information for this **Pay Now** payment is correct, review the agreement and then click the **Agree and Submit** button to submit the payment to the bank. Online payments can take up to 3 business days to post to your account.

Amount: \$0.01

Account to Apply Payment:

Name On Account:

Account Number:

Last 4 of SSN or TIN:

Loan Account Number: 123456

Payment Due Date: 2018-08-21

Account Type: Checking

Routing Number: 051504254

Account Number: XXXXXXXX3456

Name: Dopey Dwarf

Billing Address: 123 Anywhere  
Anywhere, WV 22222

Email: anywhere@anywhere.com

Authorization Agreement:

I, **Dopey Dwarf**, authorize **Pendleton Community Bank** to electronically debit my account for the amount indicated above.

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **Pendleton Community Bank** to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at **304-358-2311**

- You will receive an email confirmation from [mail@yourbank.com](mailto:mail@yourbank.com). Below is a sample of a payment confirmation email.

From: [mail@yourbank.com](mailto:mail@yourbank.com) Sent: Fri 8/17/2018

To:

Cc:

Subject: Notification of Electronic Transaction

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Dear Dopey Dwarf:

This email is to inform you that Pendleton Community Bank has electronically processed a single ACH debit transaction to your checking/savings account in the amount of \$1.00 from account ending with 3456 per your authorization on Friday, August 17, 2018.

This transaction will be debited from your account on Monday, August 20, 2018 and will appear on your bank statement under the electronic transaction section.

If this transaction is in error or is a fraudulent transaction please contact Pendleton Community Bank at 304-358-2311 if you have any questions or concerns. Thank you for your payment.

msgid: 500083349-38772

- It can take up to three business days for ACH and credit card payments to show on the account the payment was made from. The account you are paying to will be credited the same business day if the payment is submitted before 6:00 PM on a bank business day. Payments will credit the next business day if submitted after 6:00 PM or on weekends or federal holidays.

## Create an Account

- An account allows you to enter single and/or recurring payments, maintain several accounts from which you will create payments, and view reports for previous and scheduled payments.
- Click on CREATE AN ACCOUNT to start the registration process.

**Loan Payment**

Returning Users:

Enter User Name

Enter Password

[Forgot username or password?](#)

LOGIN

[Create Account](#)

- The user registration screen appears. Complete the requested information. Boxes outlined in red are required and must be completed before clicking REGISTER.

User Registration

Is Business Account:

Username:  ✓

First Name:

Last Name:

Secret Question:

Secret Answer:

Confirm Secret Answer:

Address:

Suite/APT#:

City:

State/Region:

Postal Code:

Country:

Phone:

Email Address:

Confirm Email Address:

CANCEL REGISTER

- Click on REGISTER to continue.

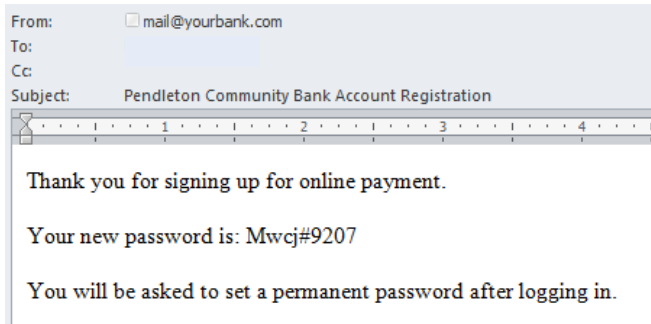
- After clicking on REGISTER, the user confirmation appears.

User Registration Confirmation

Thank you for registering. You will receive an email confirmation shortly containing your login information.

GO TO LOGIN PAGE

- An email from [mail@yourbank.com](mailto:mail@yourbank.com) is sent to you shortly after you register. The email will have a temporary password. Go to the Online Payments login screen and login entering your user name and the temporary password in the email. Below is a sample of the registration email.



- You are prompted to create a new password. The new password must be at least 8 characters and contain both upper and lowercase letters as well as numbers. The password cannot contain your user name. Type the temporary password in the Current Password box and type your new password in the next two boxes. Click on RESET to continue.

**Password Expired**

**Current Password:**

**New Password:**

**Confirm Password:**

ⓘ Password must be at least eight characters long and contains upper and lower case characters as well as digits and must not contain your user name.

### Password Reset Confirmation

Your password has been reset. Please login with your new password.

- Go back to the login screen and login using your user name and new password.

**Loan Payment**

**Returning Users:**

[Forgot username or password?](#)

[Create Account](#)

- You can now make a payment, edit/add payment options and edit your account profile. Click the FULL PAYMENT HISTORY link to view past payments you made online.

Welcome, Dopey [Not You?](#) [Logout](#) ▶

MAKE A PAYMENT

EDIT PAYMENT OPTIONS

EDIT PROFILE

### Scheduled Payments

Next Payment Date	Amount	Location	
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No records found

### Payment History

Transaction ...	Amount	Payment Type	Status	Location	Description
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No records found

FULL PAYMENT HISTORY

## Make a Payment

- When you click the MAKE A PAYMENT link, you are prompted to validate the account and to enter payment information. Click the ADD PAYMENT OPTION if you have not created any payment options. Payment options you create will show in the drop-down box. The fields highlighted in red are required to continue with the payment. Click the RECURRING PAYMENT link at the bottom if you want the payment to automatically occur.
- Click on CONTINUE after entering the required information.

No payment due.

Pay this Amount:

ⓘ Amount must be between \$0.01 and \$9999999.99 (\$99,999,999.99)

Pay From Account:  [ADD PAYMENT OPTION](#)

ⓘ From Account selection is required

Description:

Loan Account Number:

Payment Due Date:

Payment Date:

[Click Here if you would like to make this a recurring payment](#)

Online payments can take up to 3 business days to post to your account.

CANCEL

CONTINUE ▶

## Payment Options

- Payment Type: select either bank account or credit card. Bank account will require you to enter the bank account information and credit card will require you to enter the card information.
- Account Type: choose either checking or savings for bank account.
- Routing Number and Account Number: enter the bank routing number and account that you will use for the payment.
- Account Nickname: this is an optional field. You can create a name for the payment option, such as PCB Checking. For security purposes, do not use a full account number, or other sensitive information.
- Address: enter the address associated with the account or credit card.
- Click on ADD PAYMENT when all information is entered. RESET will clear the fields and does not save the information.

Payment Options

+ Add Payment Option

Same as profile

Payment Type: From Bank Account

Account Type: Checking

Name On Account:

Routing Number:

Account Number:

Account Nick Name:

Address:

City:

State/Region: -- Select --

Zip:

Country: USA

RESET ADD PAYMENT

## Recurring Payment

- Click the recurring payment link to setup the payment to occur on a schedule.
- Frequency: once a month, twice a month, once a week, every two weeks, once a quarter, twice a year and once a year.
- Payment Day: 1 thru 31 or to occur on the last day.
- Start Date: date of the first payment.
- Number of payments: number of payments to automatically pay.
- Next Payment Date: the start date and this are usually the same.
- Infinite payment: payment has no end date.
- Include a single payment now: allows you to make a payment now and schedule the recurring payment.

Click Here if you would like to make this a recurring payment

Frequency: Once a Month

Payment Day: Last Day

Start Date: 8/31/2018

# Of Payments: 12

Next Payment Date: 8/31/2018

Infinite Payment:

Include a Single Payment Now:

## Edit Profile

- Select EDIT PROFILE to change your personal information, password, security question and payment options.

### Personal Information

Individual  Business

Email Address:

First Name:

Last Name:

Phone:

UPDATE PERSONAL INFO ▶

### Password

Current Password:

New Password:

Confirm Password:

UPDATE PASSWORD ▶

### Security Question

Enter Password:

Type a Secret Question:

Type a Secret Answer:

Confirm Secret Answer:

UPDATE QUESTION ▶

### Payment Options


+ Add Payment Option ▼

## Full Payment History

- Full payment history allows you to enter a search date to create a payment history report.

### Payment History

From Date:  

To Date:  

RUN REPORT ▶

Transaction Date	Amount	Payment Type	Status	Name On Account	Location	Description	Transaction Number	Reference Number
←								