

we are working hard to conserve natural resources.

And you can help conserve natural resources by using Online Banking and eDocuments to save gas and paper.

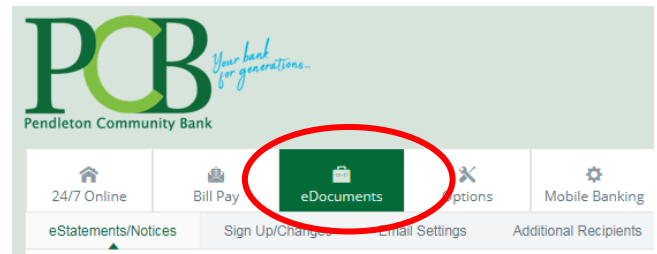
## Electronic Documents Self-Enrollment User Guide

### @ Self-Enroll for eDocuments

Visit [www.yourbank.com](http://www.yourbank.com) and enter your Online Banking ID\* and click login or press Enter. Next, enter your password.



Click the eDocument Tab (located at the top of the screen on the first page after logging in your online banking account).



### ✓ Step 1

Click **Details** to see which accounts and document types you are enrolled to receive.

#### 1. Account(s) and Document Enrollment

All available documents for all active accounts. [Details](#)

### ✓ Step 2

Verify that your correct email address is listed.

#### 2. Please review the following email address. If not correct, please update it in the space shown.

Your Email Address

### ✓ Step 3

Enter a word or words for the security phrase. Emails from PCB regarding eDocuments will show your security phrase in the Subject line of the email. If you do not see your security phrase in the email subject line, **DO NOT** open the email and immediately contact the bank.

#### 3. Please enter a security phrase to be displayed on all valid emails sent from this site.

My dog has fleas



## Step 4

To read eDocuments online you must have Adobe® Reader® 6.0 or higher installed on your computer. Click on 'To see the passcode [click here](#)'. This opens an Adobe PDF document in a new window. In the center of the PDF is a passcode word. This word is case-sensitive. Make a note of the passcode and close the Adobe PDF document.

If you cannot view documents in PDF format, go to

<http://www.adobe.com/products/acrobat/readstep.html> to download the most recent version of Adobe Reader®.

Return to the verification screen and type the passcode into the text box that has 'Please enter the enrollment passcode'.

4. Please enter the enrollment passcode in the field immediately below. To see the passcode, [click here](#).

Please enter the enrollment passcode



## Step 5

Read the Electronic Banking Account Statement Disclosure and Agreement. You must scroll to the bottom of the agreement **PRIOR** to checking the box that says "I agree to the listed terms." Finish by clicking the 'Enroll Now' button.

5. Please read the disclosure below. You must scroll to the bottom of the disclosure before agreeing to the terms listed.

Pendleton Community Bank,  
Franklin, WV  
Electronic Banking Account Statement Disclosure and Agreement

This Electronic Banking Account Statement Disclosure and Agreement is made between you and Pendleton Community Bank and provides your request and consent to receive statements, notices, and documents for your Pendleton Community Bank account(s) by electronic delivery. These electronic statements, notices, and documents are called "eStatements". This Agreement is in addition to the terms and conditions described in the Agreement and Disclosure for 24/7 Online Banking, the Electronic Fund Transfer Act Disclosure, and any other agreements or disclosures related to your account.

I agree to the listed terms.

[Click here](#) to see a sample document.

[Enroll Now](#)

To see a sample statement, click the link in the lower right hand corner.



## Confirmation Email

You will receive an email from PCB when you confirm your enrollment in eDocuments. Emails from PCB for eDocument activity will include your security phrase in the email subject line. Go to 'Email Settings' under the eDocuments tab in online banking to create a unique security phrase. If you receive an eDocument related email from Pendleton Community Bank that **DOES NOT** include your security phrase, do not open the email and contact the bank immediately.

### Enrollment Confirmation



Your information has been updated.  
An enrollment confirmation email will be sent to the e-mail address entered during enrollment. If you do NOT receive this enrollment confirmation email within 1 hour, please contact us IMMEDIATELY, to confirm your email address for electronic document delivery.



## Receiving eDocuments

You will receive an email from PCB when your eDocuments are ready to view.



## Statement Retention

Statements and notices are available online for 18 months. You may save statements to your computer or to a disk for future reference.



## Other eDocument Tabs

### Email Settings

Allows you to update your email address and modify your security phrase.

### Additional Recipients

You can enroll up to three individuals to receive copies of your electronic documents. You assign each a username, email address and PIN and choose which documents you want each recipient to receive.

### Reconciliation Wizard

Use the Recon tab to balance your checkbook.



## Security Reminders

- \* PCB will **NEVER** email you for your personal information. Any email claiming to be the bank requesting personal information such as Social Security Numbers, IDs, or Passwords should not be trusted or opened and you should immediately contact PCB.
- \* Do not write your password down.
- \* Change your password frequently.
- \* Use a different password to access your online accounts than ones you use for other applications.
- \* Always exit your online banking session before leaving your computer.



### What a Smart Idea!

**eDocuments** are electronic copies of your account statements that you can view, search, save and print online . . . without wasting paper!