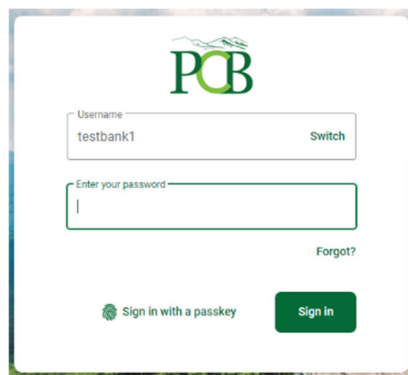


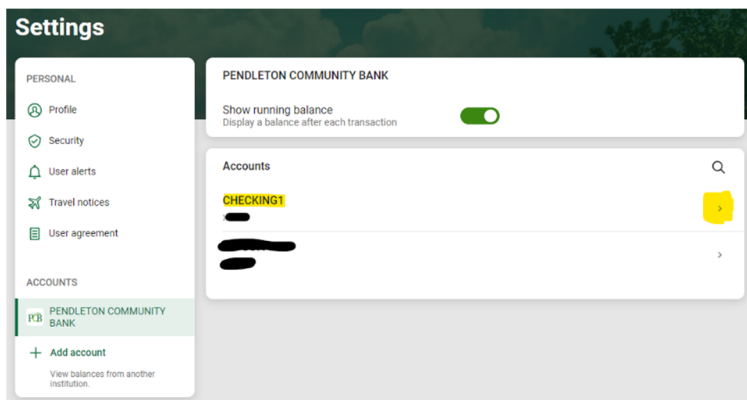
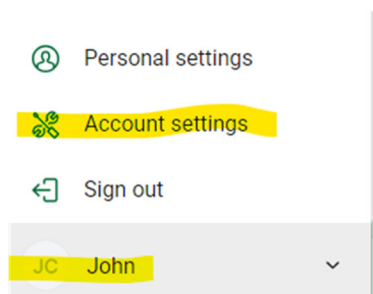
eDocuments User Guide

@ Self-Enroll for eDocuments

Go to www.yourbank.bank, click on LOGIN and enter your Online Banking Username and Password.



At the bottom on the online banking menu, click on your name and select Account Settings. Next, click the 'arrow' to the right of the account.



IMPORTANT INFORMATION: eStatements will start the next statement cycle after enrollment is complete. eStatements will build forward from the enrollment date and will display up to 18 months of statements. Statements prior to enrollment will not be available electronically in online banking.

You will receive an email when you have a new eDocument to view. Click the pdf attached to the email to login and view the document or visit www.yourbank.bank to login your online banking account. Select the Electronic Statements tab from the Dashboard to view a list of available eDocuments for that account.

Browse to Electronic Statements and click on ENROLL / Accept the Agreement / Verify the email address is correct.

The screenshot shows a banking dashboard with two main sections. The first section, 'Display options', has two toggle switches: 'Display in online and mobile banking' and 'Display activity and transactions', both of which are turned on. Below these are two bullet points: 'This account will be visible on the dashboard and account pages' and 'You may set up and receive alerts for this account'. The second section, 'Alerts and cards', has three tabs: 'Balance', 'Transaction', and 'Card Management'. The 'Balance' tab is selected, showing the message 'You do not have any alerts saved.' and a '+ Add alert' button. Below this is a yellow highlighted box labeled 'Electronic Statements', which contains a blue 'Enroll' button and a link for 'Advanced settings >'.



eDocuments: Advanced Settings

After enrolling, go to Advanced Settings under Electronic Statements to verify the correct accounts are enrolled, the email address is correct and to add additional recipients to receive a copy of the eStatement (such as an accountant).

The screenshot shows the 'Electronic Statements' section of a banking dashboard. It features a yellow highlighted box labeled 'Electronic Statements' at the top. Below this is a blue 'Enroll' button. At the bottom, there is a yellow highlighted box labeled 'Advanced settings >'.



eDocuments: Advanced Settings – eStatements/Notices

View eStatements and other eDocuments. Enter a DATE RANGE to select documents to view/print and then click on FILTER.

Documents

eStatements/Notices Sign Up/Changes Email Settings Additional Recipients Disclosures

Account(s) Document Type Date Range

CHECKING1 All Most Recent

Filter

Most Recent
Current Month
Prior Month
Prior 3 Months
Prior 6 Months
Prior Calendar Year
Date Range



eDocuments: Advanced Settings – Sign Up/Changes

Enroll or Change available accounts for eStatements. Click on SAVE SETTINGS after any change is made.

Documents

eStatements/Notices **Sign Up/Changes** Email Settings Additional Recipients Disclosures

Instructions: Below is a list of accounts and document types that are available for enrollment in electronic delivery. You may place a check next to any document you wish to enroll or place a check next to any account(s) in which you wish to enroll all documents. If you uncheck any document or account, you will be unenrolled in electronic delivery for those applicable documents and/or accounts. No selections will be saved until you select the "Save Settings" button.

☒ Enroll All Available Accounts and Document Types Shown

Enroll Accounts

> ☒ CHECKING1

> ☒ ICS DDA 0001

Save Settings Refresh



eDocuments: Advanced Settings – Email Settings

Email Settings allows you to update your email address. eDocuments will send you an email when you have a new eDocument to view. Click the pdf attached to the email to login and view the document or visit www.yourbank.bank to login your online banking account. Select eDocuments then click **eStatements/Notices** to view a list of available eDocuments for that account.

The screenshot shows the 'Email Settings' page within the 'Documents' section. The navigation bar includes 'eStatements/Notices', 'Sign Up/Changes', 'Email Settings' (highlighted), 'Additional Recipients', and 'Disclosures'. The main content area displays the text 'All documents will be sent to the following email address:' followed by a redacted email address. A green 'Save Settings' button is highlighted with a yellow circle.



eDocuments: Advanced Settings – Additional Recipients

Additional Recipients

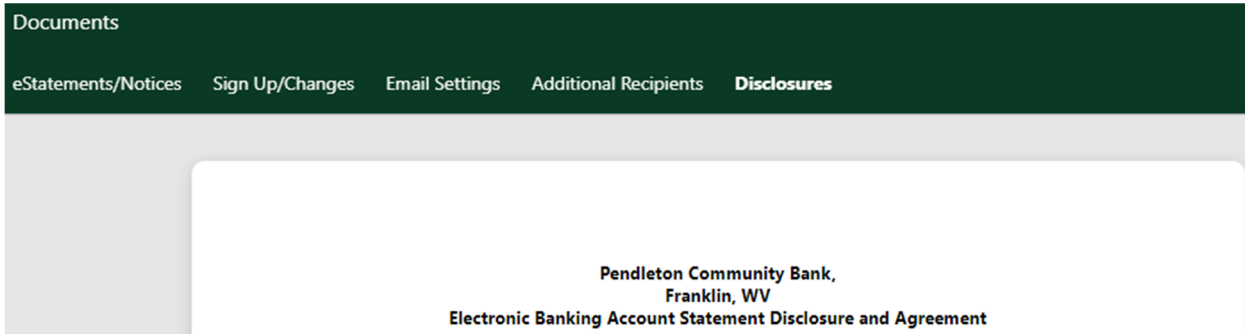
You can enroll up to three individuals to receive copies of your electronic documents. You assign each a username, email address and PIN and choose which documents you want each recipient to receive. These additional recipients will receive an email with a pdf attachment when new statements are available. The additional recipient logs in the pdf attachment using the ID and PIN you created. They can then view the documents you assigned.

The screenshot shows the 'Additional Recipients' page within the 'Documents' section. The navigation bar includes 'eStatements/Notices', 'Sign Up/Changes', 'Email Settings', 'Additional Recipients' (highlighted), and 'Disclosures'. The main content area features three input fields labeled 'Username', 'Email Address', and 'Access PIN'. To the right of these fields are 'Save' and 'Cancel' buttons. Below the input fields is a green 'Add Additional Recipients' button.



eDocuments: Advanced Settings – Disclosures

View a copy of the PCB eDocuments agreement.



IMPORTANT

To read eDocuments online you must have a recent version of Adobe® Reader® installed on your computer. If you cannot view documents in PDF format, download the most recent version of Adobe Reader®.



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.