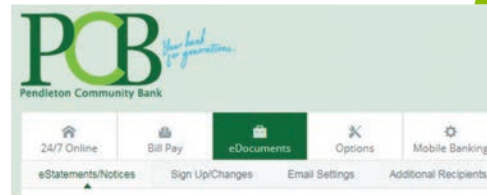


# eDocuments *User Guide*

## Self-Enroll for eDocuments

Go to [www.yourbank.bank](http://www.yourbank.bank) and enter your Online Banking ID\* and click login. Next, enter your password.

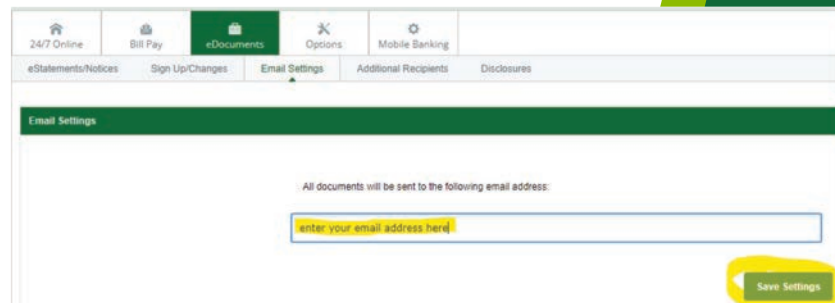
Click the eDocument Tab (located at the top of the screen on the first page after logging in your online banking account).



## Self-Enroll: Step 1

Verify that your correct email address is listed by clicking on eDocuments / Email Settings.

Enter your correct email address (if an incorrect address displays) and click on SAVE SETTINGS.



## Self-Enroll: Step 2

Click Sign Up/Changes under eDocuments to see what accounts are available to enroll for eDocs.

Place a check by each account to enroll for eDocuments.

Click the plus sign to the left of each account to view what eDocuments you will receive for the account.

Click SAVE SETTINGS.

**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

Dopey SAV

Dopey CHECK

Save Settings

Refresh

## Self-Enroll Step 3

Read the Electronic Banking Account Statement Disclosure and Agreement. Scroll to the bottom and select the agreement and select I Agree to complete the enrollment process.

- Bounce Protection Welcome Letter
- A-9 Opt-in Confirmation Notice
- A-9 Opt-in Revocation Notice
- Regulation CC Hold Notice and/or Exception Hold Notice

I Agree

I Do Not Agree

Print

PCB  
Your Bank for Generations

## Confirmation Email

You will receive an email from PCB when you enroll in eDocuments.

### E-Documents Enrollment Information

 PENDLETON COMMUNITY BANK <mail@yourbank.com>  
To [REDACTED]

Reply Reply All Forward Wed 1/11/2023 10:55 AM

You have received this email as a result of changes that were recently made to your electronic documents setup. If you did not recently change your electronic documents setup or authorize a Pendleton Community Bank representative to make a change on your behalf, immediately contact Pendleton Community Bank at the number below to report the activity.

For any questions or concerns, please contact Pendleton Community Bank customer service at 304-358-2311 or [mail@yourbank.com](mailto:mail@yourbank.com). [Mail@yourbank.com](mailto:Mail@yourbank.com) is for general questions only. Please do not include any sensitive information such as account numbers or social security numbers in the email.

## IMPORTANT

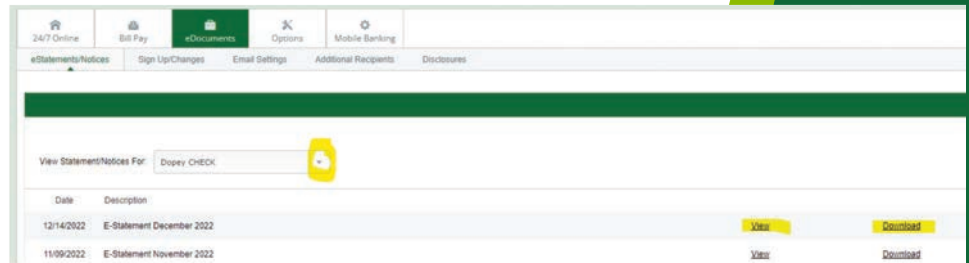
To read eDocuments online you must have Adobe® Reader® 6.0 or higher installed on your computer. If you cannot view documents in PDF format, download the most recent version of Adobe Reader®.

## eDocument Menu Options

### eStatements/Notices

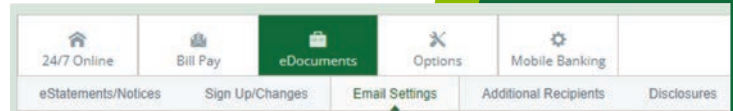
Click the drop-down to select which account to view available eDocuments for that account. Click on VIEW to open a pdf copy of the eDocument.

Select DOWNLOAD to download a copy of the eDocument.



### 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.com](http://www.yourbank.com) to login your online banking account. Select eDocuments then click eStatements/Notices to view a list of available eDocuments for that account.



### 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.

### Disclosures

View a copy of the PCB eDocuments agreement.

## 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.

  
**PCB**  
*Your Bank for Generations*