

## Online Banking Self-Enrollment Guide

Automated Online Enrollment allows you to create online banking access with little or no intervention from Pendleton Community Bank. A summary of the steps to self-enroll are:

- Click the link below to go to the online banking login screen:  
<https://www.netteller.com/login2008/Authentication/Views/Login.aspx?returnUrl=%2fyourbank%2f>
- Select the ENROLL NOW button at the top right of the online banking login screen.
- Enter your personal and account information.
- The system validates your social security or tax ID number, bank account number, and email address against what is on file at Pendleton Community Bank.
- If the information that you entered matches Pendleton Community Bank data, the system creates an Online Banking ID.
- You then receive an email containing a verification link. That link must be selected within one hour from the **same computer** and **browser** you used to enroll.
- The verification link directs you to a screen displaying your 12-digit Online Banking ID.

### Enrolling in Automated Online Banking

1. Select **Enroll Now** from the NetTeller login page.



24/7 Online Banking ID:

Submit

2. Review the *Online Enrollment Agreement*, and then select **I Agree**.

Welcome to Pendleton Community Bank's secure website to self-enroll in online banking. Before continuing, please have the following items:

- An account number from Pendleton Community Bank
- Your social security number (SSN) or Tax Identification number (TIN)
- Your email address on file at Pendleton Community Bank

Verify that you DO NOT currently have an online banking ID at Pendleton Community Bank. Self-enrollment will not work if you already have an online banking ID.

If your enrollment application is accepted, you will receive an email. It's important you follow the steps below to complete enrollment:

- confirm your identity by clicking the link in the email.
- access the link in the email from the SAME COMPUTER and SAME BROWSER you used to fill out the enrollment application.
- click the link within an hour after receiving the email.

[https://www.yourbank.bank/assets/files/ctvov7ak/Online\\_Banking\\_Agreement.pdf](https://www.yourbank.bank/assets/files/ctvov7ak/Online_Banking_Agreement.pdf)

3. Enter the **Social Security Number, Account Number** and **Email Address**. The email address **MUST** match what is on file at Pendleton Community Bank. Select **Continue**.

Online Banking Application ?

Please complete the fields below. Fields marked with an asterisk are required.

You can find your account number on your bank statement, the center set of numbers on the bottom of your checks and deposit slips and on the account agreement(s) provided to you at the time of account opening.

Account Type  Retail  Business

\*SSN or Tax ID # (no dashes)

\*Account #

\*Email

Cancel Continue

4. Enter the requested personal information, and then select **Submit**.

Online Banking Application ?

Please complete the fields below. Fields marked with an asterisk are required.

\*First Name

Middle Name

\*Last Name

\*Street Address 1

Street Address 2

\*City

\*State

\*Zip

\*Birth Date (MMDDYYYY)

Cancel Submit

5. Select **Send Email Verification**.

Send Email Verification

When you click the Send Email Verification button below, you will be sent an email to verify your online enrollment.

**IMPORTANT:**

**Enrollment will not complete successfully until you click the verification link in the email!**

When clicking the link in the email, you must perform that activity from the same computer and web browser you are currently using, and you must click the link within 1 hour from now!

Please click the Send Email Verification button below to continue.

Send Email Verification

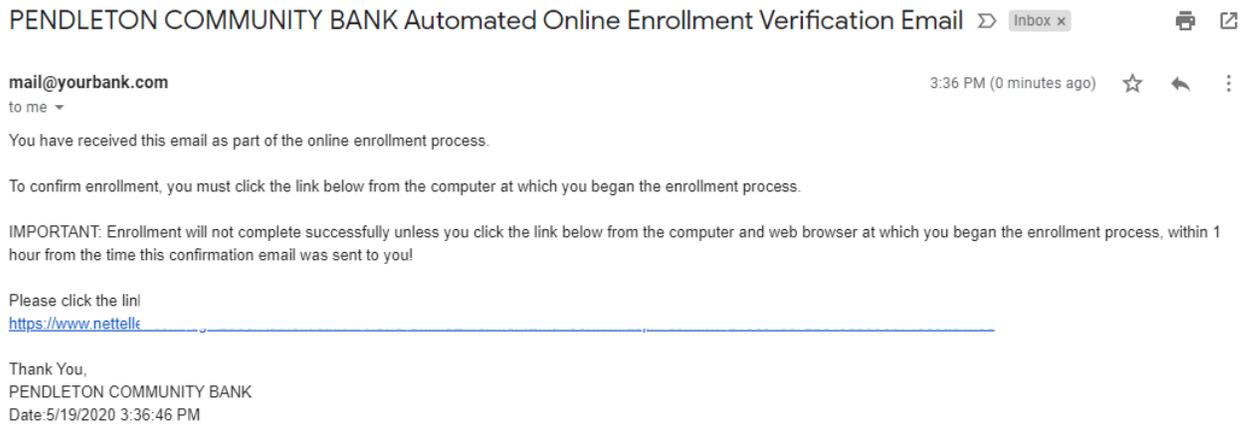
6. An email is sent to the email address entered in the application. After selecting **Send Email Verification**, a verification message appears.

### Email Verification Sent

A verification email has been sent to @gmail.com at 5/19/2020 3:36:46 PM (EST) successfully.

Please click the link contained in that email to complete the online enrollment process.

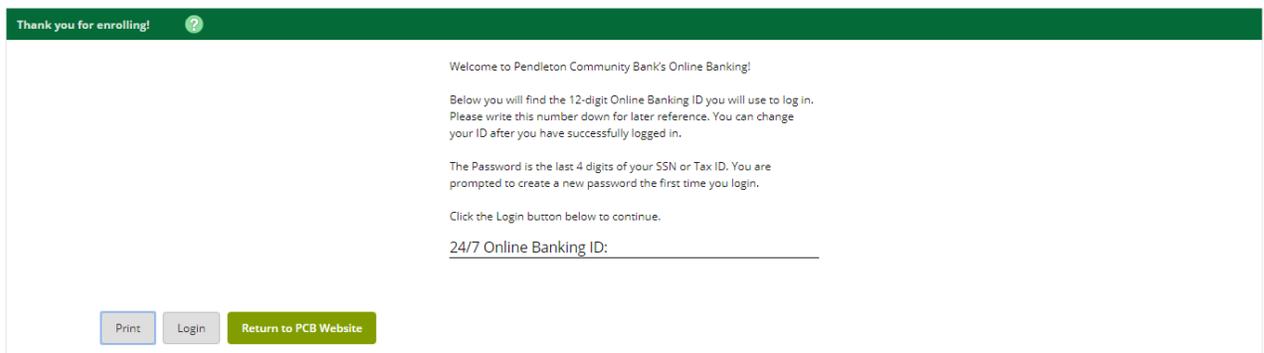
7. Select the link contained in the verification email **within one hour** and make sure the link opens in the **SAME COMPUTER** and **SAME BROWSER** you used to enroll.



**NOTE: You must select the link in the email from the SAME computer and the SAME browser that you used to complete the application form. Example: if you completed the application in Internet Explorer but your email program uses Firefox to open links, your enrollment will not be successful.**

8. Select Login to access your account information. The initial password is the last 4 digits of your social security number (SSN) or tax ID number (TIN).

*NOTE: If you opt not to log in now, record your online banking ID in the email so you can access it in the future, and don't forget that your initial password is the last 4 digits of your SSN or TIN.*



See the [Online Banking User Guide](#) for more information about online banking menu options and features, and review the [Mobile Banking User Guide](#) to learn how to enroll in mobile banking.

Visit <https://www.yourbank.bank/personal/userguides> to for all Pendleton Community Bank customer guides.