

Electronic Statements User Guide

Self-Enroll



www.PeoplesState.com

1.800.897.7499

@ Enroll for eStatements

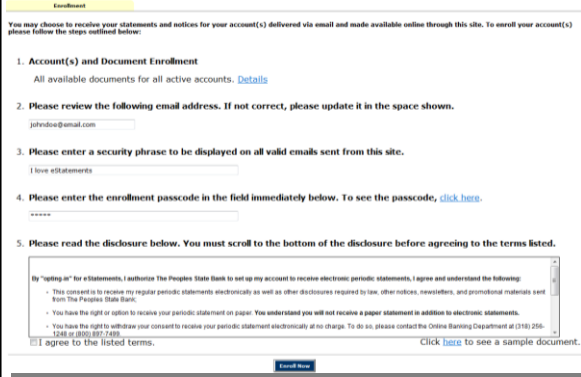
Select the eStatements tab from the menu bar.

The first time you click on the eStatements tab you'll be presented with an enrollment screen.

✓ Step 1 (optional)

Click **Details** to see which accounts and document types you can enroll.

Remove the check boxes from any documents you wish to receive on paper.



1. Account(s) and Document Enrollment
All available documents for all active accounts. [Details](#)

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

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

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

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

By "opting in" for eStatements, I authorize The Peoples State Bank to set up my account to receive electronic periodic statements, I agree and understand the following:

- This consent is to receive my regular periodic statements electronically as well as other disclosures required by law, other notices, newsletters, and promotional materials sent from The Peoples State Bank.
- You have the right or option to receive your periodic statement on paper. You understand you will not receive a paper statement in addition to electronic statements.
- You have the right to withdraw your consent to receive your periodic statement electronically at no charge. To do so, please contact the Online Banking Department at (315) 256-3348 or (800) 897-7499.

I agree to the listed terms. [Click here](#) to see a sample document.

✓ Step 2

Make sure your email address is correct. If no email is listed, you must fill one in.

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

✓ Step 3

Enter a word or words that you will recognize. This is called your eStatement security phrase. Emails from us regarding eStatements will contain this phrase.

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

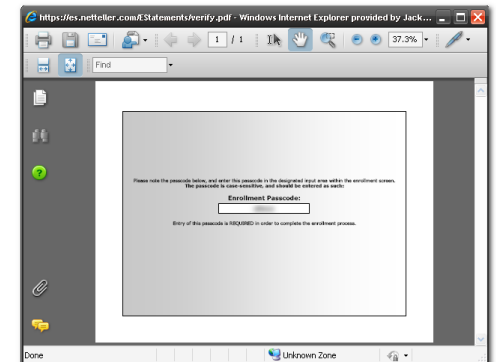
✓ Step 4

This step is your key to knowing if you'll be able to read eStatements online. You must have Adobe® Reader® 6.0 or higher installed on your computer to use the service.

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

First, click where it says [click here](#). This will open an Adobe PDF document in a new window.

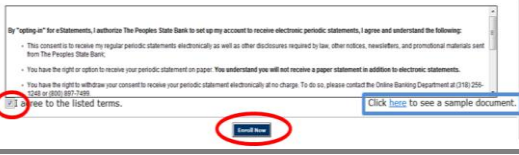
In the center of the PDF you will see a passcode word. This word is case-sensitive. Make a note of the passcode.



Then return to the enrollment screen and type the passcode into Step 4.

Step 5

Read our terms and conditions then check the box that says "I agree."
Finish by clicking the submit button.



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

Confirmation

You'll receive an email from us any time you enroll or un-enroll.

All emails from us regarding eStatements will contain the security phrase you created.

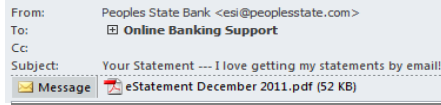


CONGRATULATIONS

on going paperless
and reducing waste!

Receiving Documents

You'll receive an email when your eStatement is ready. Click on the attachment to open it.



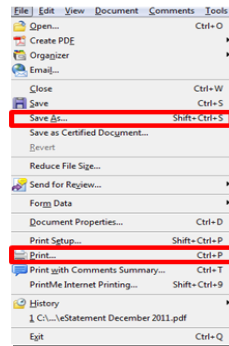
Login Shell

Make sure you see your security phrase.
Enter your Online Banking username and password.

A login form with two input fields. The first field is labeled "PSB NetTeller ID" and the second is labeled "PSB NetTeller Password". To the right of the second field is a blue "Login" button.

Saving and Printing

Because the statements open with Adobe, you can use the Adobe toolbar to save or print. (But you don't really want to print, do you?)



Other Tabs

Account Reconciliation

- ✓ Use the Recon tab to balance your checkbook

Change Email Address

- ✓ Update your address or security phrase through the Email menu

Retention

We retain statements online for 720 days and notices are kept for 720 days.

Be sure to save the statements to your computer or a disk for future reference.

Security Reminders

- ✓ We 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.
- ✓ 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.



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