

2009

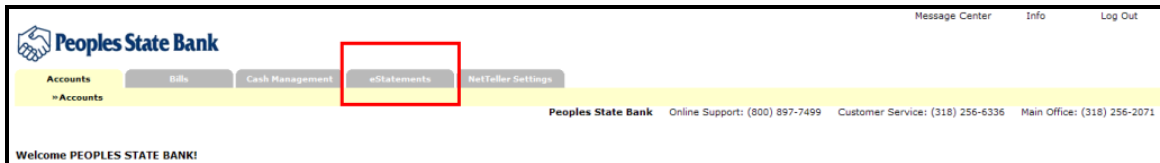
**Peoples State Bank**

**[ESTATEMENT ENROLLMENT GUIDE]**

ONLINE BANKING DEPARTMENT

REVISED OCTOBER 1, 2009

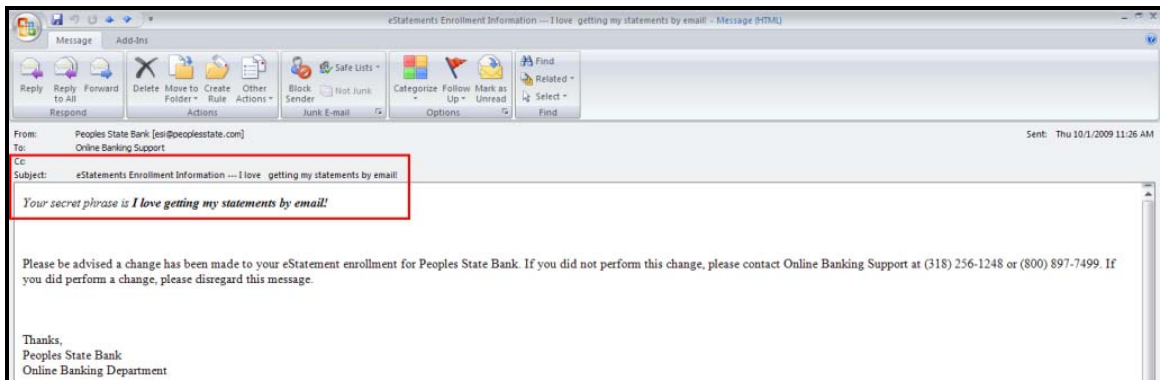
1. Login to your **Peoples State Bank Online Banking Account** using your NetTeller ID and Password.
2. Once logged in, click the **eStatements** tab as shown below.



3. The **Enrollment** screen will appear. There are four (4) sections to this screen as shown below:

- a. **Account(s) and Document Enrollment** – All accounts that are currently listed on your Online Banking will be enrolled in eStatements if you do not click the **Details** link. If you do not want eStatements for all of your accounts, click on the **Details** link to choose which accounts you would like to enroll in eStatements.
- b. **Email Address** – Enter the email address where you would like your eStatements to be sent.
- c. **Security Phrase** – The security phrase will be used to verify that the email sent to you has originated from Peoples State Bank. Create any phrase that you want. Enter your phrase in the box.
- d. **Terms and Conditions** – If you agree to the terms and conditions, check the box next to **I agree to the listed terms** and click **Enroll Now**.

4. You will receive an email at the address you provided in the previous step. The subject of the email will be **eStatements Enrollment Information – (Your security phrase)**. This is a courtesy email advising you that there has been a change to your eStatement enrollment. You can disregard this email as you are the one that made the change. If you did not make a change and receive an email please call **(800) 897-7499**. The email will be similar to the one shown below:



**Congratulations!** You have completed the eStatement enrollment process.

*Please note:*

You will have to have the free Adobe Reader 6.0 or higher to open the attachment on your eStatement. You can download the latest version of Acrobat Reader at <http://www.adobe.com/products/acrobat/readerstep2.html>.

You will continue to receive a paper statement until you open your **first** eStatement. Once you open your **first** eStatement, your paper statements will no longer be mailed.