

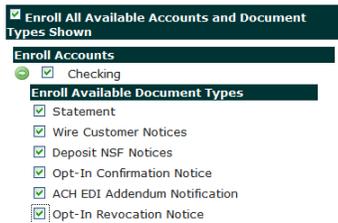
## Getting Started

1. Log in to Peoples Internet Banking
2. Click on the e-Docs Tab



3. Complete the Enrollment process

- a. Account(s) and Document Enrollment: Click here to select the account(s) then unfold the account by clicking on the “plus icon” and **select the documents that you would like to receive electronically.**



- b. Email address setup: Enter your email address and
- c. Security Phrase: This phrase will appear in the subject line of any email notifications regarding your electronic notices. You can return to this tab to update your email address as needed.
- d. Enrollment Passcode: The system will test to see if you have Adobe, you will be prompted to “click here” for the passcode and then you’ll need to enter that passcode in the box below.
- e. Agree to the “Terms and Conditions” and Click on “Enroll Now”

You will receive a confirmation email shortly.

#### 4. eDoc Tab Features

- a. eStatements – You will receive an email from us letting you know when your Statement or Notices are ready. Just log in to Peoples Internet Banking and click on eDocs then the eStatement tab to view your statement and any associated notices.
- b. Documents and Settings: Click here to select the account(s) then unfold the account by clicking on the “plus icon”  and select the documents that you would like to receive electronically.
- c. Disclosures: Service disclosures are provided under this tab.
- d. Email Settings: This phrase will appear in the subject line of any email notifications regarding your electronic notices. You can return to this tab to update your email address or modify your Security Phrase as needed.
- e. Additional Recipients: You can add up to two additional recipients that would also receive electronic document notifications.
- f. Reconciliation Wizard: You can use this option to balance your account.

#### 5. To View, Print and Save your Statements

Click on the **eDocs** tab then on the **eStatements** tab then **VIEW** located under the View Details heading. A window will open with the **OPEN** or **SAVE** options, you can open to view or save to your PC.



## eDocs (Online Statements and Notices) FAQ's

**What are eDocs?** eDocs give us the ability to deliver your account statement and notices to you electronically. Once enrolled, Peoples Bank will email you a notification to let you know that your statement and/or notice is ready to view. You will then log in to your Peoples Online Banking service and click on the eDocs tab then on the eStatements tab to view your electronic documents.

**Will I continue to receive my printed statements or notices in the mail if I sign up for eStatements?** No, when you sign up for eStatements you will not receive a paper statement or notice in the mail.

**Are there other notices that I can receive online?** Yes, when you click on the "Documents and Settings" tab to select your account(s) you will unfold the account to select the notices that you want to receive electronically.

**Is there a cost associated with receiving eStatements?** No, eStatements are **FREE** to Peoples Bank online customers.

**Will my eStatement look the same as by printed statement?** Your eStatement will be a PDF version of your actual printed statement. You must have Adobe Acrobat Reader to view it in this format. You can download the latest free version of Adobe Acrobat Reader at [www.adobe.com](http://www.adobe.com).

**How long are my eStatements stored?** We will store up to 18 months, however, you can save your statements onto your personal PC.

**After I sign up, when can I expect to receive my first eStatement?** You will begin to receive eStatements and stop receiving paper statements with your next statement cycle. If your statement has recently cycled, you may receive one last paper statement before electronic statements begin.

**How does my additional recipient view the eDocs?** You will set up a User Name, Email address and Access PIN for your additional recipients. They will receive an email with a login option to view only the eDocs.

**What if my additional recipient forgets their login information?** You will need to reset their information under the eDocs tab in your internet banking.

**What should I do if I do not receive my eStatement?** If you have not received an email notifying you that your statement is available to view online, we may have an outdated email address on file for you. Please verify your email address under the "Email Settings" tab and update it if necessary. You will also want to verify that the email did not go to a "spam" or "junk" folder in your email box. If it did, you will want to mark that the email is from a trusted source to prevent future emails from going there. Please contact us if your email address is correct and you are still not receiving your eDocs.

**How secure are eStatements?** We do not send your actual statement or notice(s) through email, instead we send you an email notification that your eDoc is available to view online. You must then log on to our secure web site where your account information is protected by 128-bit encryption technology.

**How do I cancel eDocs if I want to start receiving paper statements and notices again?** You'll just login to Peoples Internet Banking, click on the eDocs tab, then Documents and Settings and deselect any accounts and/or documents. Please allow 48 hours for changes.

**What happens if I add a new account after I have already enrolled?** You will simply need to go into eDocs and select the new account and documents you wish to add.