PERSONAL ONLINE BANKING INSTRUCTIONS

ENROLLING

1. Log on at **peoples.bank** or on the **mobile app**
2. Select **Enroll**
3. Complete the Form
4. Submit Enrollment

Once your request has been verified, you will be directed to the First Time Login screen.

1ST TIME LOGIN

1. Select **First Time Login** from website or mobile app
2. Enter Login ID (username)
3. Select a target to have your Secure Access Code delivered
4. Enter Secure Access Code
5. Create and enter your Password
6. You may Register your personal device for future use.

Review and Accept Terms & Conditions during this login

E-STATEMENTS

1. Log into Online Banking
2. From the menu list, select Statements & Notices
   a. View Statements & Notices
3. Select an account
   a. A new screen will come up
4. Enter your email address
5. Click Complete Registration

Statements will be available the following day

Mobile App Icon

ONLINE BANKING

MOBILE DEPOSITS

MOBILE DEPOSITS

1. Open the PBT App from your phone
2. Enter your login information and click **Sign In**
3. **Menu > Transactions > Mobile Deposit Enrollment**

   This is only for your first time using mobile deposit

   Otherwise, click **Deposit Check**
4. Select Account for the deposit
5. Input amount of the deposit
6. Click **Capture Image**
7. Line up the camera and press **Capture Front**
8. Repeat for Capture Back or click on camera icon

   Must have signature and "For Mobile Deposit only at Peoples Bank and Trust" on the back of check
9. Submit Deposit

Once completed, you should receive a message about successfully completing the mobile deposit process.