

## ONLINE BANKING ENROLLMENT

1. Visit [www.ParkBankOnline.com](http://www.ParkBankOnline.com). Click on [Personal Banking](#).
2. Click on [Enroll](#) below the Online Banking headline.
3. Click on [Sign-up](#).



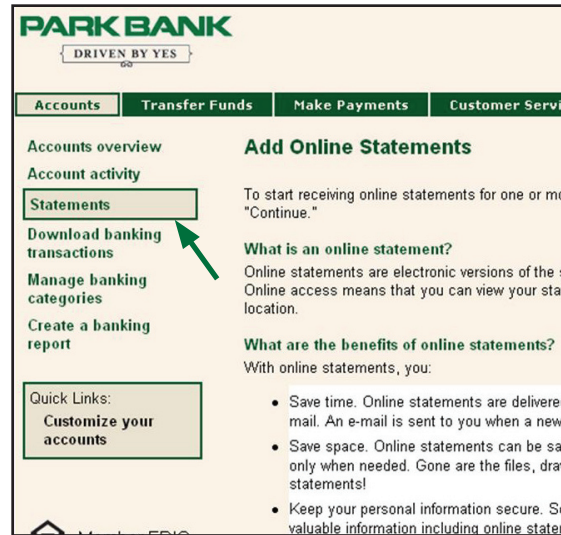
4. Follow the screen instructions.
5. Read the Agreement and check the acknowledgment box. Click Continue.
6. Follow screen instructions (have account number, SS Number and last statement balance available).
7. Create your online profile by selecting your user ID and password and then click Continue.
8. Your online banking enrollment is complete. You may also sign up for eStatements and/or Bill Pay by clicking on Continue.

**Note:** When you logon after the initial sign-up, you will be prompted to set-up your Secure Sign On. Simply follow the screen prompts.

## eSTATEMENT ENROLLMENT

If you did not sign-up for eStatements when you enrolled in Online Banking, then complete the following steps:

1. Sign on to your Online Banking Account.
2. Click on [Statements](#) from the menu on the left.



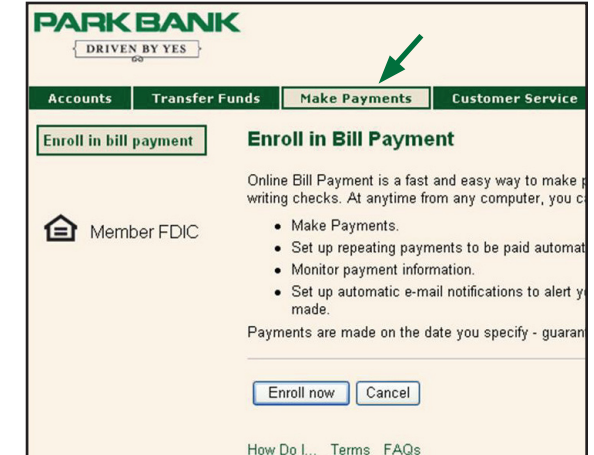
3. Read the online statement information displayed and click Continue.
4. Specify your statement delivery preferences.
5. Read the Agreement and click the box to Agree.
6. Click [Submit](#).

**Note:** Once you have activated eStatements you will no longer receive a paper statement. You will instead receive an e-mail each time an eStatement is available for viewing.

## ONLINE BILL PAY ENROLLMENT

If you did not sign-up for Online Bill Pay when you enrolled in Online Banking, then complete the following steps:

1. Sign on to your Online Banking Account.
2. Click on [Make Payments](#) from the top menu selection.



3. Read the Bill Pay information displayed and click Continue.
4. Choose the eligible account you wish to use to pay bills.
5. Your Online Bill Pay enrollment is complete. Your request will be processed within 2 business days. Once processing is complete, you will receive a confirmation email and you can begin using all the features of online Bill Pay.

**Note:** If you want to pay bills from more than one account, after enrolling, use the [Customize Your Accounts](#) page to identify other accounts you want to use to make payments.

Your information is safe when using Park Bank's Online Banking. We utilize **Secure Sign On** which protects you from identity theft and fraud. During your first visit to our site after your initial sign-up, you will be asked to set up your **Secure Sign On** information by selecting a picture and personal phrase which will be displayed everytime you sign on assuring you that you are on Park Bank's website. During the initial set up, you will also answer security questions and have the opportunity to register your computer if you wish to do so.

### Tips to staying safe online:

- Never give out your personal financial information over the computer. Banks will never ask you to "verify" your financial information or ask you to click on a special site link.
- Do not respond to an email that may warn of dire consequences. Always confirm these email separately with the bank or company.
- Check your credit card and bank account statements regularly and look for unauthorized charges. Report these discrepancies immediately.
- When submitting financial information to a web site, look for the padlock or the key icon at the bottom of your browser and make sure the address begins with "https." This is no guarantee, but the lack of these icons or "https" does indicate that the web site is not secure.
- If you do respond to a fraudulent email, contact your bank immediately so they can help protect your account and identity.

**PARK BANK**

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Member FDIC



# ONLINE SERVICES SET-UP GUIDE



### Step-by-Step Instructions for Enrolling and Setting Up:

- Online Banking
- eStatements
- Online Bill Pay

If you have questions, please call ReadyServe at 414.466.8000 during regular business hours. After hours, you may call 888.806.3805.

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