Platte Valley Bank

Your Guide to Internet Banking

Internet Access

1. Go to www.plattevalleybank.com
2. Locate the box in the upper left-hand corner of the screen. In the "Sign onto your accounts" box, select Internet Banking.
3. Please **MAKE SURE CAPS LOCK IS ON** and enter Access ID. Click the Submit button.
4. First time users will be prompted to change their Password. (Changing Access ID is optional.)
5. Complete Security Data.

Complete Security Data

1. Name the Authentication Image (this image can be changed at a later date if desired). Each time you log on your image will be displayed to assure you that you are on the Platte Valley Bank website.
2. Choose 3 security questions and answer them.
3. Choose Personal or Public Computer. If Personal is selected that computer will recognize your ID and not require you to answer the security questions the next time your log in. If Public is selected you will be required to answer 1 of the 3 security questions.

Change Password

You may change your password at any time. Click on the **User Options** button and select Change Password. The password must be 7-9 characters: 3 must be alpha and 3 must be numeric. The password is case sensitive. For your protection keep your password secure.

Check Account Balance

1. Click on the **Accounts** button for a list of all accounts titled in your name.
2. Select the account you want to review by clicking on the Account Number.
3. Scroll over the **Transactions** button to see your transaction options**.** Below this list, click on the **Current Business Day** to view any memo-posted transactions and your current balance.
4. To view other accounts, click on the **Accounts** button to return to your account listing.

View Account Transactions

1. Click the **Accounts** button and select desired account.
2. Scroll over the **Transactions** button.
3. Choose **Current Statement** to view current month's transactions.
4. Choose **Previous Statement** to view last month's transactions.

Transfer of funds between accounts

1. For a quick, one time transfer, click on **Express Transfer** and follow the prompts.

OR

2. To set-up a future-date or recurring transfer, select **New Scheduled Transfer.** Follow the prompts. The description field will identify the transfer on your statement. Click on **Transfer.**

Export to a Financial Management Program

Use this feature to download transactions to your Quicken or Microsoft Money program.

1. Access your **Account** and select **Transactions.**
2. Below the list click on **Export.**
3. Select a file format.
4. Select the time frame you want to download and click **Export.**

Enrolling in eStatements

1. Log into your Internet Banking.
2. Click on "Enroll for ePay and eStatements"
3. Choose "PVB Link eStatements" from drop-down box, then click Next.
4. Insert your Access ID and Password, click submit. You will receive an email once approved.

Viewing your e-Statements

1. Log on to Internet Banking
2. Under the heading, "List of PVB Link eStatement Accounts…" click on "View Documents."
3. Click on eStatements to view your account.

Enrolling in Bill Pay ePlus

1. Log into Internet Banking
2. Click on "Enroll for ePay & eStatements"
3. Submit electronic application
4. At your Account List page, scroll to the bottom of the screen to locate your ePay Account List to access Bill Pay.
5. *If ePay is not used two consecutive months, a $5.00 fee will apply.