

PERSON-TO-PERSON TRANSFER SET UP

For TransferNow

1. Log onto your online banking. On the Home page, click transfer.

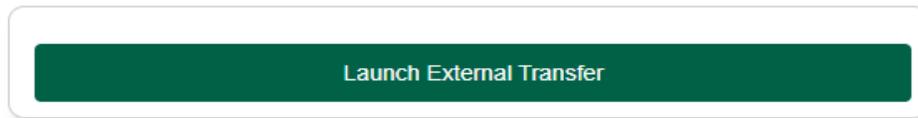


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Home

2. Choose launch external transfer on the right side of the screen.

External Transfer



3. You will need to add the external account to your file. Choose "Add a New Account" to do so.



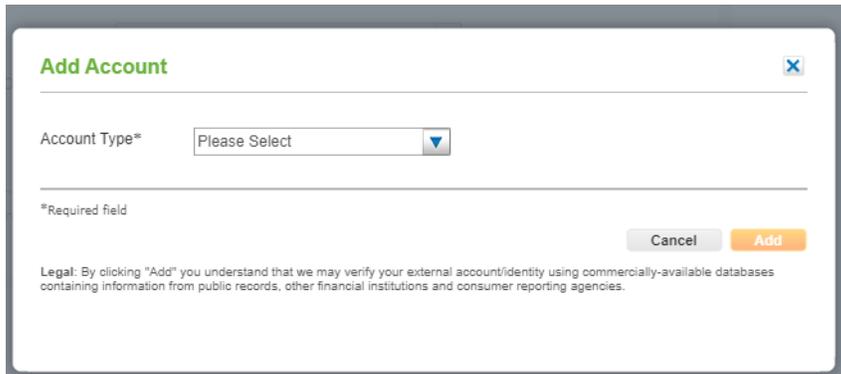
Last log in: Jk

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External Transfer enrollment

A screenshot of the "Transfer Funds" form in the online banking interface. The form has a green header bar with "Transfer Funds", "Activity", "Manage Accounts", and "Help" tabs. The form fields include: "Amount(\$)" with an asterisk and an empty input box; "From" with an asterisk and a "Select Account" dropdown menu; "To" with an asterisk and a "Select Account" dropdown menu; "Send On" with an asterisk, a date input box containing "06/29/2021", a calendar icon, and a "Make Recurring" dropdown menu; and "Memo" with an empty text area. At the bottom right, there is a blue link with a plus icon and the text "Add a New Account", which is highlighted by a red arrow. At the bottom left, there is a note: "* Required field Funds Transfer Disclaimer". At the bottom right, there is an orange "Continue" button.

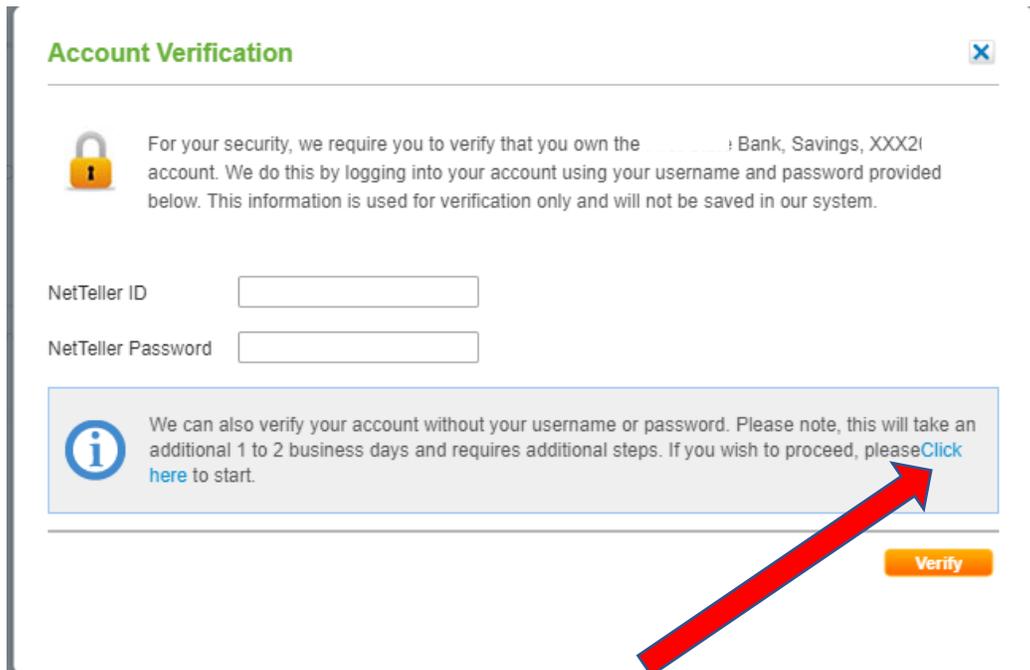
4. Add the account information as prompted.



The screenshot shows a dialog box titled "Add Account" with a close button (X) in the top right corner. Below the title is a horizontal line. Underneath, there is a label "Account Type*" followed by a dropdown menu showing "Please Select" and a downward arrow. Below this is another horizontal line, followed by the text "*Required field". At the bottom right, there are two buttons: a grey "Cancel" button and an orange "Add" button. At the very bottom, there is a small legal disclaimer: "Legal: By clicking 'Add' you understand that we may verify your external account/identity using commercially-available databases containing information from public records, other financial institutions and consumer reporting agencies."

5. The new account needs to be verified. There are two ways to choose to do this.

a. Verify by using the online banking information.



The screenshot shows a dialog box titled "Account Verification" with a close button (X) in the top right corner. Below the title is a horizontal line. Underneath, there is a lock icon and the text: "For your security, we require you to verify that you own the [redacted] Bank, Savings, XXX21 account. We do this by logging into your account using your username and password provided below. This information is used for verification only and will not be saved in our system." Below this text are two input fields: "NetTeller ID" and "NetTeller Password". Below the input fields is a light blue information box with an information icon (i) and the text: "We can also verify your account without your username or password. Please note, this will take an additional 1 to 2 business days and requires additional steps. If you wish to proceed, please [Click here](#) to start." A red arrow points from the bottom right towards the "Click here" link. At the bottom right of the dialog box, there is an orange "Verify" button.

b. If you do not know the online banking information for the account, choose the alternate verification method.

- c. Either way you choose, the next step is the same. The system will make two small deposits in the account, which you will need to verify. Click “start”.

Activate Your Account Using Test Deposits

For your security, we require you to verify that you own the Bank, Savings, XXX2 account. Trial deposit verification takes 1-2 days and can be done by doing the following:

- 1 Click **START** and Premier Community Bank will deposit two small amounts into your Bank account.
- 2 Check your Bank bank account in 1 - 2 business days, and identify the two small amounts in your transaction history. Deposit should appear as TRIALCREDIT or PREMIERCOMMUNITY.

Transaction History		
08/16/2011	ABC Bank	+\$0.XX
08/16/2011	ABC Bank	+\$0.YY

- 3 Log back into Premier Community Bank. On the Transfer Funds page, click the alert to complete validation and follow the on screen instructions.

NOTE: Premier Community Bank will reclaim the total amount of the two trial deposits. There is no cost to you for this service.

- d. Click “Done” and wait for the test deposits. You will need to check the account for the deposit amounts. Either use your online banking for the other account or contact the financial institution to get the information for the deposits.

Test Deposits Have Been Sent

Savings, XXX:

Please log back in to Premier Community Bank after the deposits have been credited to you Bank, Savings, XXX: account to complete activation. Until then, your Bank, Savings, XXX: account will not be available for transfer.

6. After you have the deposit amounts, log into your bill pay again. Select Transfer and Manage accounts.



Last 10

Home Accounts **Transfer** Bill Pay

External Transfer enrollment

The screenshot shows the 'Transfer Funds' form with the following fields: Amount(\$), From (Select Account), To (Select Account), Send On (06/29/2021), and Memo. A 'Manage Accounts' link is circled in red in the top right navigation bar. There is also an 'Add a New Account' link and a 'Continue' button at the bottom right.

7. You will see a list of accounts. Choose the one you want to activate.

The screenshot shows the 'Accounts' page with two sections: 'My Premier Community Bank Accounts' and 'My Other Accounts'. The 'My Other Accounts' section contains a table with columns for Account, Account Nickname, and Status. Two 'Activate Now' buttons are circled in red.

Account	Account Nickname	Status
Premier Community Bank,		Active
My Other Accounts		
Account	Account Nickname	Status
, Savings	Other	Activate Now
Checking		Activate Now

8. Enter the amount of each deposit and click “Activate”

Activate Account With Test Deposit ✕

Test deposits have been sent to your account. Enter the amounts of the deposits below to activate your account and complete your transaction.

Deposit 1: \$ 0.

Deposit 2: \$ 0.

Activate

9. You will receive this notice that the account is ready to use.

Account Activated ✕

 You're all set to be able to send or receive money into your account . Bank, Savings, XXXX

Done