SECURITY

- We will NEVER email you for your personal information. Any email claiming to be the bank requesting personal information such as Social Security Numbers, ID's, or Passwords should not be trusted or opened.

- Do not dive your ID or PIN, or make them available to any other person.

- Never leave your PC unattended while logged into Online Banking.

- Never leave your account information displayed in a way that is accessible to others.

- Always sign off after every use of Online Banking and close your browser to ensure confidentiality.

- Notify the Bank immediately if you suspect that your ID and/or password have become known to an unauthorized person.

Peoples Bank of Greensboro

Bill Pay

User Guide

www.peoplesbankofgreensboro.com

P.O. Box 520

1402 State Street

Greensboro, AL 36744

Phone: 334.624.8804

Fax: 334.624.2205

E-mail:
onlinebanking@peoplesbankofgreensboro.com

Peoples Bank of Greensboro

BILL PAY USER GUIDE

LOG IN

- Log in to Online Banking at: www.peoplesbankofgreensboro.com

- Select the **Bill Pay** tab at the top of the page.

ADDING PAYEES

- Select Add Payee from the Bill Pay sub-menu

- Select **Company** or *Individual* from the Add Payee sub-menu based on the type of payee you are trying to set up

- When you select to add a Company Payee, fill in the payee field and click Search. If the company you entered is available as an Electronic Payee, a link with the Payee Type Electronic will display. If the company is not a candidate for Electronic Payee, select the **Add Check Payee** button at the bottom of the page.

- When you select **Individual** (to add a payee without searching for available electronic payees), the payment will automatically be set up to send the payee a paper check.

ADDING PAYMENTS

- Select **New Payment** from the Bill Pay sub-menu.

- Select **Quick Pay** from the New Payment sub-menu for up to ten (10) one-time payments.

- Enter the payment amount, payment date, and account from which you want to make this payment. **Make note of the estimated date of payment arrival** Click **Continue**. You will then have a chance to edit, confirm, or cancel this payment.

- Select Add Payment from the New Payments sub-menu to set up payments to one payee that will occur on a regularly scheduled basis. Enter the pay from account, the amount, the date, and the frequency of the payment. Click **Continue**. You will then have a chance to edit the scheduled payments.

- You may edit or delete a payment up to 2:00 AM CST on the day the payment is scheduled to be sent. You may not place a stop payment on an electronic payment.

VIEWING HISTORY

- Select **History** from the Bill sub-menu.

- Select the payee that you are interested in reviewing. Bill Payment history is available for 19 months.

PASSWORD GUIDANCE TO CUSTOMERS

To assist in the security of sensitive account information, it is important to protect the confidentiality of online banking passwords. Peoples Bank of Greensboro recommends that the following considerations be given when establishing an Online Banking password:

- Avoid using personal information such as birthdates, phone numbers or other identifiers that may be easily guessed by others.

- Refrain from sharing your password.

- Ensure that passwords are changed periodically.

- Establish a unique password for online banking that is not used for logon to other services.

FEES

- Your account will be charged $5.00 each statement cycle for Bill Pay.