

PS Bank is excited to remind you that our Internet Banking and Mobile Banking systems will be updated the weekend of June 15.

As a business customer that uses the ACH functionality in online banking, we want to prepare you for the process of saving your existing ACH templates so that you may import them into the new system.

Note: If you have templates with one or two entries, you may choose to simply re-enter this information on the new online banking system. The new system has an editor that is very similar to the current online banking system, and this editor will allow you to enter the information to create an ACH file.

However, if you have templates with many entries, it may be easier to save templates to your computer which can then be uploaded into the new Online Banking system as a starting point to edit for a new ACH file.

Prior to 4:00pm, June 14, you will have access to the existing online banking system. In the current system:

1. Navigate to [Cash Management | ACH | Templates](#)
2. You will see a list of Templates which includes a column that shows the number of transactions in the template. This may help you judge which templates you want to save.

The screenshot displays the 'ACH Templates' page in the online banking system. The navigation menu on the left includes 'Cash Management', 'Transfer', 'Payments', 'ACH', and 'Remote Deposit'. The 'ACH' section is expanded to show 'Templates', 'Processed', and 'Reports'. The main content area features a 'Create a Template' button and an 'Import NACHA' button. Below these is a 'Templates' section with a 'Delete' button and a 'Choose Columns' button. The table below lists various templates with their details:

<input type="checkbox"/>	Name	ACH Type	Description	Company	Deposit Total	Withdrawal Total	# of Trans	Actions
<input type="checkbox"/>	Consulting	CCD	Consulting	Susquehanna Tacos	\$900.00	\$900.00	2	▼
<input type="checkbox"/>	Vendor A	CCD	Supplies A	Susquehanna Tacos	\$3,436.70	\$3,436.70	2	▼
<input type="checkbox"/>	Vendor B	CCD		Susquehanna Tacos	\$510.00	\$510.00	2	▼
<input type="checkbox"/>	Vendor C	CCD	Supplies C	Susquehanna Tacos	\$11,190.00	\$11,190.00	2	▼
<input type="checkbox"/>	Landlord	CCD	Rent	Susquehanna Tacos	\$2,000.00	\$2,000.00	2	▼
<input type="checkbox"/>	Vendor D	CCD		Susquehanna Tacos	\$700.00	\$700.00	2	▼
<input type="checkbox"/>	Payroll	PPD	Payroll	Susquehanna Tacos	\$4,310.88	\$4,310.88	42	▼

- In the row of the template you wish to save, click on the down arrow ▼ in the Actions column
- In the menu that opens, choose 'Export ACH'

<input type="checkbox"/>	Payroll	PPD	Payroll	Susquehanna Tacos	\$4,310.88	\$4,310.88	42	▼	Copy
<input type="checkbox"/>	Vendor E	CCD	Supplies E	Susquehanna Tacos	\$1,150.00	\$1,150.00	2	▼	Edit
<input type="checkbox"/>	Vendor F	CCD		Susquehanna Tacos	\$1,800.00	\$1,800.00	2	▼	Export ACH
<input type="checkbox"/>	Vendor G	CCD	Supplies G	Susquehanna Tacos	\$19,244.00	\$19,244.00	2	▼	Export CSV
<input type="checkbox"/>	Vendor H	CCD		Susquehanna Tacos	\$62,050.00	\$62,050.00	2	▼	Reverse
									Go

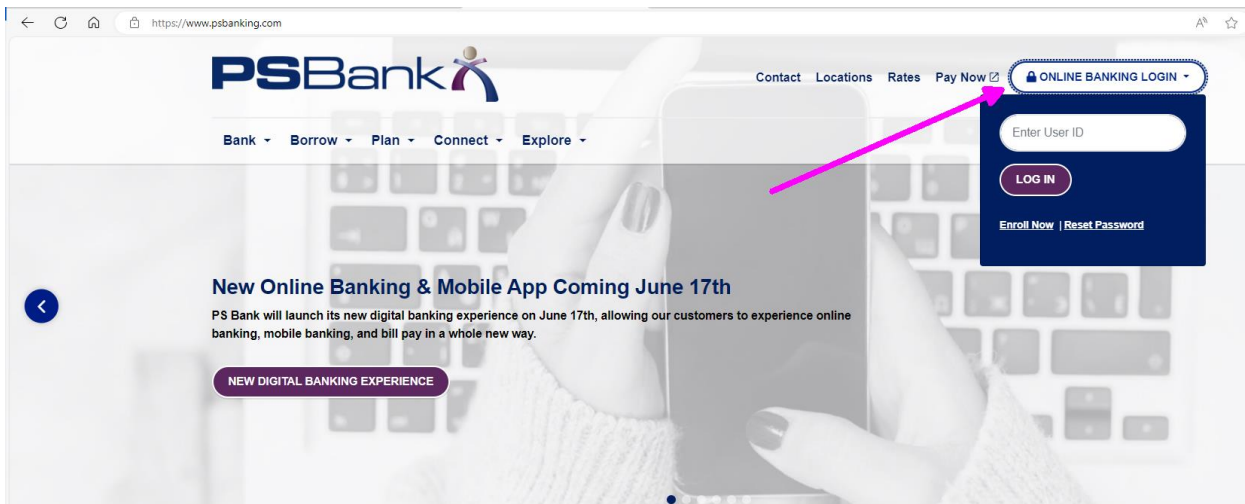
- The system will open the 'Save File' dialog box. You may choose where you would like to save the file, and if you would like, to edit the system-generated filename.

Remember where you save the files. You will use these files to load onto the new online banking system.

As we approach the system conversion. *What to expect:*

June 14: 4:00pm

The online banking login option will disappear from the website. Mobile Banking will stop updating with current data and will eventually switch to a service update notification with a link to the new replacement app.



If you use the direct link <https://secure-peoplesbankpa.com/SignOn/Logon> it will also stop working at 4:00pm.

June 17 (morning):

The online banking logon option will reappear on the website. New mobile apps will be available for download in the Apple App Store and Google Play store.

To sign-on for the first time:

Use your regular online banking username. For the password, use the last 6-digits of your EIN, business tax ID number.

Note: Only the primary Admin logon will work for the first logon. Additional users *will have to be re-created* after the initial Admin logon.

You will be prompted to change your password and to accept updated Terms and Conditions.

Following you will be asked to validate your identity with security questions and a process to enter a code sent to your mobile device.

As a business customer you will next be asked to add Business Profile Information.

Congratulations and welcome to the new PS Bank online banking!

Next steps:

You will need to setup additional employees that need access to the system.

You will also want to import any saved ACH templates.

The PS Bank Customer Care is available to assist with any questions about the online banking system, and how to successfully transition your current processes to the new platform.

For the first 2 weeks, 24-7 support will be available by calling:

1-866-746-1011