

Instructions for changing your email address for Scheduled Transfers or Notifications

Each Scheduled Transfer or Notification, which is set up within Peoples Bank of Kankakee County Online Banking, allows you to input an email address you would like information regarding your scheduled transfer or notification to be sent. This is done so that you can direct where you would like information to be sent for each individual transfer or notification.

If you have set up a Scheduled Transfer or Notification in Peoples Bank of Kankakee County Online Banking and you change your email address you must change your email within each Scheduled Transfer or Notification also. This would be in addition to changing your email address by choosing User Options within Online Banking.

Instructions for Scheduled Transfers:

1. Log into Online Banking
2. Click on Scheduled Transfers
3. All scheduled transfer you have set up will show – Click on Edit for the Transfer you wish to change your email address for.
4. Scroll down to **Email Notification To:**
5. Update with your correct email address
6. Press Save Transfer

Instructions for Notifications:

1. Log into Online Banking
2. Click on Notifications
3. All notifications you have set up will show – Click on Edit for the Notification you wish to change your email address for.
4. **Email To:** Update with your correct email address
5. Press Save Notification

It is very important that you keep you email address updated so that you will receive the notifications you have requested and/or information regarding the scheduled transfer you have set up.

If you should decide, you no longer require this notification or scheduled transfer, follow the steps above and choose **Delete** instead of Edit.

If you have any questions or need assistance please feel free to call our Retail Support Department at 815-802-2888 or 815-936-7600.