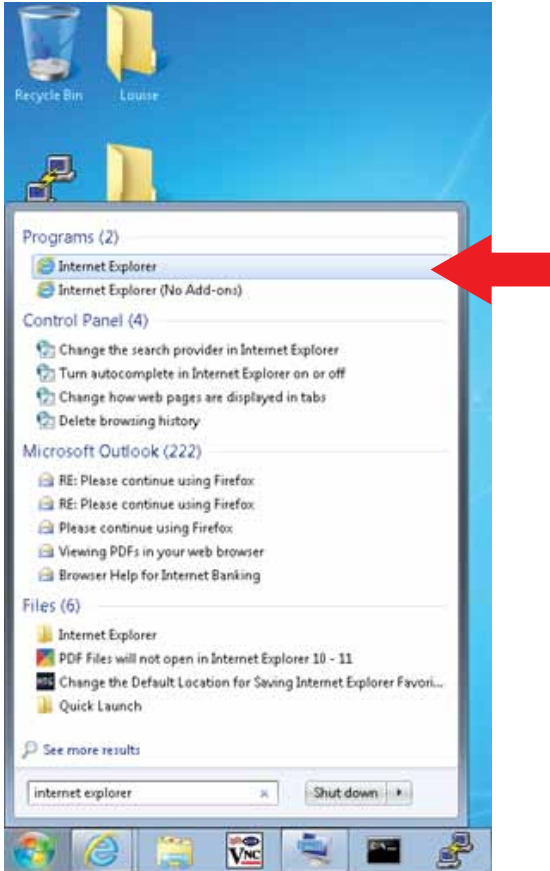


Open Internet Explorer

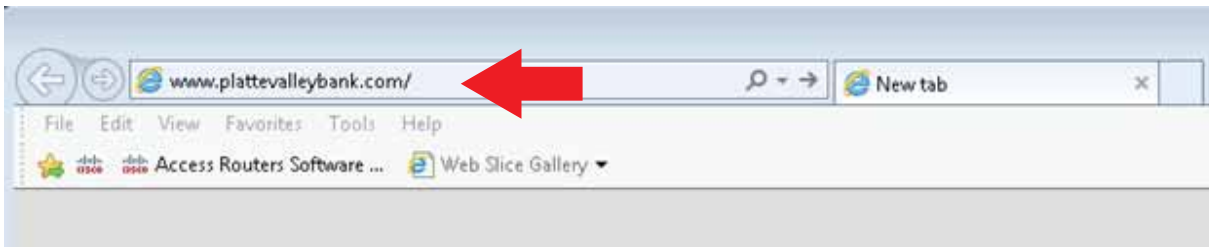
If Internet Explorer is hard to find then go to the **Start** (Windows symbol) in the lower left-hand corner and left-click with your mouse.

After left-clicking the Start (Windows) button, then type **“Internet Explorer”** in the search box directly above the Start button.

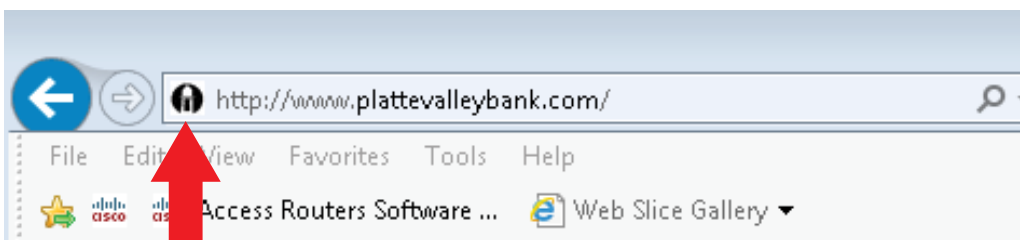


Left-click on the top selection under **“Programs”** that shows **“Internet Explorer”**

Internet Explorer will start up and an Internet Explorer web browser window will open. **Type “www.plattevalleybank.com”** in the address bar. See example below.



If you want to create a shortcut to this website on the desktop of your computer, then left-click and hold down on the mouse’s left button as you drag the Platte Valley Bank icon from the address bar and drop it onto your desktop.

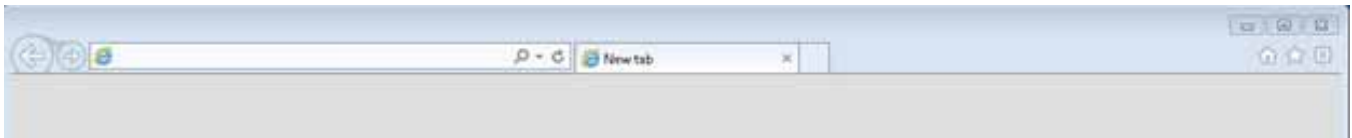


Now with the shortcut created on your desktop, you should be able to access Platte Valley Bank, and more specifically, the "Bill Pay" section.

Below is an example of how your new shortcut will appear.



*** If you can't access the website and a security alert pops up, then you will need to update your Internet Explorer browser. If the security alert does pop up, then complete the following steps:
Left-click on Help in the Menu Bar. It is in line with "File, Edit, View, Favorites, and Tools." If these options aren't available, then you will need to right-click at the top of the browser window in the light blue area and select "menu bar" to get your browser to have the "File, Edit, View, Favorites, and Tools" functionality.



See example below: (after enabling the Menu Bar "Help" should be available)



Verify which version of Internet Explorer you are using by left-clicking "Help" and choosing "About Internet Explorer" from the drop down menu. This screen should pop up.



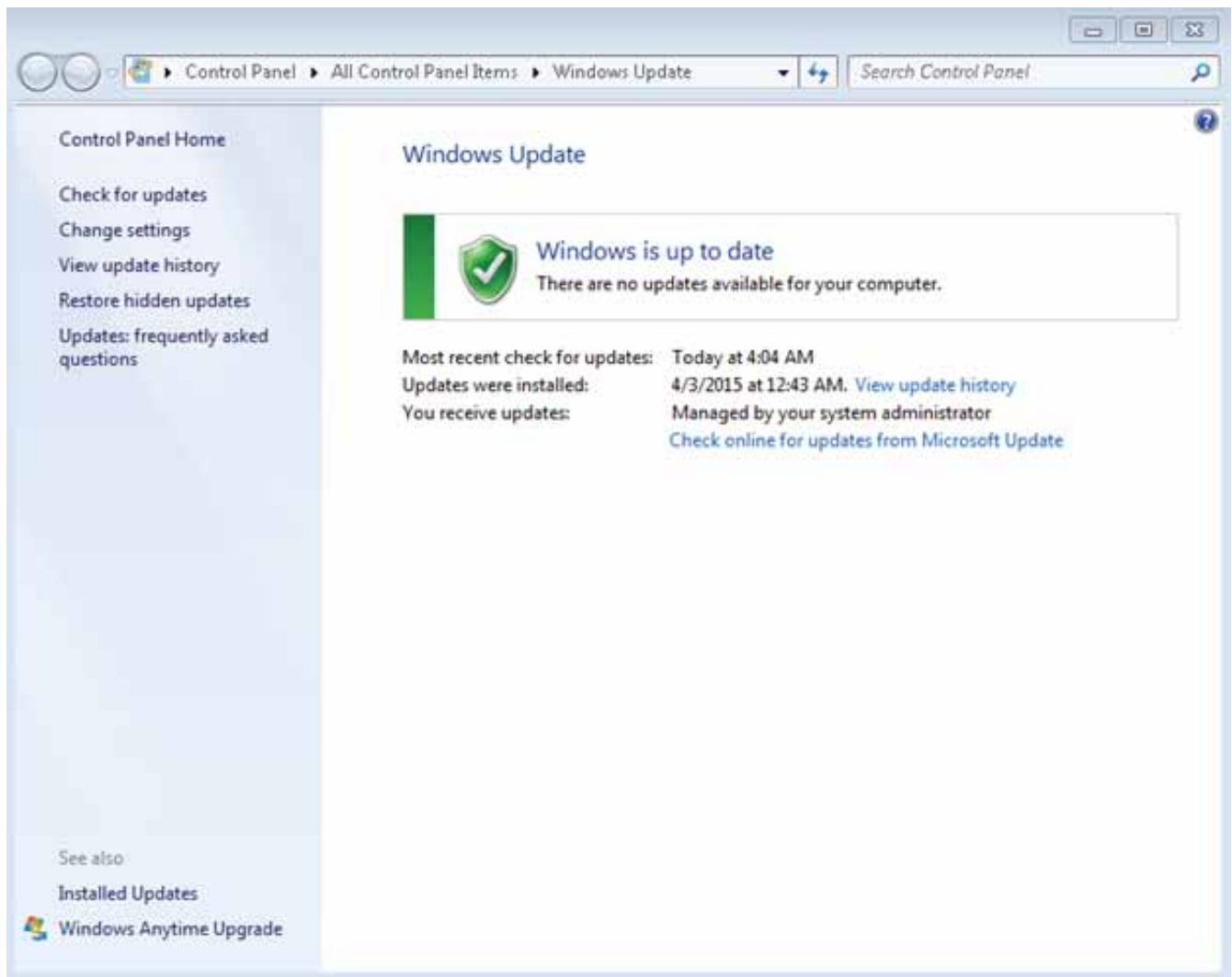
It is suggested but not mandatory to click the “Install new versions automatically” and have the most recent version of Internet Explorer installed for “Bill Pay” to work.

After checking the box “Install new versions automatically” you can click close.

Close all Internet Explorer windows and relaunch the short cut that you created earlier for Platte Valley Bank of Missouri and proceed through the steps to access “Bill Pay.”

If this doesn’t remedy the issue, you may need to go to “Windows Update” within the Internet Explorer browser by left-clicking on “Tools” and choosing “Windows Update”.

This box will open:



Click “Check for Updates” in the left column. Then after checking for updates, you will be asked to “Install Updates”. After installing updates you will need to restart your computer so the installation of the updates proceeds.