

# Business Banking Direct Getting Started Guide

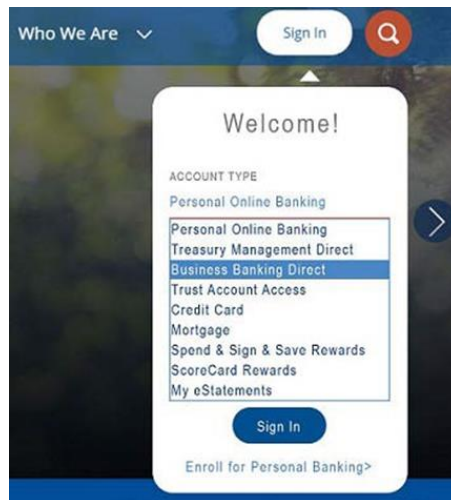
We are excited to introduce you to our online banking platform, Business Banking Direct. Please follow these steps to get started.

## You will receive two secured emails with your login credentials

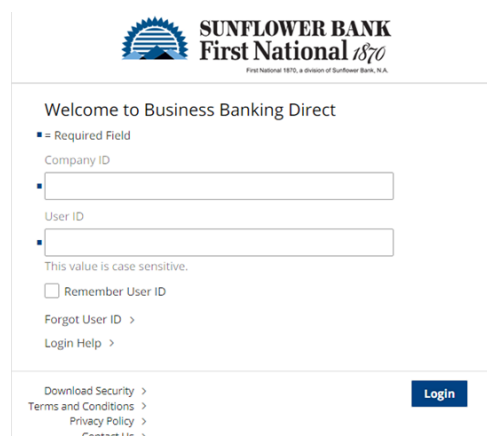
- Your Company ID, User ID and temporary password will arrive via secure email.
  - If you do not see these emails, check your junk or spam folder. The emails will be sent from [Direct-NoReply@SunflowerBank.com](mailto:Direct-NoReply@SunflowerBank.com)
  - If you do not receive the credential emails, please call 888.827.5564 and Sunflower Bank's Customer Care team can assist you with obtaining those credentials.

## To login go to SunflowerBank.com

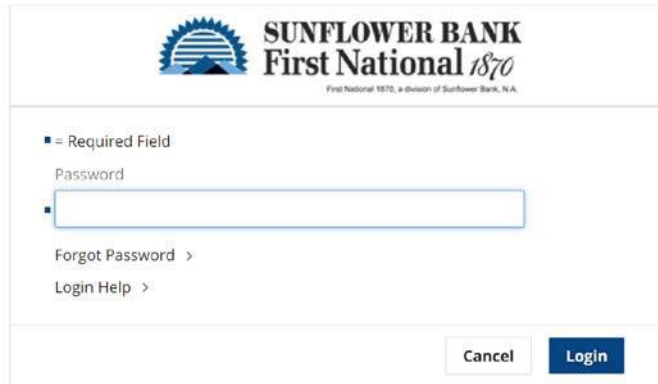
- In the Online Login box, click on the account type drop down and select **Business Banking Direct**. Click the **Sign In** button.



- On the next screen, input your login credentials. **These fields are case sensitive.**
  - The **Company ID** will be the same for every user in your company.
  - Your unique **User ID** will be provided in the secure email.

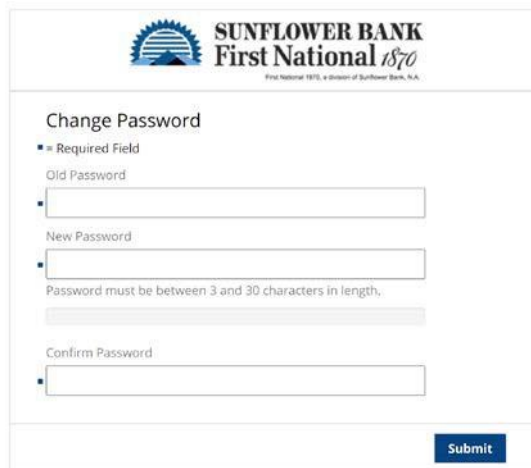

 A screenshot of the Sunflower Bank Business Banking Direct login form. At the top, there is the Sunflower Bank logo and the text 'SUNFLOWER BANK First National 1870'. Below the logo is the heading 'Welcome to Business Banking Direct'. Underneath the heading is a legend: '■ = Required Field'. There are two input fields: 'Company ID' and 'User ID'. Both fields have a small blue square icon to their left, indicating they are required fields. Below the 'User ID' field is a note: 'This value is case sensitive.' There is a checkbox labeled 'Remember User ID' which is currently unchecked. Below the checkbox are two links: 'Forgot User ID >' and 'Login Help >'. At the bottom of the form is a blue 'Login' button. In the bottom left corner, there are several links: 'Download Security >', 'Terms and Conditions >', and 'Privacy Policy >'.

- Next, you will be asked to enter your **password**.
  - Your first time accessing the system, you will need to enter the temporary password provided to you via secure email.



The image shows the Sunflower Bank login page. At the top is the Sunflower Bank logo and the text "SUNFLOWER BANK First National 1870". Below the logo is a legend: "■ = Required Field". There is a "Password" label above a text input field. Below the input field are links for "Forgot Password >" and "Login Help >". At the bottom right are "Cancel" and "Login" buttons.

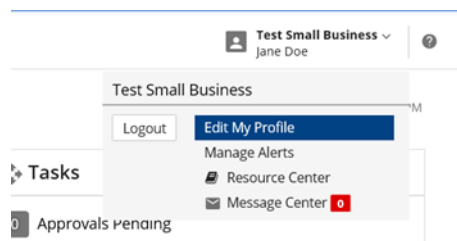
- You will then need to change your password.
  - First, enter the temporary password you received as your current password.
  - Then, enter a new password in the next two boxes
    - Your password must be 10 characters long and contain an upper case letter, number and special character.



The image shows the Sunflower Bank "Change Password" page. At the top is the Sunflower Bank logo and the text "SUNFLOWER BANK First National 1870". Below the logo is a legend: "■ = Required Field". There are three text input fields labeled "Old Password", "New Password", and "Confirm Password". Below the "New Password" field is a note: "Password must be between 3 and 30 characters in length." At the bottom right is a "Submit" button.

## Congratulations! You have now signed into our online banking platform!

- Now that you are logged into Business Banking Direct, go to the **Edit my Profile** option from the upper right hand corner.



- You will need to confirm/update two pieces of information:
  - Confirm your email address is correct.
  - If you would like to receive notification and alerts via text, then check the box to **enable text**



**message notifications** and enter your phone number.

- You will also need to agree to the terms and conditions. This portion is required for mobile access.

Enable text message notifications

Mobile Phone Number

▪

Format: XXX-XXX-XXXX

Receive alerts via text message

Text Message Terms & Conditions

▪ = Required Field

I agree to the Text Terms & Conditions >

If you have questions about Business Banking Direct after May 9, please contact Customer Care at 888.827.5564 or send an email to [CustomerService@SunflowerBank.com](mailto:CustomerService@SunflowerBank.com)