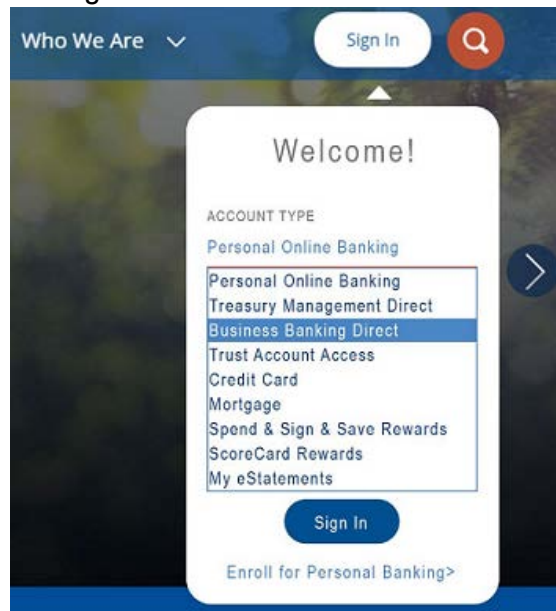


Business Banking Direct Getting Started Guide

We are excited to introduce you to our online banking platform, Business Banking Direct. Follow the steps below to get started.

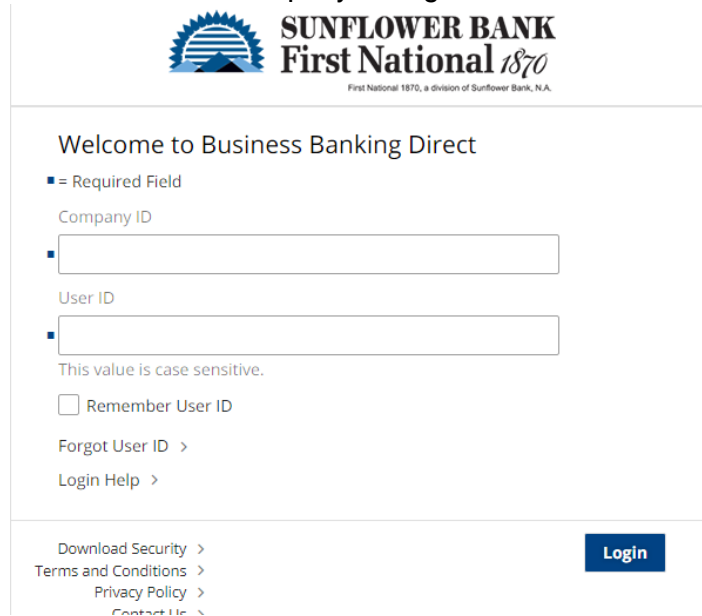
- **Obtain the Company ID, User ID and temporary password you received via encrypted email**
 - The Company ID and User ID are sent together in one email; the temporary password is sent separately.
 - If you did not see these emails, check your junk or spam folder. The emails are sent from onlinebanking@sunflowerbank.com
 - If you do not have the emails with the needed credentials, please call 888-827-5564 and our Customer Care team can assist you with obtaining those credentials.

- **Go to SunflowerBank.com or FirstNational1870.com**
 - Click on the account type drop down and select Business Banking Direct. Click the Sign In button.



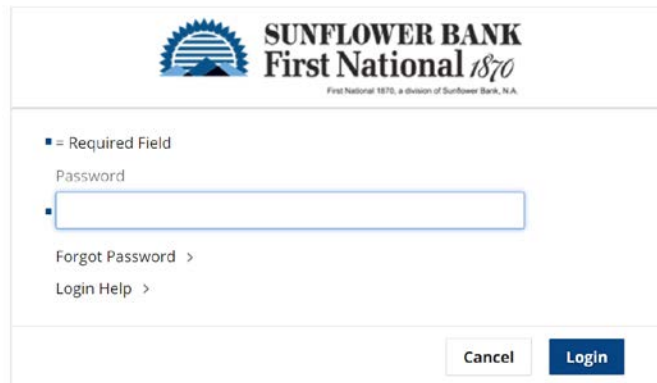
Business Banking Direct Getting Started Guide

- On the next screen input your log in credentials. **These fields are case sensitive.**



The screenshot shows the Sunflower Bank First National 1870 logo at the top. Below the logo, the text reads "Welcome to Business Banking Direct". A legend indicates that a small square icon represents a "Required Field". There are two input fields: "Company ID" and "User ID", both marked as required. Below the "User ID" field, a note states "This value is case sensitive." There is a checkbox for "Remember User ID" which is currently unchecked. Below the checkbox are links for "Forgot User ID >" and "Login Help >". At the bottom left, there are links for "Download Security >", "Terms and Conditions >", "Privacy Policy >", and "Contact Us >". At the bottom right, there is a blue "Login" button.

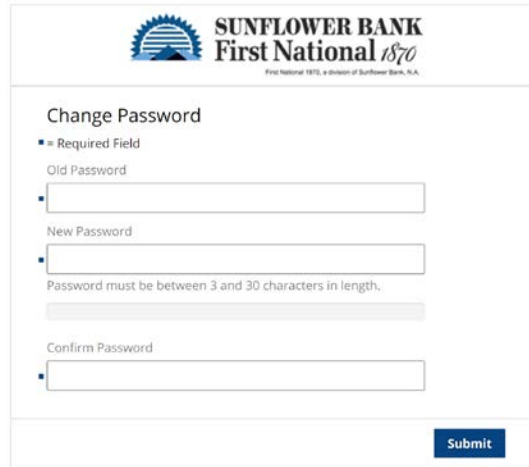
- Next you will be asked to enter your password
 - Your first time accessing the system you will need to enter the temporary password provided to you via secure email



The screenshot shows the Sunflower Bank First National 1870 logo at the top. Below the logo, the text reads "Password". A legend indicates that a small square icon represents a "Required Field". There is one input field for the password, marked as required. Below the input field are links for "Forgot Password >" and "Login Help >". At the bottom right, there are two buttons: a "Cancel" button and a blue "Login" button.

Business Banking Direct Getting Started Guide

- 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 character long and contain an upper case letter, number, and special character



SUNFLOWER BANK
First National 1870
First National 1870, a division of Sunflower Bank, N.A.

Change Password

▪ = Required Field

Old Password
▪

New Password
▪

Password must be between 3 and 30 characters in length.

Confirm Password
▪

Submit

- Finally, complete your security questions

Security Questions

▪ = Required Field

Question #1
▪

Answer to Question #1
▪

Question #2
▪

Answer to Question #2
▪

Question #3
▪

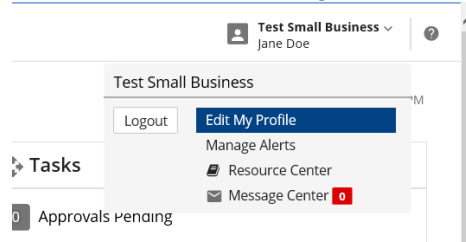
Answer to Question #3
▪

Submit

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

Business Banking Direct Getting Started Guide

- 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 three 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 needed 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 >

- Answer the two security questions.

Security

= Required Field

[Change Password >](#)

[Change Site Verification Image >](#)

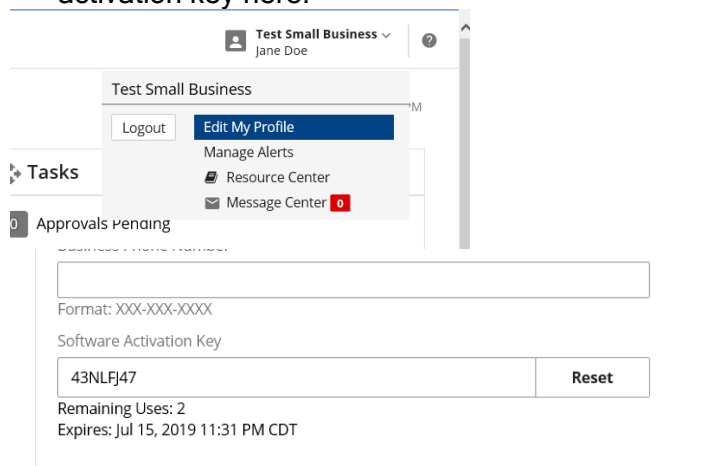
[Change Site Security Questions >](#)

What is your favorite hobby?

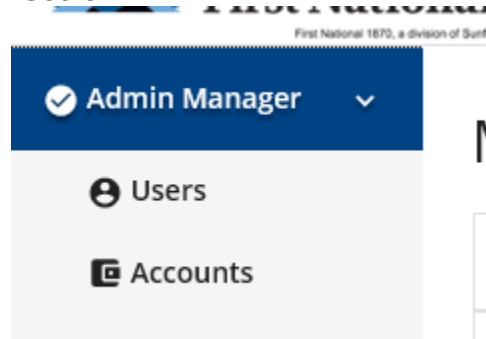
What is your mother's maiden name?

Business Banking Direct Getting Started Guide

- Lastly, you will need to locate your software activation key that will be used for the mobile app. This is an important piece of information that is required to install the mobile app.
 - The password you received via secure email that is used for your log in credentials is the software activation key as well.
 - If you no longer have your email containing your password you can view the software activation key in Business Banking Direct.
 - This is found under the “Edit My Profile” option from the upper right hand corner. You will need to be a system administrator to view your software activation key here.



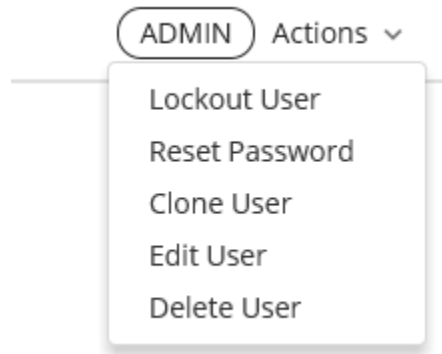
- **Security**
 If you are not a system administrator, your system administrator can locate your software activation key for you. They will need to log into Business Banking Direct and select “Admin Manager” and click on “Users”.



Your administrator should select your user and click on the “Actions” button from the upper right hand corner then click “Edit User”. The software activation key can viewed here.



Business Banking Direct Getting Started Guide



If you have questions about Business Banking Direct, please contact us at 888-827-5564 or CustomerService@SunflowerBank.com