

Business Banking Direct Getting Started Guide

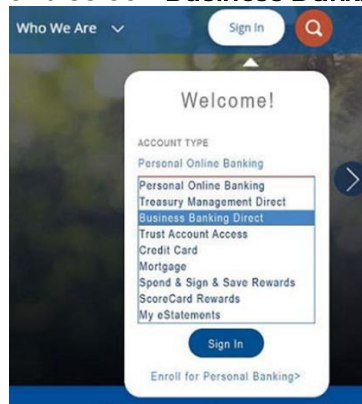
We are excited to introduce you to our online banking platform, Business Banking Direct. Follow the steps to get started.

You will receive two secured emails with your login credentials


- Your Company ID and User ID will be sent together in one secure email.
- A temporary password will be sent in a separate 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
 - If you do not receive the temporary password email, please call 1.888.827.5564 and our Customer Care team can assist you.

Go to SunflowerBank.com

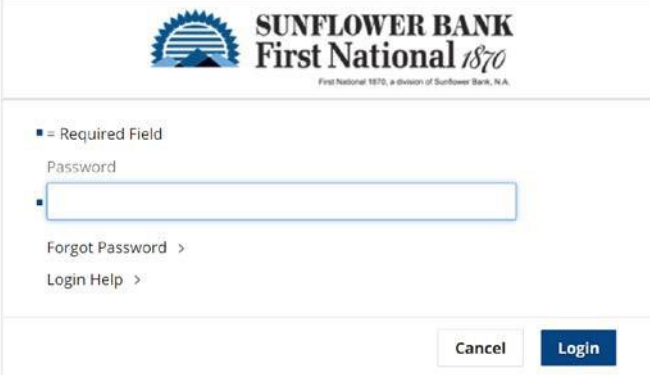
- Click on the account type drop down and select “**Business Banking Direct**”. Click the “**Sign In**” button.



- On the next screen, input your login credentials. **These fields are case sensitive.**
 - The Company ID will be randomly generated with TX and five numbers.
 - Example : TX12345
 - Your unique **User ID** will be the located in the secure email.

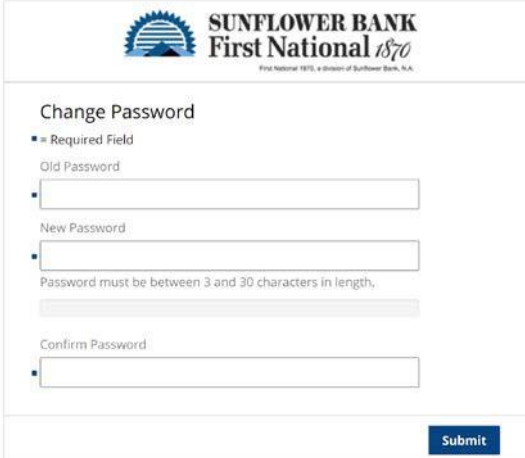


- Next, you will be asked to enter your temporary password.
 - Your first time accessing the system, you will need to enter the temporary password provided to you via secure email.



The image shows a login form for Sunflower Bank First National 1870. At the top is the bank's logo and name. Below that, a legend indicates that a small square icon next to a field name means it is a required field. The 'Password' field is marked as required and contains a single character. There are links for 'Forgot Password >' and 'Login Help >'. At the bottom right are 'Cancel' and 'Login' buttons.

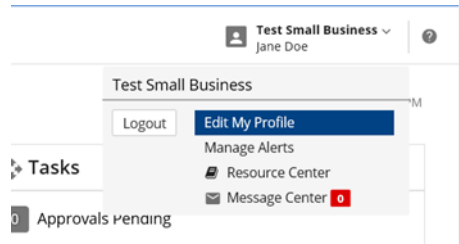
- You will then be promoted to change your password.
 - First, enter the temporary password you received as your current password.
 - Then, enter a new password in the next two boxes
 - Your password must be 10 characters long and contain an upper case letter, number and special character.



The image shows a 'Change Password' form for Sunflower Bank First National 1870. It includes a legend for required fields. There are three input fields: 'Old Password', 'New Password', and 'Confirm Password', all marked as required. A note states 'Password must be between 3 and 30 characters in length.' A 'Submit' button is located at the bottom right.

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

- Now that you are logged into Business Banking Direct, go to **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?

If you have questions about Business Banking Direct, please contact us at 1.888.827.5564 or send an email to CustomerService@SunflowerBank.com