

BUSINESS BANKING DIRECT INFORMATION GUIDE



In preparation for the system migration to Business Banking Direct, please review the below instructions thoroughly and retain this information for future reference.

With the Business Banking Direct platform, you will experience an enhanced look and feel, and increased functionality. All of your current active users and transactional data will be systematically imported into the platform.

This Guide contains information that you need to prepare for the platform and instructions for getting started with certain features. Please review the information carefully. See Page 3 for required steps before and after **May 9**.

Important Notes:

- On Monday, May 9, you will receive separate emails with your new unique credentials from Direct-NoReply@SunflowerBank.com.
- Please contact your local branch to ensure an accurate email address is on file.
 - If information is not correct prior to conversion, it will impact your ability to login to the Business Banking Direct platform on May 9.
- Download any needed transaction history, eStatements, and images that occurred on or before 4:00 PM (CST) on **May 6** that you want to keep for your records.
- Quicken® and QuickBooks® users should export needed history by **4:00 PM (CST) on May 6**.



Business Banking Direct

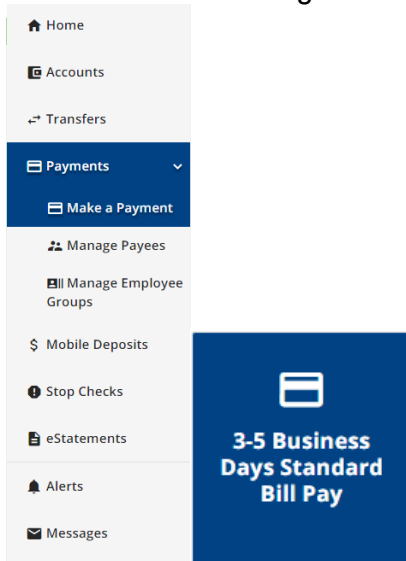
- On **May 9**, you will access Business Banking Direct from the Account login box on the SunflowerBank.com homepage.





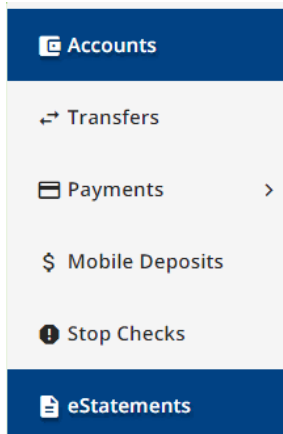
Bill Payment Service

- In Business Banking Direct, Bill Pay is accessed by expanding the left hand menu bar and selecting “Payments” → “Make a Payment” → “3-5 Business Days Stand Bill Pay”.
- The first time you access Bill Pay, review your Bill Pay list to verify that your primary funding account, payees, and payments converted correctly.



eStatements

- The first time you access eStatements in Business Banking Direct, you will be prompted to verify that you can view PDF documents, provide your email address for notifications, and accept Terms and Conditions.
- In Business Banking Direct, eStatements can be accessed by expanding the left hand menu bar and selecting “eStatements”.



 **BUSINESS BANKING DIRECT REQUIRED STEPS****ACTION ITEMS REQUIRED PRIOR TO
CONVERSION****On or before May 6 at 4:00 PM (CT) | Action Items:**

- Download any needed transaction history, eStatements, and images that occurred on or before 4:00 PM (CT) on May 6 that you want to keep for your records.
- **Quicken® and QuickBooks® Users:** Export transaction history by 4:00 PM (CT).
 - History that occurred between your last sync of transaction data and May 6 will be unavailable for export after this date.
- Review your Bill Pay payee list to verify after conversion.
 - Bill Pay services tied to a savings account will not transfer to Sunflower Bank's Bill Pay system. We recommend you update your Payer Accounts before conversion.
- Be on the lookout for important emails and instructions.
- Visit <https://www.sunflowerbank.com/Pioneer> to access our Business Banking Direct Tutorial and Informational Guides.

**ACTION ITEMS REQUIRED AFTER
CONVERSION****On May 9 | Action Items:**

- All Business Banking Direct users will receive secure emails detailing their Company ID, User ID and temporary password.
- Login to Business Banking Direct on the SunflowerBank.com homepage using the unique login credentials emailed to you through secure email.
- **IMPORTANT!** Access Bill Pay to verify that your primary funding account, payees and payments converted correctly.

For Questions:

- **Before May 9**, contact your local branch.
- **After May 9**, call Customer Care at 888.827.5564.