

# Personal Online Banking User Guide

**Stay Connected. Securely Manage Your Finances Anytime, Anywhere.** 







# PERSONAL ONLINE BANKING AND MOBILE APP OVERVIEW

Our free, easy-to-use, and secure Personal Online Banking platform and Mobile Banking App make it easy for you to manage your finances anywhere, anytime. You can do just about everything you do in a branch, plus so much more!

# Personal Online Banking and Mobile App Features

- Create transfers between your account and accounts at other financial institutions.
- ▶ Make transfers to other unlinked accounts within the bank.
- Understand your current credit score, get credit alerts and view money-saving loan options through CreditSense.
- Open new accounts online. Open new personal checking and savings accounts online.
- Get an overview of your finances, see your spending habits and set financial goals across all your online accounts and institutions.
- Turn your debit cards on and off, set up alerts and block certain transactions via CardControl in the Mobile Banking App.
- Send and request funds via the Zelle® app instead of sending cash and checks.

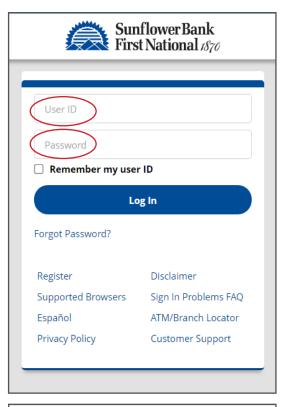


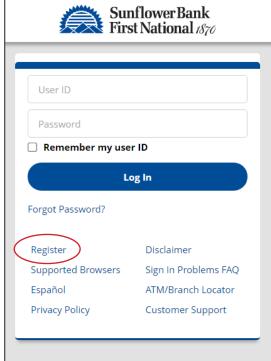
# **CURRENT CUSTOMER LOG IN**

If you are a current online banking user, use your current User ID and Password to log in. If your password doesn't meet the new requirements, you will be asked to create a new password.

### **New Customers**

If you are new to online banking, click **Register** and answer security challenge questions. Follow prompts to create a User ID and Password.





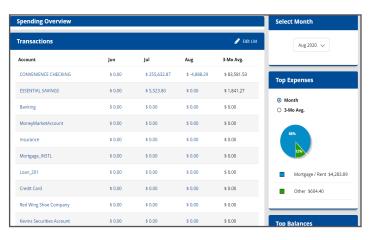




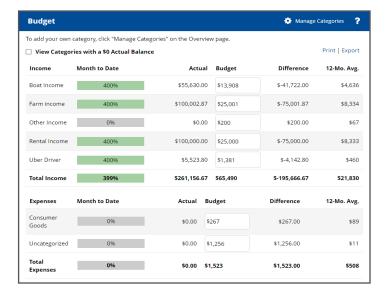
# SPENDING TRACKER/ BUDGETING TOOLS

The **Spending** tab allows you to get an overview of your finances. View an analysis of your spending habits, set financial goals and review your balances across most of your online accounts and financial institutions.



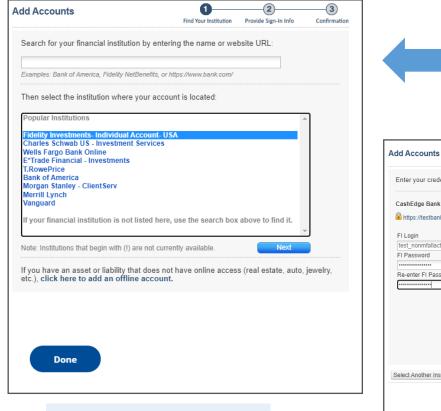


Use the **Budget** menu to see your spending habits at a glance.

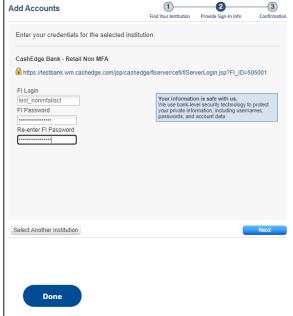




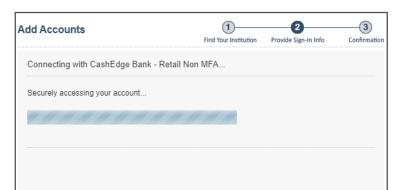
Click **Add External Accounts** so that you can view your accounts from other financial institutions. You must have online credentials at the other institutions to be able to view these accounts successfully.



Search for your financial institution.



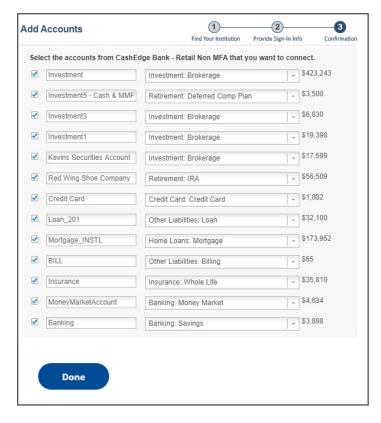
Enter your online credentials for accounts at other financial institutions. Click **Done**.



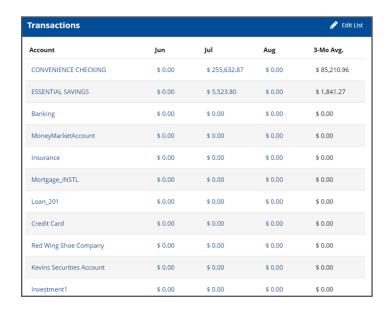




A list of accounts at the other financial institutions appears. Use the checkbox to select which accounts you want to include in the Spending Overview.

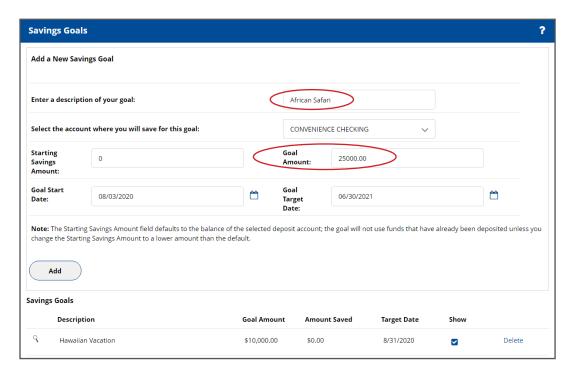


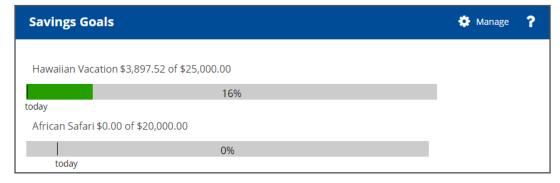
The **Spending Summary** page gives an overview of all your accounts.





Go to **Spending** > **Savings Goals** to set up the Description, Account, Amount and Dates you'd like to target for your savings plan.





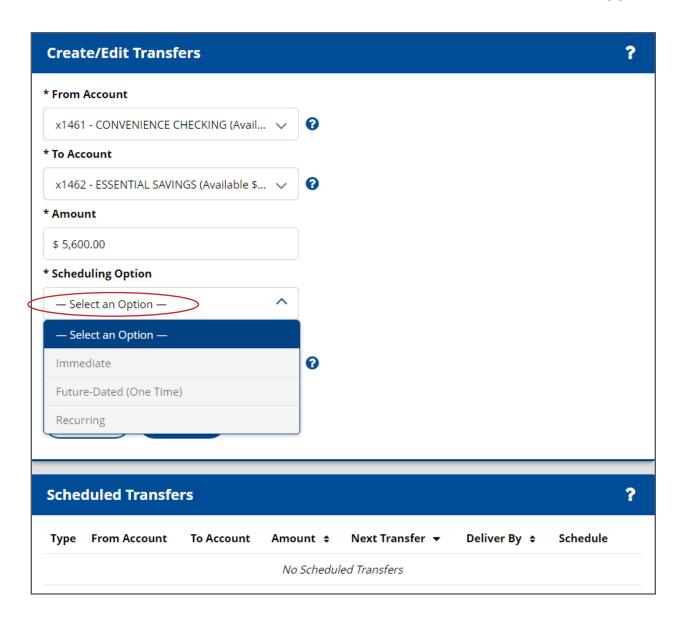




# **TRANSFER OPTIONS**

Transferring funds to another financial institution or another person is convenient, quick and easy. Get to know these terms:

- External account = an account not held at Sunflower Bank / First National 1870
- Unlinked account = an account at Sunflower Bank / First National 1870 that is not owned by you



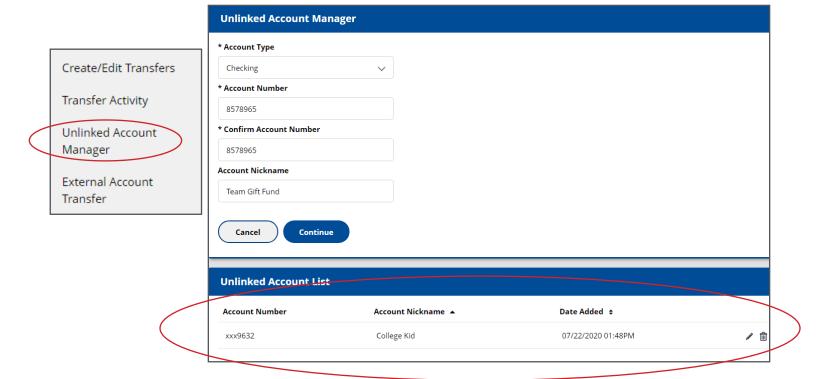






## **UNLINKED TRANSFERS**

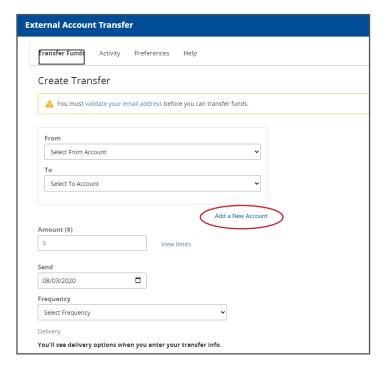
Use the **Unlinked Account Manager** menu option to be able to set up transfers to unlinked accounts within Sunflower Bank / First National 1870. After the account has been added, it appears on the Unlinked Account List.



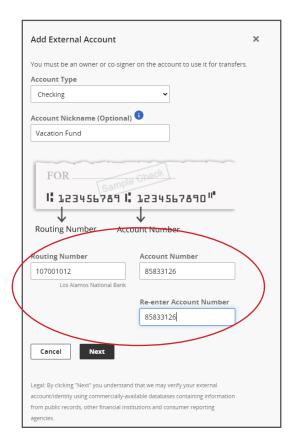


## **EXTERNAL TRANSFERS**

To be able to transfer funds between accounts held at other institutions, navigate to External Account Transfer > Transfer Funds. Select Add a New Account.

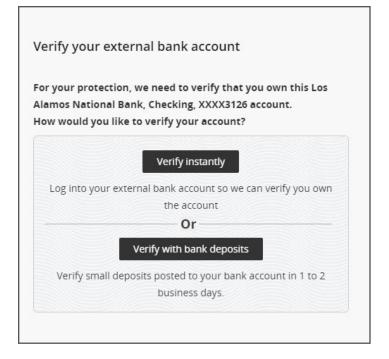


Select the **Account Type** and assign it a **nickname** if desired. Enter the **Routing Number** and **Account Number** at the other financial institution.



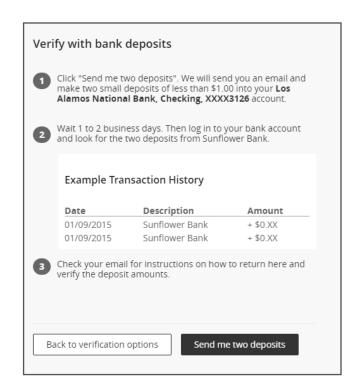


Next, choose the **Verify with bank deposits** option. This option will send two micro-deposits (less than \$1.00) to your external account and ask you to confirm the exact amounts of the deposits.



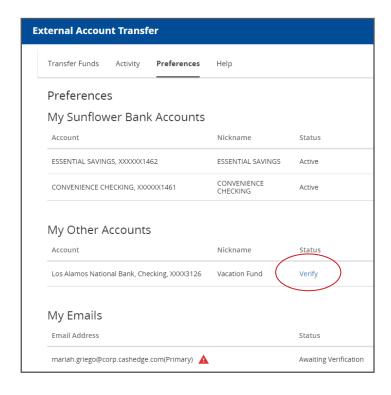
The deposits will appear from Sunflower Bank and can take 1-3 business days to appear in the other account.

Be sure to log in to your external account and write down the deposit amounts.

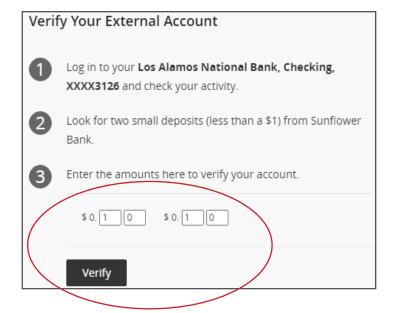




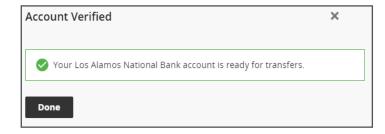
After you know the two small deposit amounts, log back in to Sunflower Bank online banking, and navigate to External Account Transfer > Preferences > Verify.



Input the two deposit amounts and click **Verify** again.



If the amounts are correct the account status will change to "Active" and be available for transfers.

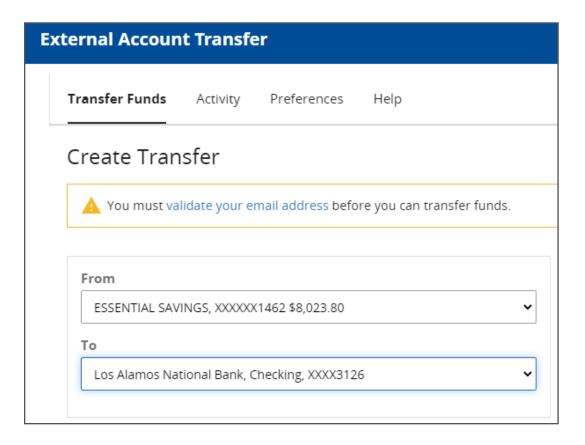








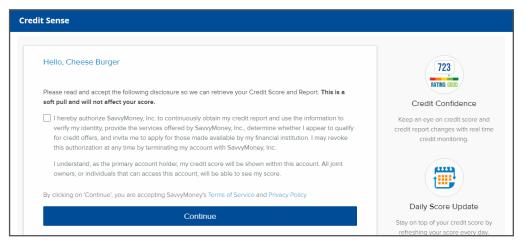
The account is now available for external Transfers.

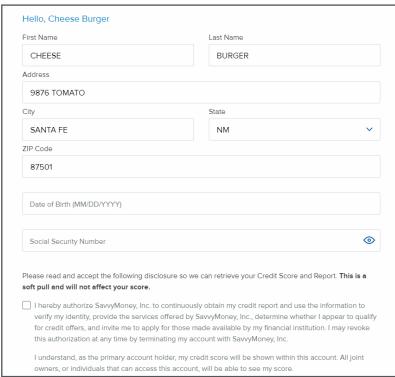




### **CREDIT SENSE**

Credit Sense is an optional feature that can help you understand your current credit score while providing monitoring alerts and offering you money-saving loan options. The first time you access the service there are two initial screens to complete. These screens verify your identity and give Credit Sense authorization to pull a soft credit report. Note: A soft credit pull does not affect your credit.

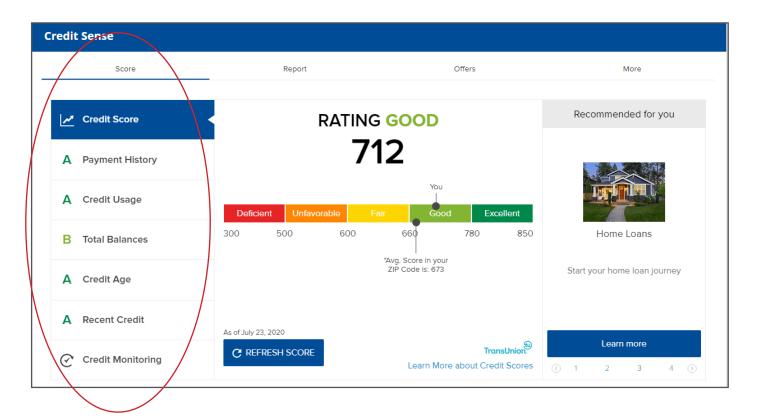








After giving authorization to pull a soft credit report, the system will display your credit score and a rating. Learn more about your credit by navigating the menu options on the left side of the screen.



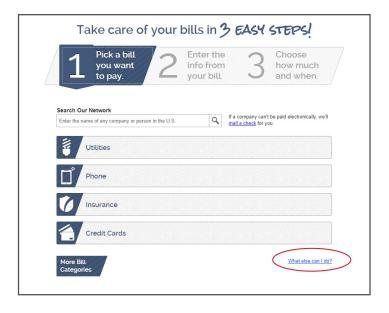




# **BILL PAYMENTS**

If you are a current online banking user, all of your bill payment information will carry over to the new platform. If you are new to online banking, or wish to add new bill payments, simply follow the on-screen steps.

If you click on **What else can I do?** in the lower right corner of the screen, you will be able to access the **Send Money with Zelle** option to send payments to friends and family.









### **CARDCONTROL**

CardControl is a free way to manage your debit card and protect it from fraudulent use. The mobile app is the only way to access the features of CardControl.

When you click on CardControl outside of the app, the system will redirect you to download the app. A screen sample is shown below, listing the features of CardControl.

#### CardControl

#### Your Card, Your Way: Protect Yourself from Fraud with CardControl\*

CardControl is a free app that gives you control over how, when and where your debit card is available for use. If you misplace your debit card, or notice unusual activity, you can turn it off in seconds and turn it back on when you're ready.

#### With CardControl you can:

- · Restrict debit card transactions by location, merchant type, transaction type or spend limit
- · Set up and turn on Alerts to stay notified of card activity
- · View recent card transactions
- Turn your debit card on or off eliminate worry if it's lost or stolen
- Create customized spending limits by transaction amount, and more!

#### **Getting Started is Easy**

Simply search for Sunflower Bank or First National 1870 in your preferred app store and look for the CardControl app icon shown below. Once downloaded, add your personal debit card(s) to CardControl by following the prompts. Note: Your CardControl login is separate from your personal online banking and mobile banking app login.







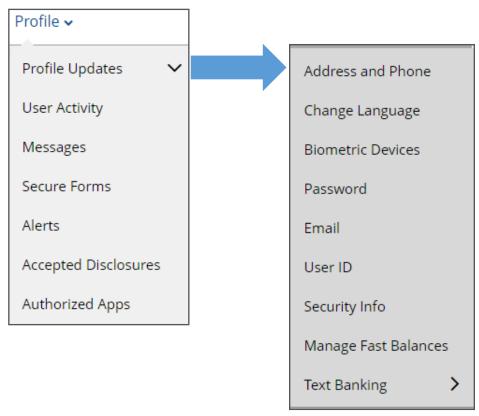
For assistance with CardControl, please contact Customer Care at 888.827.5564, Monday-Friday, 8AM-8PM (CT) and Saturday, 8AM-4PM (CT).

\*CardControl is not a replacement for reporting your debit card lost or stolen. If you believe your debit card has been lost or stolen, please contact the bank immediately. Message and data rates may apply from your wireless carrier.



### **PROFILE**

This section of online banking allows you to manage and view several aspects of your online banking profile. You can navigate to Profile Updates, Messages, Alerts, User Activity and Secure Forms. Some profile changes may require you to complete a Secure Form. If needed, you will be sent a link to the Secure Form.



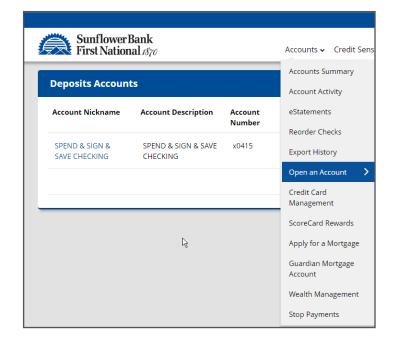
Use the **Alerts** function to get notified when certain events occur. Some examples of alerts are listed below.





# **ONLINE ACCOUNT OPENING**

**Account Opening** - Open accounts online from anywhere, at any time. It only takes about 5 minutes!



Choose **Open an Account**. Complete basic information screens such as address, employment, citizenship and identification.

