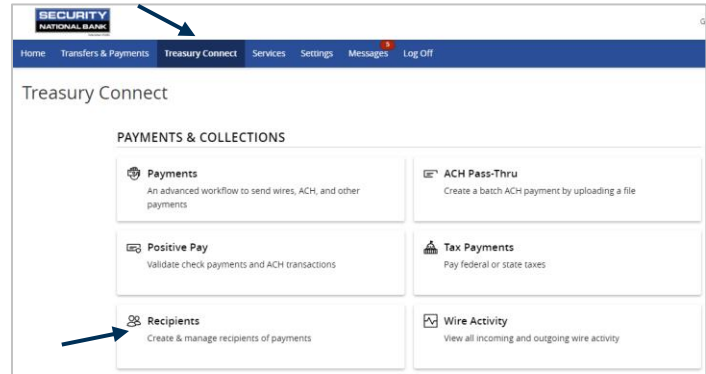




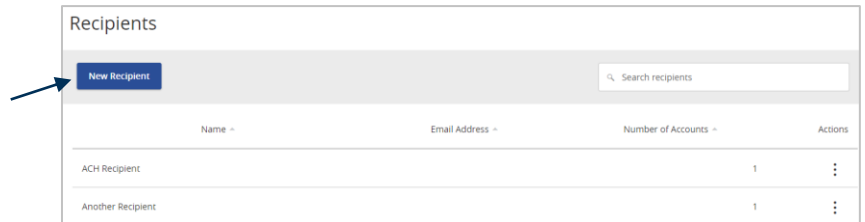
**NOTE:** A 'Recipient' is an individual or company which is either debited or credited via ACH or wire.

1. Select the 'Treasury Connect' menu and then select 'Recipients' tile.



## New Recipient

2. Click the 'New Recipient' button.



3. Enter 'Display Name' and 'Email Address'.

**NOTE:** 'Send e-mail notifications for template payments' generates an e-mail to the recipient at the time the ACH or wire transaction is processed by Security National Bank. The email message does not contain confidential information.

Display Name \*      Email Address       Send email notifications for template payments

Questions? Please call our Customer Care Center toll-free at 855-614-4061.



4. Select the 'Payment Type' which designates the transaction type(s) for which the account is eligible.
  - a. Payment Type 'ACH and Wire' displays fields corresponding with both ACH and wires. Complete all required fields designated with an asterisk.

**NOTE:** The Financial Institution (FI) search function allows for the dynamic search of domestic banks and credit unions. Enter the FI name or ABA number in the field. When the desired FI has been selected, the corresponding ACH Routing Number and Wire Beneficiary FI information will automatically populate.

- b. 'Payment Type 'ACH Only' displays fields corresponding with only ACH. Complete all required fields designated with an asterisk.

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- c. Payment Type 'Wire Only' displays fields corresponding with only wires. Complete all required fields designated with an asterisk.
5. Click the check mark when the account setup is complete.

Account - New ACH and Wire N/A

Payment Type: Wire Only (dropdown) Beneficiary Type: Domestic (dropdown)

Account \* (text input) Financial Institution (FI) (text input with search icon) Refined Search

Beneficiary FI ⓘ

Name \* (text input) Country \* (dropdown: United States) FI ABA Number \* (text input)

Address 1 \* (text input) Address 2 (text input) City \* (text input)

State \* (dropdown: Select State) Postal Code \* (text input)

Intermediary FI ⓘ

Name (text input) Country (dropdown: United States) Wire Routing Number (text input)

Address 1 (text input) Address 2 (text input) City (text input)

State (dropdown: Select State) Postal Code (text input)

Buttons: X, [Checkmark]

6. Select 'Add another account' to add an additional account or select 'Save Recipient' to complete the setup.

Display Name \* (text input: Demo Test) Email Address \* (text input: demo@demo.com)  Send email notifications for template payments

Accounts (1) [Add account ^]

7. Complete all required fields in the 'Recipient Details' section.

NOTE: Address fields within 'Recipient Details' are for the recipient's address. This is required for Wire Transfers.

Recipient Details

Wire Name \* ⓘ (text input) ACH Name \* ⓘ (text input) ACH ID ⓘ (text input)

Country (dropdown: United States) Address 1 (text input) Address 2 (text input)

City (text input) State (dropdown: Select State) ZIP (text input)

Templates (0)

Buttons: Cancel, [Save Recipient]

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## Existing Recipient

1. Click the 'Actions' icon next to an existing recipient to display available options.
  - a. Edit the recipient.
  - b. Delete the recipient.
  - c. View online payment history for which the recipient was linked.

The screenshot shows a web interface for managing recipients. At the top left is a 'New Recipient' button. To the right is a search bar labeled 'Search recipients'. Below is a table with columns: Name, Email Address, and Number of Accounts. The 'Actions' column contains three vertical ellipsis icons. The third row, 'Betty Boop (TELLIE)' with email 'demo@srbomaha.com' and '1' account, has its actions menu open, showing 'Edit', 'Delete', and 'Payment History' options. An arrow points to the actions menu icon for this row.

Name	Email Address	Number of Accounts	Actions
ACH Recipient		1	⋮
Another Recipient		1	⋮
Betty Boop (TELLIE)	demo@srbomaha.com	1	⋮ Edit Delete Payment History
Cuming Food Mart ATM Rent			
Demo Test	demo@demo.com		

Questions? Please call our Customer Care Center toll-free at 855-614-4061.