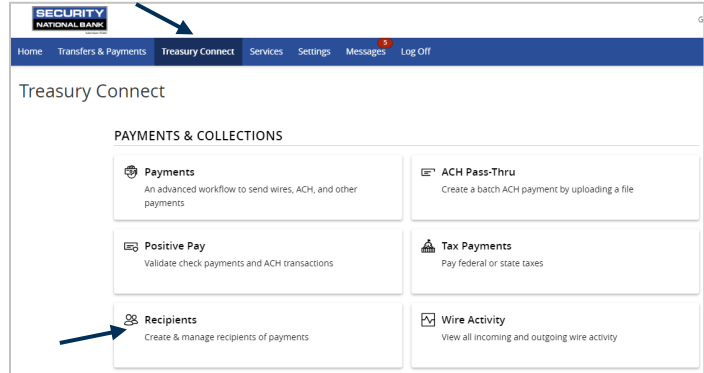




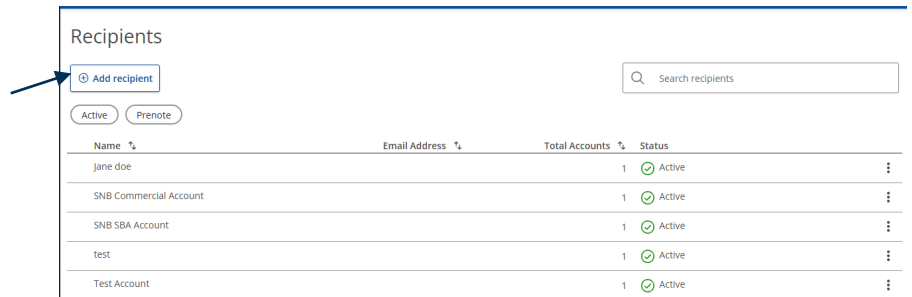
NOTE: A 'Recipient' is an individual or company which is either debited or credited via ACH or wire.

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



New Recipient

2. Click the 'Add 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.

Questions? Please call our Treasury Operations team toll-free at 877-686-3590.



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.

The screenshot shows a web form titled 'Account - New' with tabs for 'ACH and Wire' and 'N/A'. The 'ACH and Wire' tab is active. The 'Payment Type' dropdown is set to 'ACH and Wire'. The 'Beneficiary Type' dropdown is set to 'Domestic'. The 'Account Type' dropdown is set to 'Select Account Type'. The 'Financial Institution (FI)' search field contains the text 'Search by name or routing #'. The 'ACH Routing Number' field is empty. The 'Beneficiary FI' section includes fields for Name, Country (set to 'United States'), F.I. ABA Number, Address 1, Address 2, City, State (set to 'Select State'), and Postal Code. The 'Intermediary FI' section includes fields for Name, Country (set to 'United States'), Wire Routing Number, Address 1, Address 2, City, State (set to 'Select State'), and Postal Code. There are 'X' and checkmark buttons at the bottom right.

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

The screenshot shows the same 'Account - New' form with the 'ACH Only' tab selected. The 'Payment Type' dropdown is set to 'ACH Only'. The 'Beneficiary Type' dropdown is set to 'Domestic'. The 'Account Type' dropdown is set to 'Select Account Type'. The 'Financial Institution (FI)' search field contains the text 'Search by name or routing #'. The 'ACH Routing Number' field is empty. The 'Beneficiary FI' and 'Intermediary FI' sections are not visible, indicating they are not required for this payment type. There are 'X' and checkmark buttons at the bottom right.

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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.

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

- 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.

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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.

Name	Email Address	Total Accounts	Status	
jane doe		1	Active	 Edit Delete Payment History
SNB Commercial Account		1	Active	
SNB SBA Account		1	Active	
test		1	Active	
Test Account		1	Active	

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