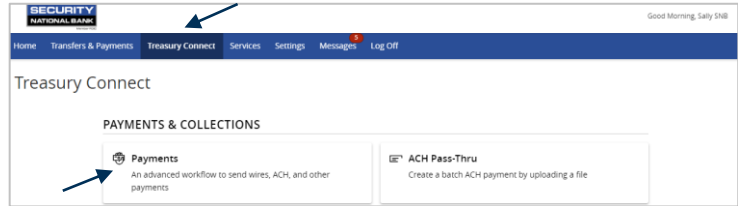




1. Select the 'Treasury Connect' menu and then select the 'Payments' tile.

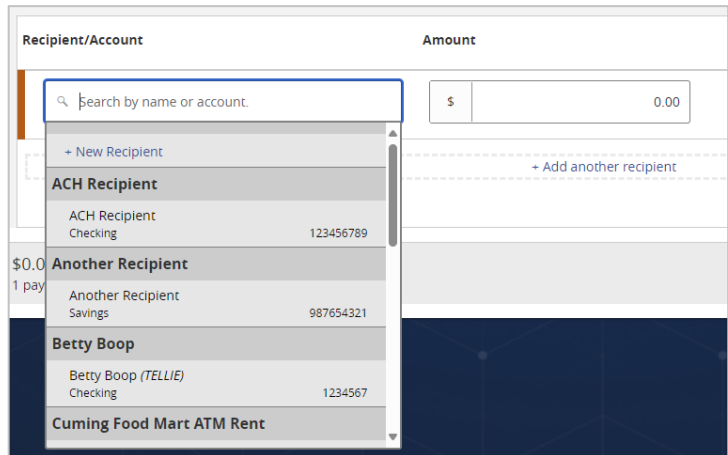
NOTE: The 'Split Payments' option is only available for Payroll transactions.



2. Click 'New Payment' and select 'the 'Payroll' option to create a new payroll transaction.



3. Select the desired recipient's primary account from the drop down list of existing recipients.



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



4. Enter total dollar amount of the payroll transaction.

Recipient/Account	Amount
<input checked="" type="checkbox"/> This payment is valid.	
Security National Bank (0006) Checking 2000006	\$ 10.00
<input type="checkbox"/> Notify Recipient	Show Details

5. Click the 'Show payment actions' icon and select the 'Split Payment' option.

SECURITY NATIONAL BANK Good Afternoon, Sally SHB

Home Transfers & Payments Treasury Connect Services Settings Messages 2 Log Off

Payroll Change Type Upload From File

Origination Details

From Subsidiary: Search by name Account: Search by name or number

Effective Date: Recurrence: None

Recipients (1) Filters: All Pre-Notes Find recipients in payment

- Add multiple recipients

Recipient/Account	Amount
<input checked="" type="checkbox"/> This payment is valid.	
Security National Bank (0006) Checking 2000006	\$ 10.00

Show payment actions for account

- Split Payment
- Copy
- Remove
- Collapse Row
- Show Details

6. Select the recipient's secondary account from the drop-down list.

Recipient/Account	Amount
<input checked="" type="checkbox"/> This payment is valid.	
Security National Bank (0006) Checking 2000006	\$5.00
Security National Bank (0006) Checking 4444475	\$ 5.00
Total:	\$ 10.00

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7. Enter the desired dollar amount to be allocated to the secondary account.

NOTE: The dollar amount allocated to the primary account will be automatically reduced in accordance to the total dollar amount of the payroll transaction.

8. Select 'Draft' or 'Approve'.

Recipient/Account Amount

This payment is valid.

Security National Bank (0006) Checking 2000006	\$5.00
Security National Bank (0006) Checking 4444475	\$ 5.00
Total:	\$ 10.00

Notify Recipient Show Details

Addendum (optional)
I

+ Add another recipient

\$10.00
2 payments

Cancel Draft Approve

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