

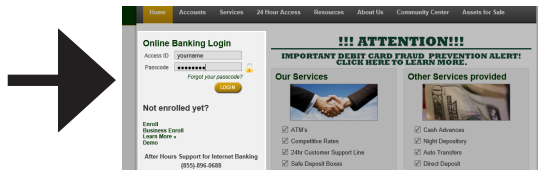


ACH Origination Instructions

Before submitting an ACH Origination file, you must have an ACH Origination Agreement with Security First National Bank AND be enrolled for our Internet Banking. If you need to set up an ACH Origination Agreement, you can visit one of our Customer Service Representatives, or call 580-326-9641, and we will be happy to assist you. If you have not already completed the enrollment process, please visit [sfnb.net](http://www.sfnb.net), click Enroll (or Business Enroll) and follow the steps necessary to establish an Access ID and Passcode.

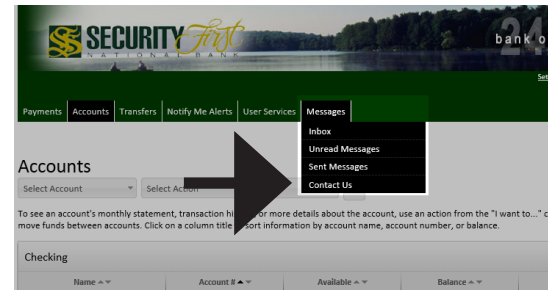
LOG IN TO INTERNET BANKING

Visit our website homepage (www.sfnb.net) and log in to your SFNB Internet Banking account using your Username and Password.



SELECT "CONTACT US"

By hovering the mouse over the "Messages" link on the navigation menu, you will activate the dropdown menu where you can select "Contact Us" to send a message.



COMPLETE THE DETAILS OF THE MESSAGE

When you see the Send a Message screen, you can fill in the details of the message as follows;

Regarding: Select "Other"

Category: Select "Other"

Subject: ACH - Your Name (or Company's Name)

Message: (In the text box area of the message please submit the following)

Date of Transfer to Account : Enter the date you want the funds to be credited to/debited from the individual's account.

Amount of the File : Enter the amount of the transfer.

Attach File: By clicking the Attach File button, you can browse to the location of the file you are submitting.

When you are finished, click the "Confirm" button on the Message Review/Confirmation screen. You should receive a message saying that your message has been sent.

Messages

Send A Message

To send a secure message to Security First National Bank, select what it is regarding, the subject and category, type in your message and click "Send Message"
If you wish to attach a file, compose your message first, then click "Attach File".

Regarding: Other

Category: Other

Subject: ACH - YourCompanyName

Message: Date of Transfer to Account :
Amount of the file : |

Attach File Cancel