

## Customer ACH Setup Instructions

- 1) Log into your Landus account at portal.landuscooperative.com
- 2) Select "Financial" from the left-hand, gray column.
- 3) Select sub menu item, "ACH Setup"

The screenshot shows the Landus Cooperative Customer Portal. The left-hand navigation menu is visible, with the 'FINANCIAL' section highlighted. Within this section, the 'ACH Setup' option is circled in red and has a red arrow pointing to it. The main content area displays market commentary and commodity prices for Corn and Soybean. The top navigation bar includes 'Grain Contracts To Sign', 'Corn Delivered - 2020 Crop Year', 'Soybean Delivered - 2020 Crop Year', and 'Grain Deferred Payment'.

- 4) Enter all information requested.
  - a. Choose from your portal-registered accounts in the first box
  - b. Email is required for this service
  - c. Hit submit
  - d. You will receive an email confirmation of your submission.

The screenshot shows the 'ACH Setup' form in the Landus Cooperative Customer Portal. The form is titled 'Request ACH Setup' and includes the following fields: 'Select Account(s)', 'Email Address', 'Bank information' (Routing #, Bank Name, Account #, Confirm Account #, Account type), and 'Comment'. A note states: 'Note: Due to account setup, ACH Payments will take 3-4 business days to be available.' There are two checkboxes: 'I accept the Landus terms & conditions related to ACH transaction.' and 'I am an authorized signer for this account.' A 'Submit' button is located at the bottom of the form. The top navigation bar includes 'Home > ACH Setup' and a message: 'Please enter a valid Routing Number'.

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