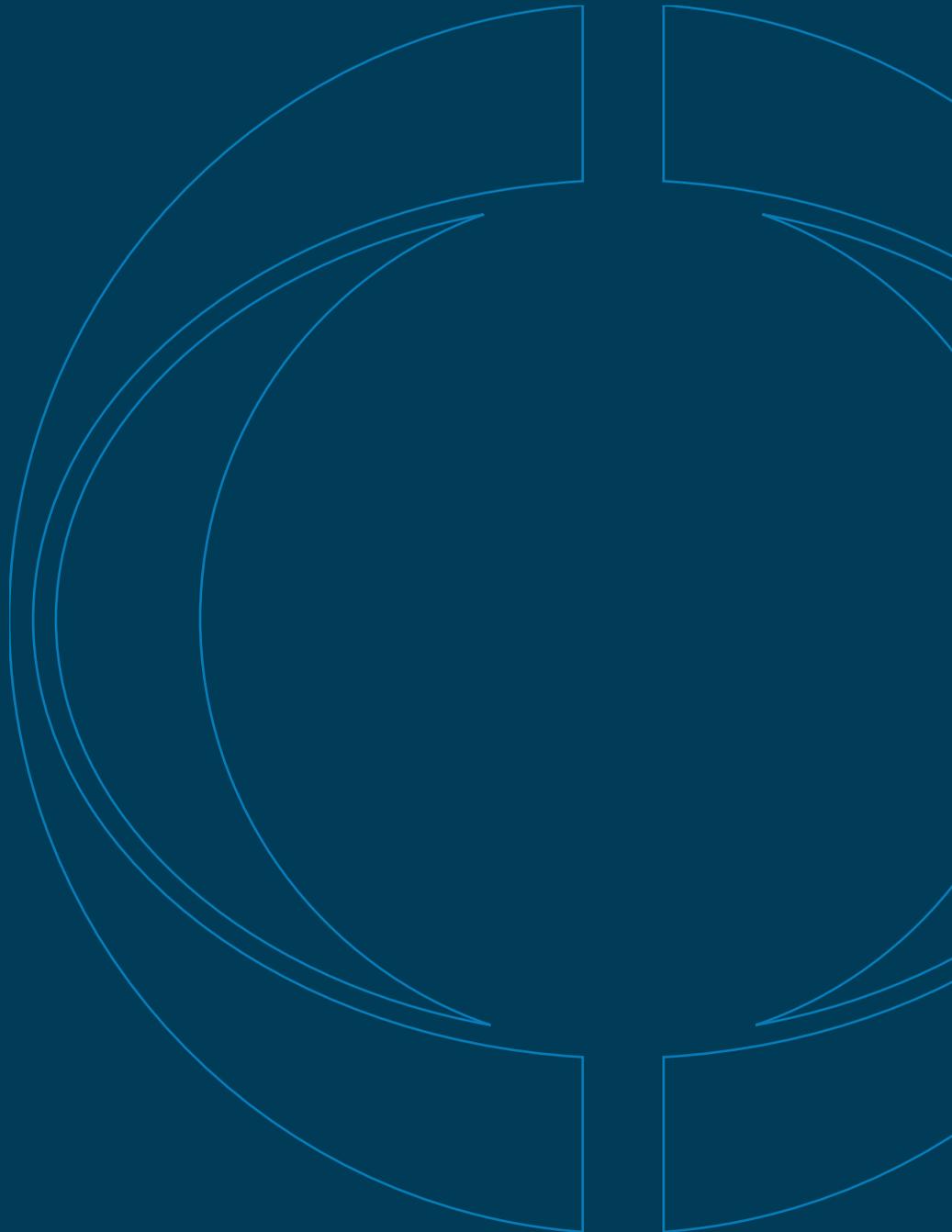


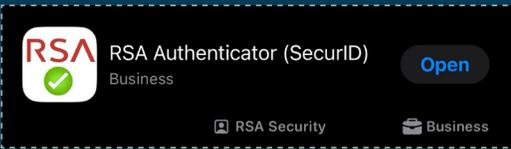
USER GUIDE:
BUSINESS ONLINE TOKEN SET UP



Token Set Up Guide.

Whether you are a Business Online user who uses a token to log on each time, or only approves transactions with a token passcode, you will be prompted to set up your token app the **first** time you login to Business Online. *All third-party trademarks referenced herein are the property of their respective owners.*

To begin, download the **RSA Authenticator (SecurID)** app from the App Store or Google Play™ Store. Once downloaded, allow the app to **Access your camera**.



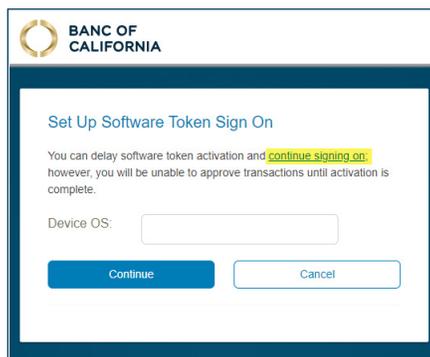
After the app is downloaded and you have allowed camera access, return to the Business Online sign in page.

If you are a Token Approvals Business Online user, please follow the steps below to activate your token:

Token Set Up for Transaction Approvals.



01 Type in your seven-digit **Company ID** number and **User ID**. Click **Continue**.

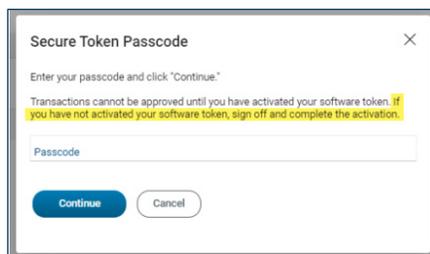


02 Next, select the Device OS drop-down to choose your mobile operating system.

Note: *The RSA Authenticator (SecurID) app is supported on the following mobile platforms:*

- Android OS Version 4.1 and newer
- iOS (Apple) version 8 and newer
- Blackberry OS and Windows Phone are not supported.

Note: *If you are a Token Approvals user, you will see the option to “continue signing on” and set up your token later. If you need help setting up your password for your first-time login, please see our [First-time Login to Business Online Guide](#) for step by step instructions.*



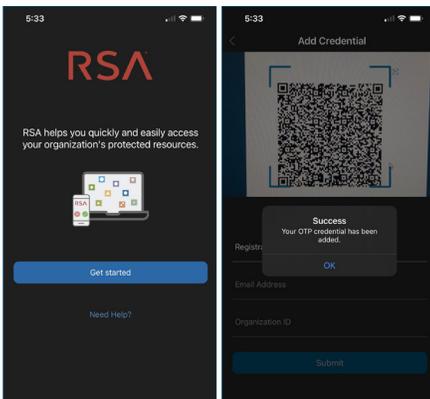
If you choose the “continue signing on” option, you will be prompted to activate your token when you attempt to approve your first transaction. At this time, you can sign off Business Online and complete the token set up through the login process.

(Cont'd on next page)

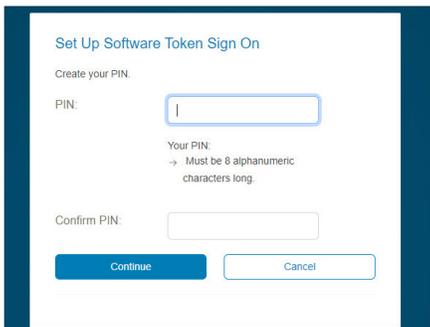
(cont'd) Token Set Up for Transaction Approvals.



03 After selecting your operating system from the drop-down menu, a QR code will appear on the next screen for you to scan using the RSA app's camera.

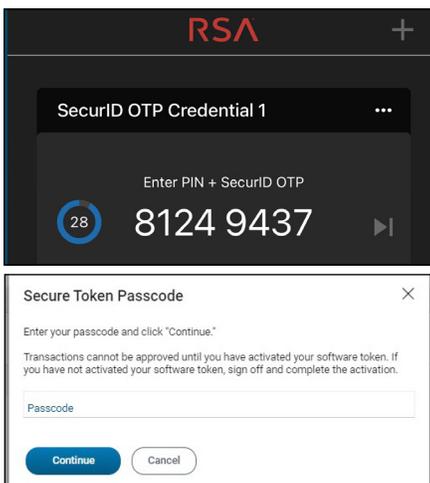


04 On your mobile device, open the **RSA Authenticator (SecureID) app** and tap **Get Started**. You will be shown the **Add Credential** menu. Provided that the app has been given access to your mobile device's camera, the QR code displayed on Online Banking will be captured and your OTP credential will be added. Click **Continue** on Online Banking.



05 **Decide** your PIN. The PIN you create must be 8 alphanumeric characters long. Click Continue to sign on

Note: The 8-digit PIN is not the numbers displayed on the RSA app; the PIN is something you create that's easy for you to remember.



06 When approving a transaction, it will prompt you for a Passcode. The Passcode is the 8-character PIN you created **plus** the 8-digit **SecurID OTP** code currently displaying on the RSA app. **Your passcode should be 16 characters long total.**

(Cont'd on next page)

Token Set Up for Login.

If you are a **Token at Login** Business Online user, please follow the steps below to set up your token passcode:



01 Type in your seven-digit **Company ID** number and **User ID**. Click **Continue**.



02 Next, select the Device OS drop-down to choose your mobile operating system.

Note: The **RSA Authenticator (SecurID)** app is supported on the following mobile platforms:

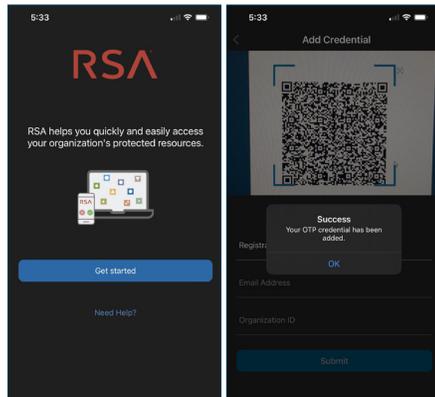
- Android OS Version 4.1 and newer
- iOS (Apple) version 8 and newer
- Blackberry OS and Windows Phone are not supported.



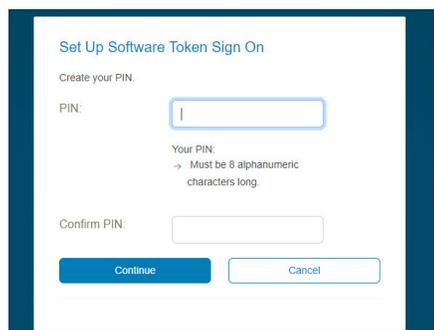
03 After selecting your operating system from the drop-down menu, a QR code will appear on the next screen for you to scan using the RSA app's camera.

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(cont'd) Token Set Up for Login.

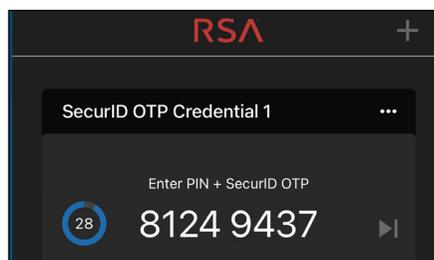


- 04** On your mobile device, open the **RSA Authenticator (SecureID) app** and tap **Get Started**. You will be shown the **Add Credential** menu. Provided that the app has been given access to your mobile device's camera, the QR code displayed on Online Banking will be captured and your OTP credential will be added. Click **Continue** on Online Banking.

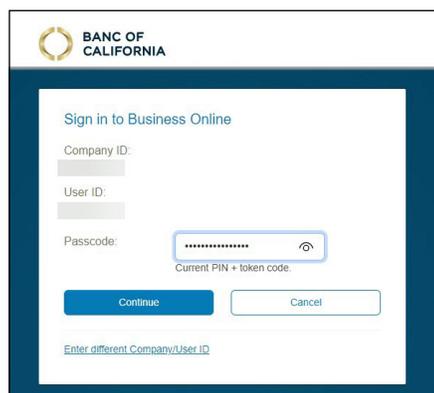


- 05** **Decide** your PIN. The PIN you create must be 8 alphanumeric characters long. Click Continue to sign on

Note: The 8-digit PIN is not the numbers displayed on the RSA app; the PIN is something you create that's easy for you to remember.



- 06** Once you've come up with your 8-digit PIN, sign in to Business Online by entering your passcode. Your passcode is the 8-character PIN you just created **plus** the 8-digit **SecurID OTP** code currently displaying on the RSA app. **Your passcode should be 16 characters long total.** Enter the passcode and click Continue to login.



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