



SECURITY TOKENS FOR BUSINESS ONLINE BANKING HELP GUIDE

ACTIVATE YOUR TOKEN:

- Log in to Business Online Banking using your current Access ID & Password
- From the menu, select **ACCOUNT SERVICES**, and then **ENABLEMENT**
- Complete the Enablement form by doing the following:
 - Enter the **TOKEN SERIAL NUMBER** located on the back of your token.
 - Press the gray button on your token to generate a One Time Password. Enter this number into the **ONE TIME PASSWORD** field.
 - Type in any 4-digit **PIN** number you choose. You'll need this PIN each time you log in.
 - Enter your **E-MAIL ADDRESS**. If your token is lost or damaged, a temporary password will be sent to this address.
 - Enter a **SECRET QUESTION AND ANSWER**.
 - Click **SUBMIT**.

YOUR TOKEN IS NOW ACTIVATED AND READY TO USE.

LOGGING IN WITH YOUR TOKEN:

NOTE: Complete the following steps within 32 seconds, or simply start over.

- Once your token is activated, log in to Business Online Banking using your current **ACCESS ID**.
- Press the gray button on your token to generate a One Time Password. Enter this 8-digit number into the **PASSWORD** field.
- **ALSO IN THE PASSWORD FIELD**, enter your 4-digit **PIN** number **After the One Time Password** to complete the **PASSWORD**. This will make your password 12 digits. Click **LOG IN**
- From the Site Authentication screen, press the token's gray button a second time. The 4-digit number on your token must match the **SITE AUTHENTICATION VALUE** displayed on the screen. If they match, click **OK** to log in.

If the Site Authentication numbers DO NOT MATCH, DO NOT CONTINUE. Start over or contact the bank for assistance at 800-359-8092.