

## QUICK TIP GUIDE: DOWNLOAD AND REGISTER YOUR SECURE TOKEN

### ***How to download, register and use your token on transactions requiring authorization security codes.***

Tokens are utilized to approve an ACH batch or Wire payment within InBusiness. A user will be required to enter a Security Code provided by a Secure Token, and a user profile may only have one token linked.

Tokens are assigned and downloaded to a device and registered to a specific online banking user profile. If you receive a new computer or phone, or need to download the application again, this will change the Credential ID. You will then need to call TM Support to register your new device/token linked to your user profile

### **STEP 1: DOWNLOAD YOUR TOKEN**

Users can have the token on their Desktop (Option 1) or their Mobile Device (Option 2).

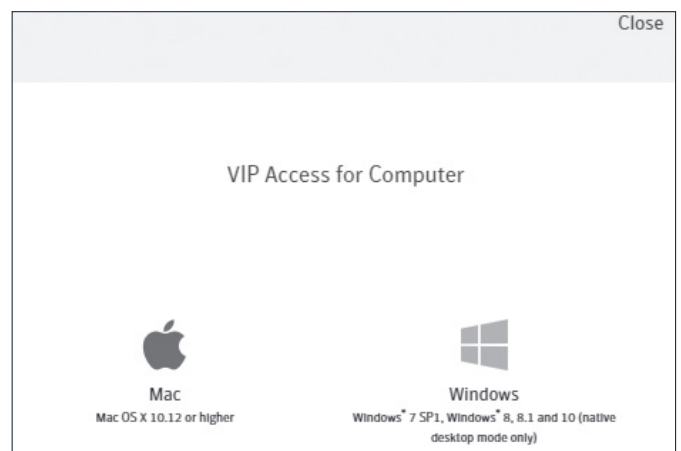
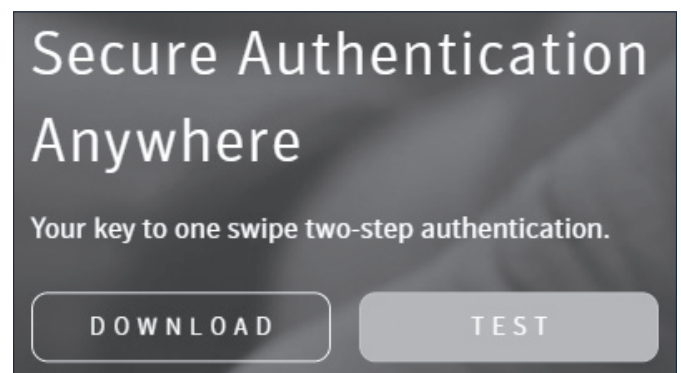
#### **Option 1: How to Download Token to Desktop**

Navigate to <https://vip.symantec.com/>

Select **DOWNLOAD**

Select either Mac or Windows from the VIP Access for Computer options

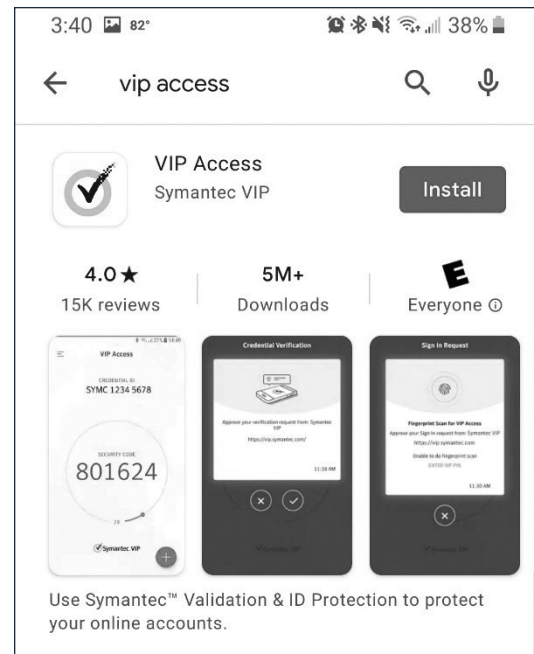
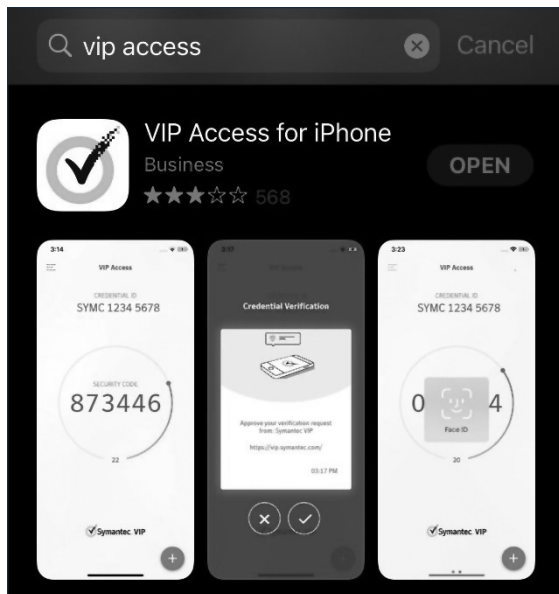
Follow the steps of the installation Wizard



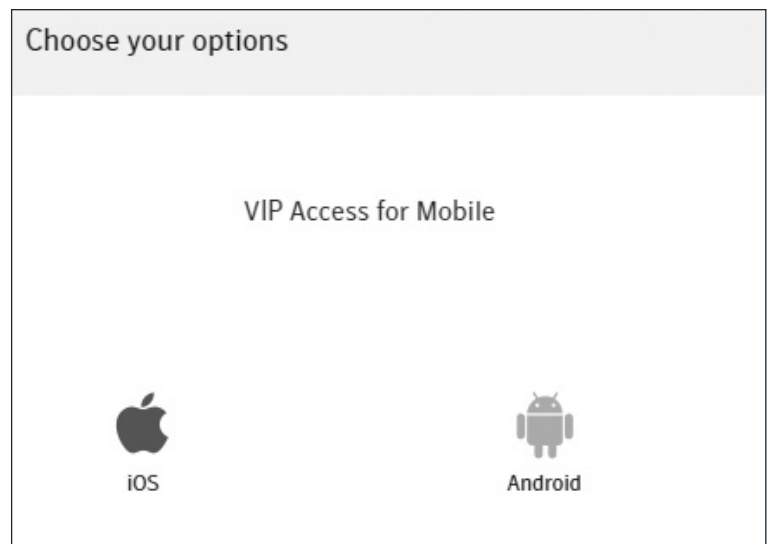
## Option 2: How to Download Token to Mobile Device

Navigate to <https://vip.symantec.com/> or search VIP Access on your mobile device's app store

Select **DOWNLOAD**



If using the URL option, select either iOS or Android under VIP Access for Mobile



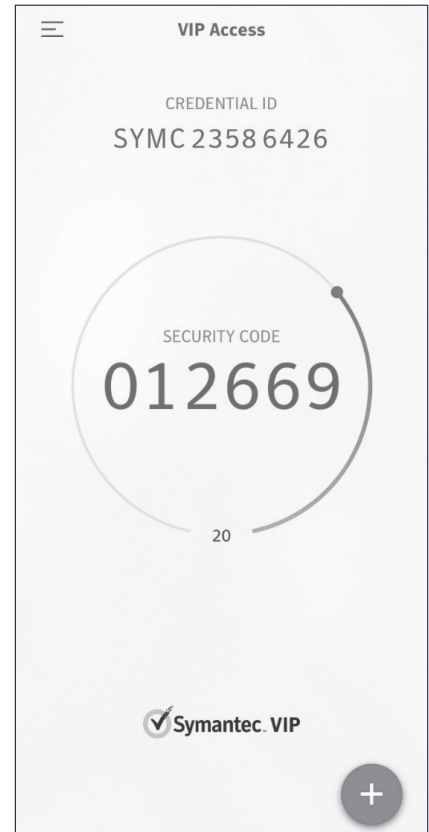
## STEP 2: REGISTER YOUR TOKEN WITH THE BANK

The bank will link your token with the users' online company profile.

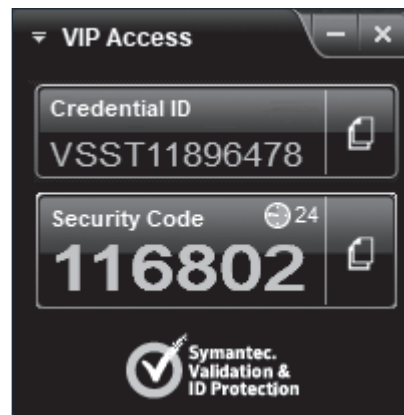
Call TM Support team and have your Token from your Desktop or Mobile Phone available

Provide the TM Support team with the Credential ID listed in the token, as well as with the user ID in which to link the token

### Mobile Token



### Desktop Token



## STEP 3: APPROVING A TRANSACTION FOR THE FIRST TIME

When a user needs to approve a Wire or ACH transaction, a Security Code will need to be provided. This Security Code can be obtained from the token downloaded on a smart phone or desktop, and is a 6-digit number that changes when the counter reaches zero.

If this is the first time approving a transaction using a new Desktop Token or redownloaded token, the user will be prompted to enter two Security Codes. After entering in the first Security Code and selecting **Verify**, wait for the counter to reach zero, and enter in the newly presented Security Code as the second one.

Once the Security Code is entered and verified, the user will receive a confirmation that the transaction is successfully approved.

Secure Access Token Required

A secure access code is required to authorize this transaction. Please enter it below.

Enter token:

Cancel Verify