



Business Online Token Activation

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Purpose

The purpose of this resource is to document the process of activating a digital and physical token for Five Points Bank Business Online Banking platform.

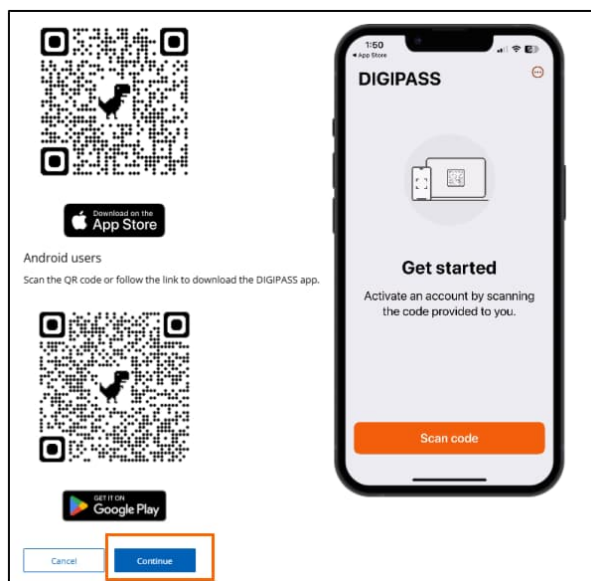
Digital Tokens

To complete the activation, the business user should have access to their desktop and their mobile device at the same time.

1. On the desktop, the user enters their credentials on the log in screen to business banking.
2. Select Log In.
3. On the Validation Screen select to receive the code by text message or voice call.
4. Enter the code received into the *Confirmation Code* Field and click Submit.
5. On the token Activation screen, scan the QR code specific to the phone type to be taken to the download screen.
 - a. To manually download the app search *FI DigiPass* in the Apple Store or *DigiPass* (Fiserv Solutions, Inc). The logo is orange with a white circle in the center.



6. Open the app after download is complete and select Continue on the desktop.



7. Follow the instructions displayed on the desktop screen to complete activation.

Activate Token

Instructions

1. Activate DIGIPASS on your mobile device.
2. Follow the directions on your mobile device to activate a DIGIPASS.
3. Scan the image presented below. This is known as a Cronto image.
4. If requested, follow directions on your phone to create a PIN. You will need the PIN every time you need to request an authentication code.
5. The app will return a registration code. Enter the registration code below.
6. Create a nickname for your device.

Scan the image presented below, and press "Register".

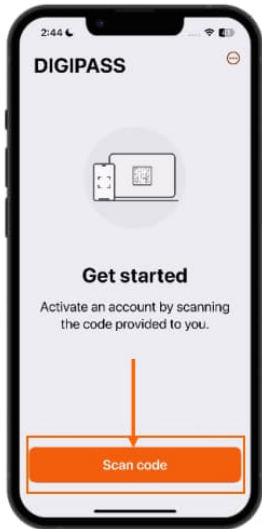


Enter the Registration Code provided by the DIGIPASS app.

* Registration Code

Please enter a descriptive name to identify your mobile device.

* Device Nickname



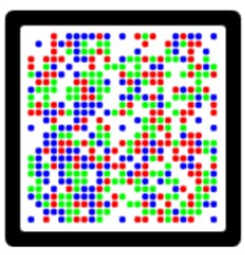
- On the phone: Select *Scan Code* and scan the image displayed on the desktop.
- Enter the 16-digit code into the *Registration Code* field.
- Enter a nickname for the device (phone, tablet, etc) being registered.
- Click *Register* on the desktop and *Continue* on the phone.
- On the desktop a second image will display for an activation signature.
- Scan the new image and enter the 10-digit code into the *Activation Signature* field and click *Activate*.

Activate Token

Instructions

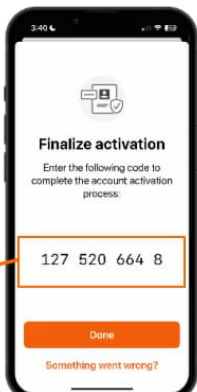
1. Follow the instructions in the DIGIPASS app to scan the second Cronto image.
2. Scan the Cronto image presented below.
3. Follow the instructions on your mobile device to complete the registration. The app will return an Activation Signature. Enter the signature below.

Scan the image presented below, and press "Activate". Return to your mobile device and follow the instructions in the DIGIPASS app.



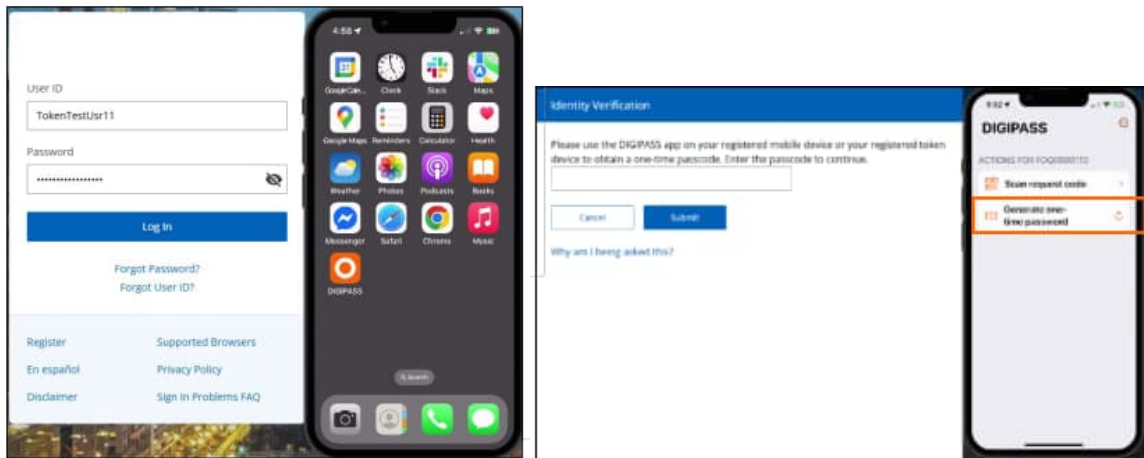
Please enter the Activation Signature provided by the DIGIPASS app.

* Activation Signature



- Click *Done* on the phone and *Continue* on the desktop.

9. After activation, user log in will utilize username and password with the digipass onetime password being used on the validation screen.



Physical Tokens

To complete the activation, the business user should have access to their desktop, the physical token, and their mobile device at the same time.

1. On the desktop, the user enters their credentials on the log in screen to business banking.
2. Select Log In.
3. On the Validation Screen select to receive the code by text message or voice call.
4. Enter the code received into the *Confirmation Code* Field and click Submit.
5. On the token activation screen input:
 - a. Input the 10-digit serial number from the back of the token into the *Token Serial Number* field without any dashes.
 - b. Press the button on the front to generate an 8-digit passcode.
 - i. Enter the 8-digit passcode into the *One-Time passcode* field.
 - c. Click *Activate* and a message confirms the successful activation of the hard token.

Activate Token

In order to activate your token device, you will need to follow these steps:

1. Enter the serial number printed on the back side of your device in the **Serial Number** field.
2. Using your Token Device, generate a one-time passcode. (This involves pressing a button on the device).
3. Enter the number on your token into the **One-time passcode** field.
4. Click on the **Activate** button to activate the device.

* Serial number

3785628513

* Confirm Serial Number

3785628513

* One-time passcode

42179549

Ask me Later **Activate**

Activate Token

You have successfully activated your token device with Online Banking; you can now use it to generate passcode(s).

Continue

6. After activation, user log in will utilize username and password with the physical token one-time password being used on the validation screen.