

To Activate your token:

The primary user will need to sign in and activate their token. Follow the steps below to activate the token(s):

- Click on the arrow button on the token, it will ask for a new pin. Enter the desired pin.
- You will be requested to confirm your pin on token, hit the enter/arrow button again.
- Login to website like normal. Left menu will have the option Services, go down and select the “Token Activation” Menu.
- In the token activation screen, enter the token serial number located on the back of the token. Will be 10 digits long, no dashes or spaces when entering.
- Now you will generate a password from the token used for activation. On the Token press the enter/arrow key. The token screen will display see “APPLI”, select 1 on the token keypad. The token will display an 8-digit passcode. Enter the 8-digit passcode into the “Token Password Field” and select “Activate”. On the screen, a 4-digit validation code will be displayed.
- To verify your activation; on the token press the enter/arrow button again and it will display a 4 digit number. Verify that the 4-digit number displayed on the token matches the 4-digit code provided on the previous step.
- Click continue and you will see at the top of the screen, Token Activated.
- **Going forward** when signing into online banking follow these steps:
  1. Enter user ID as before.
  2. On the password screen, you will be required to enter your password and the 8-digit token passcode. The token screen will display see “APPLI”, select 1 on the token keypad. The token will display an 8-digit passcode. Enter the 8-digit passcode into the “Token Password Field” and select “Activate”. A 4-digit validation code will be displayed on the token and on the login screen after you click “Continue”.

All sub-users will also need to sign into the website with their information and follow the token activation process. They will be able to activate the token assigned to them using the same steps as above.

You can also call us to activate the token with you over the phone during business hours at 844-804-6947.

Thank you,

Electronic Banking Services