Assigning a Security Token to an Authorized User

If your Company uses ACH, Wire, Remote Deposit or Positive Pay Services, **All Authorized Users are required to login with a Security Token Code and provide a Security Token Code when submitting transactions.**

Primary Administrators will assign Security Tokens to Users.
- You will no longer need to contact the bank to manage Security Tokens for authorized Users.

Follow the below steps to setup a User and assign a Security Token.

NOTE: The authorized User will need to download the Symantec, VIP Token App from the Google Play or Apple Store for their respective mobile device and provide the Credential ID to the Primary Administrator.

1. Click on User Management in the Left Navigation Pane
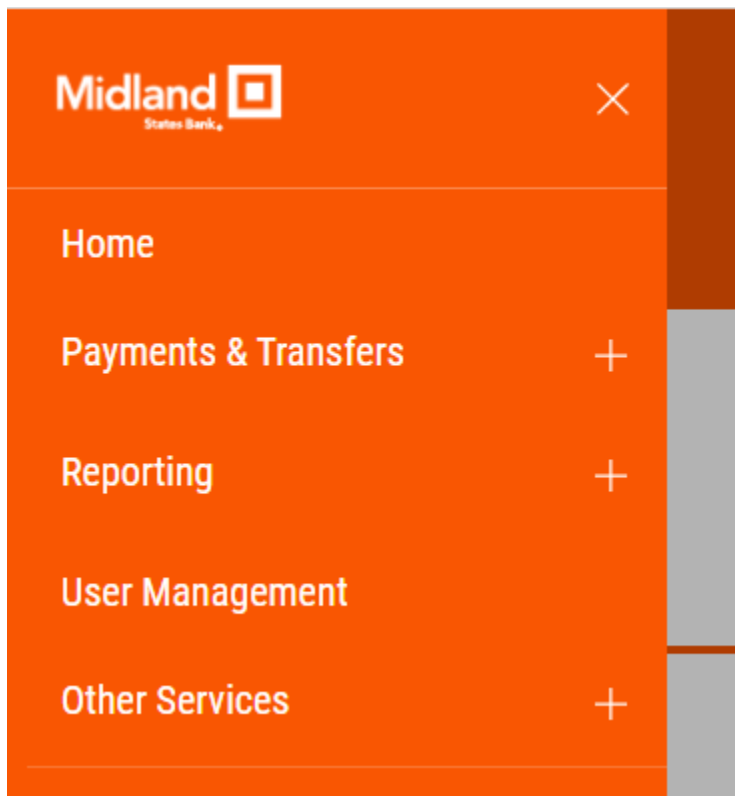
2. Add a New User or Modify an Existing
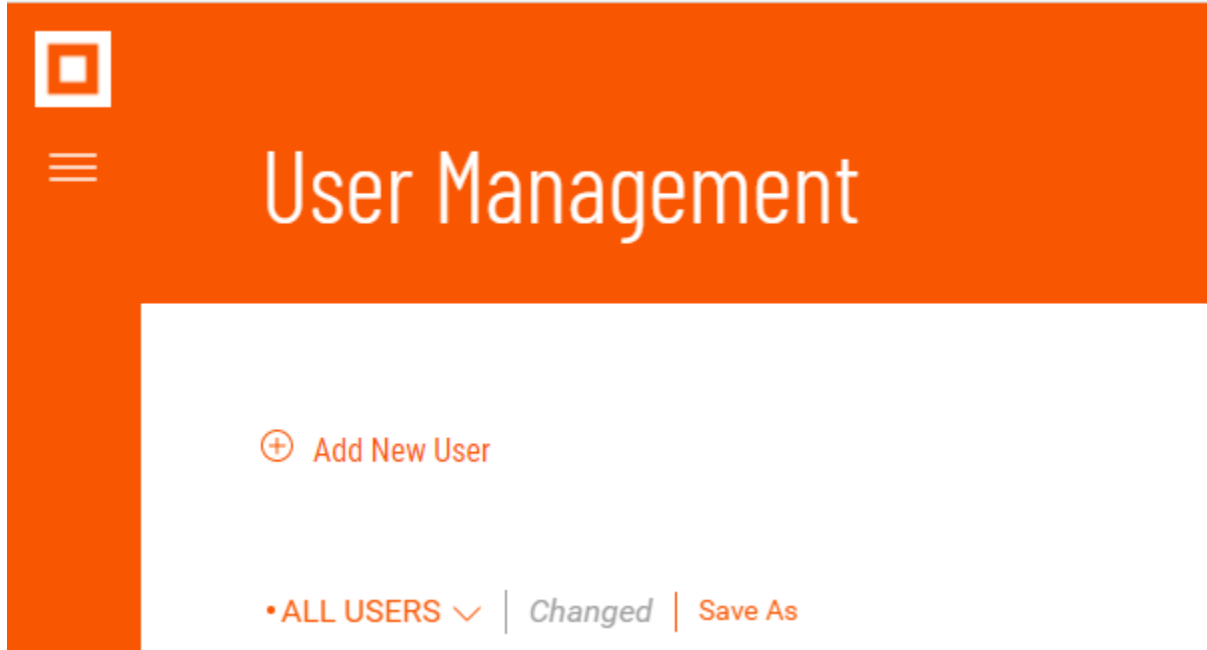
3. Follow the workflow that guides you through defining the User information permissioning, etc. See the User Management Quick Reference Guide for more details on managing authorized Users.
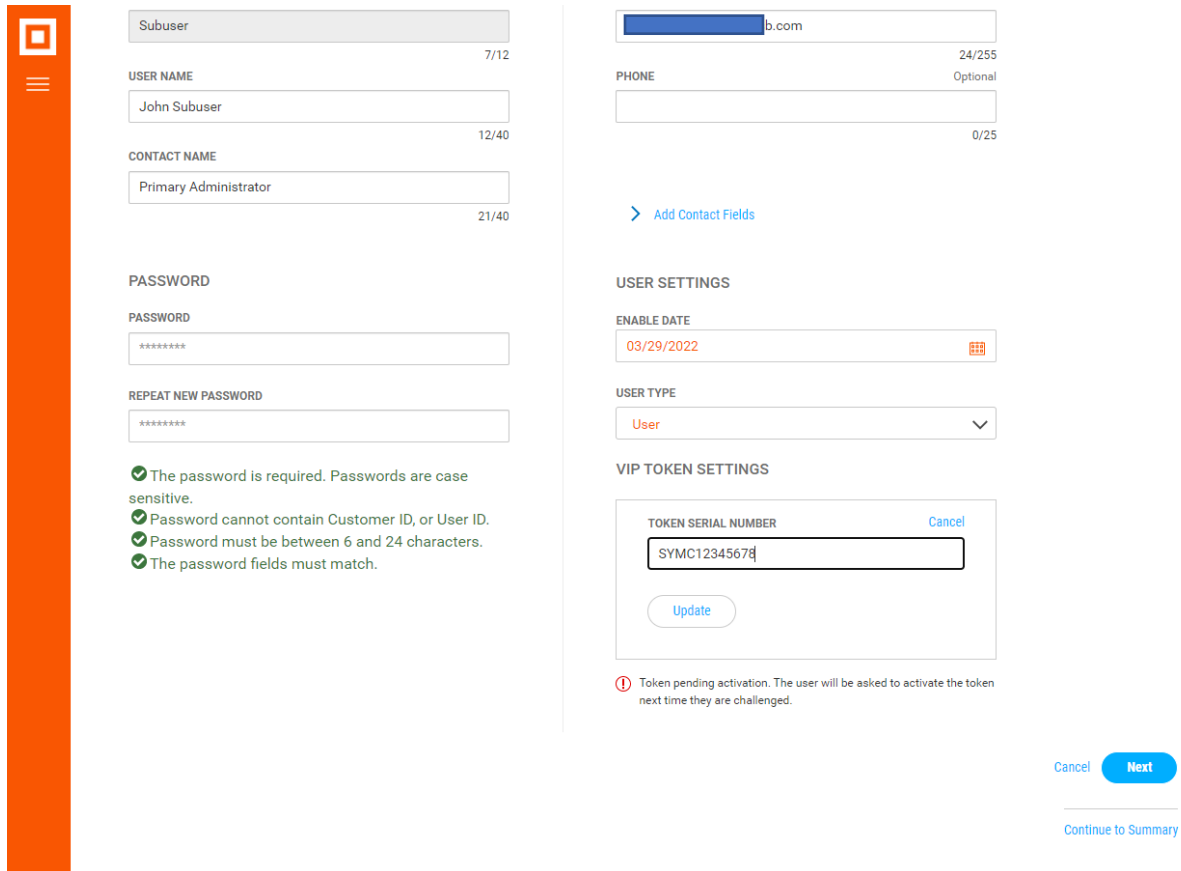
4. Once the User has been setup, go back to "Modify" the User to add the Token Serial Number.
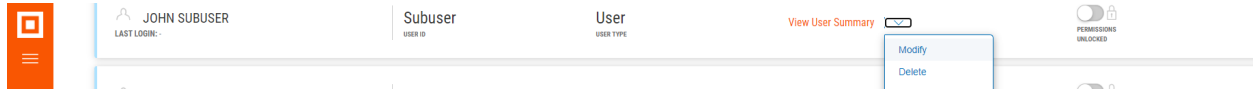
5. Enter the Token Serial Number Field VIP Token Settings and click "Update" to Save the Token Serial Number.

6. Click Next or Continue to Summary to continue to the next steps or to Save your changes.