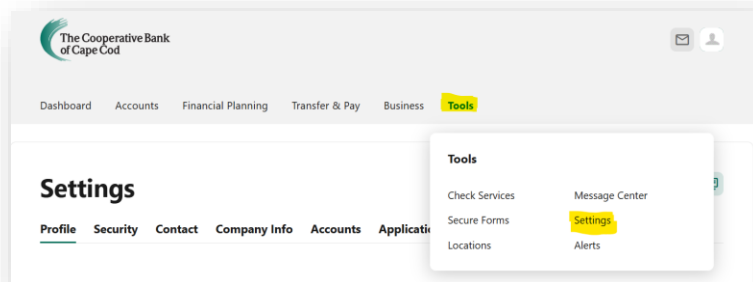


## Business ACH/Wire – Hard Token Activation

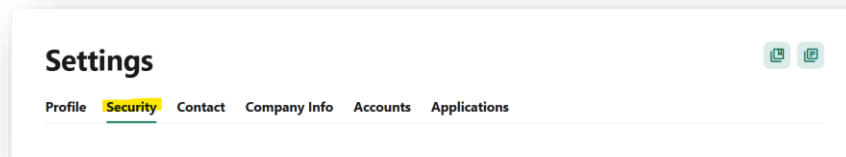
Two-Factor Authentication adds an extra layer of security to your ACH and Wire transactions. You have selected to use a Hard Token (physical token FOB) as your form of added security.

Please find below instructions for activating your Hard Token.

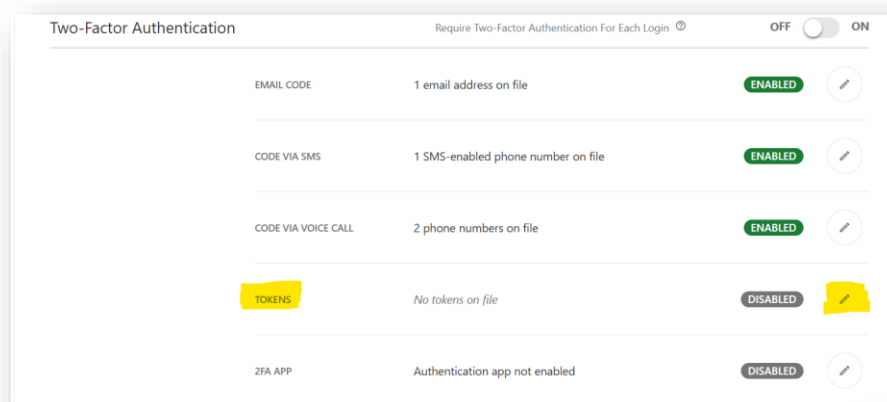
- Login to Online Banking. From the Dashboard, click on **Tools** and click on **Settings**



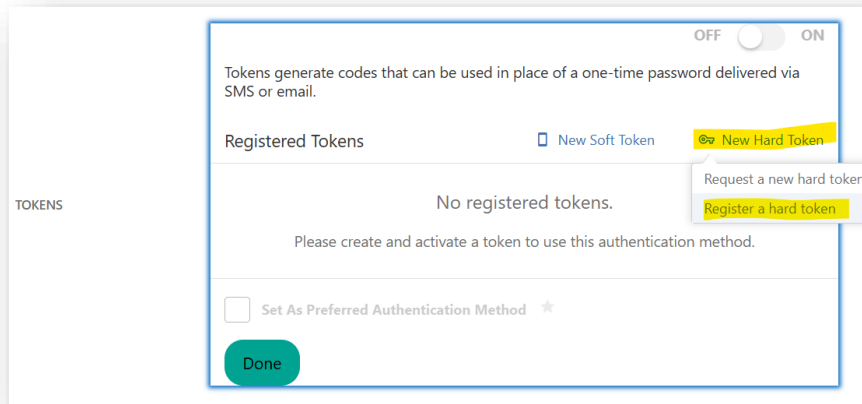
- Under Settings, click on the **Security** tab and scroll down to Two-Factor Authentication



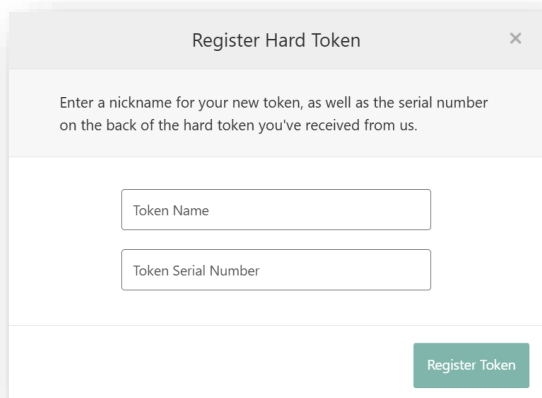
- To enable your Hard Token, click on the pencil icon on the right, highlighted below



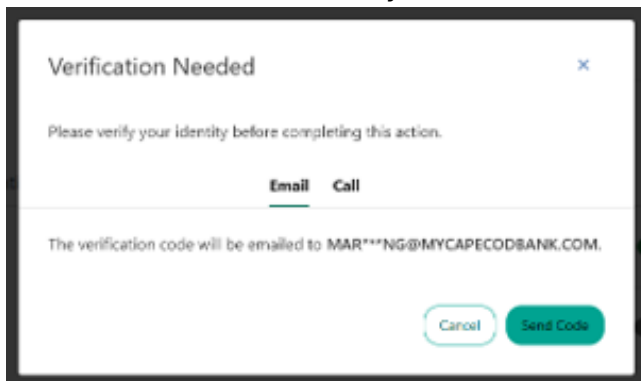
- Click on New Hard Token and Register a hard token



- Token Name: Enter a name between 1 and 50 characters long
- Token Serial Number: Enter the 10-digit serial number found on your token
- Click Register Token



- Select the method in which you would like to verify your identity.



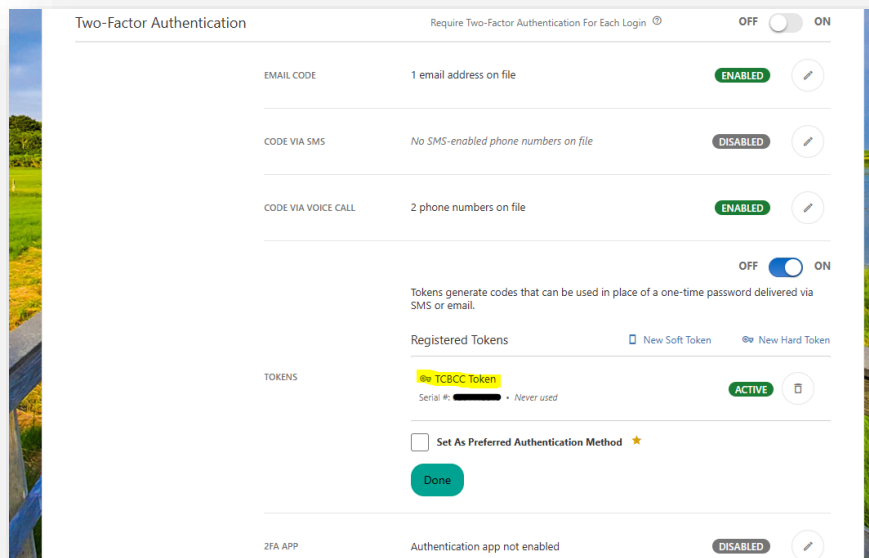
Upon successful verification you will be prompted to enter two successive codes following the instruction on your screen.

1. Press token button once to receive your first code
2. Press and HOLD token button until the screen shows 88888888
3. Press token button once to receive your second code

**REGISTRATION IS COMPLETE!** The following banner will appear



You will see you Token listed as ACTIVE within Settings.



You are now able to use this token for future Verification requests.

Select 'Set As Preferred Authentication Method' if you would like to use your 2FA app for all Verification requests.

Two-Factor Authentication is required for initiating ACH and Wire transactions. Note that ACH/Wires may be initiated only from your desktop computer. Two-Factor Authentication is not needed for approving ACH or Wires under Dual Control. ACH/Wires under Dual Control may be approved using your desktop computer or the Bank's mobile app.

**For assistance, please reach out to Cash Management Support at 508.568.3260 or [cashmanagementsupport@mycapecodbank.com](mailto:cashmanagementsupport@mycapecodbank.com)**