

VIP Access Token Set-up Instructions

- Tokens are **no longer required** to log into Business Banking.
- Tokens **are required** when approving ACH and Wire transactions.
- Key fob-style tokens or the DigiPass app previously used can be discarded or uninstalled.
- Users who approve ACH or Wire transactions need the **Symantec VIP Access** app on your smartphone or PC/Mac. Search your phone's app store, or click the **Download** button on this site:
 - [Symantec VIP - Two Factor Authentication Anywhere](https://idprotect.vip.symantec.com) (https://idprotect.vip.symantec.com)



- The app icon looks like this:
- Once the app is installed, log into Business Banking. Click **My Settings** menu option:

Notifications | **My Settings** | Help | Support | Español | Logout

- Scroll down to **Login & Security**. Click the **Edit** link next to **Security Options**:

Security options **Edit**

- Open the VIP Access app. Enter the **CREDENTIAL ID** from the app onto your computer screen:

A screenshot of the VIP Access app interface. At the top, it says "VIP Access". Below that, "CREDENTIAL ID" is displayed above the example "SYMC 1234 5678", with "(example only)" written in red below it. The main instruction reads "By security token Use a VIP Access™ token to confirm your identity." Below this is a form with a label "Enter credential ID" and a text input field containing "SYMC12345678". A red arrow points from the example ID to the input field. Below the input field, it says "(enter the credential ID from your app)".

- On your computer screen, enter your current Business Banking password and click **SAVE**.

Current password [SHOW](#)

Save

Cancel

- Verify your token is activated by going to **My Settings > Login & Security**.

Security options | [Edit](#) Enable for text [v](#)

Token access activated [?](#)

- **You're all set to approve ACH and Wire transactions!** When prompted by "Is this really you?", enter the **6-digit security code** displayed in your VIP access app on your computer screen.

A screenshot of the VIP Token app interface. It shows a checkmark icon and the text "VIP Token" next to a text input field labeled "Enter security Code".