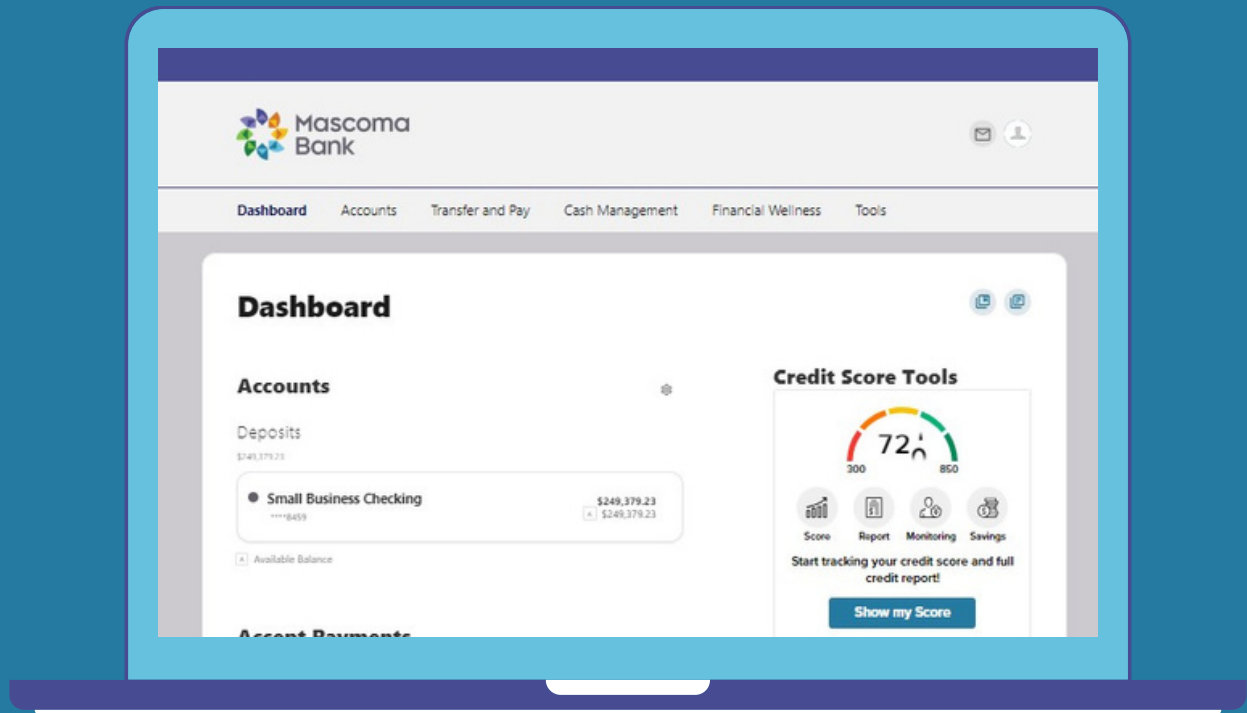


Digital Banking Security Token User Guide

Hard Tokens



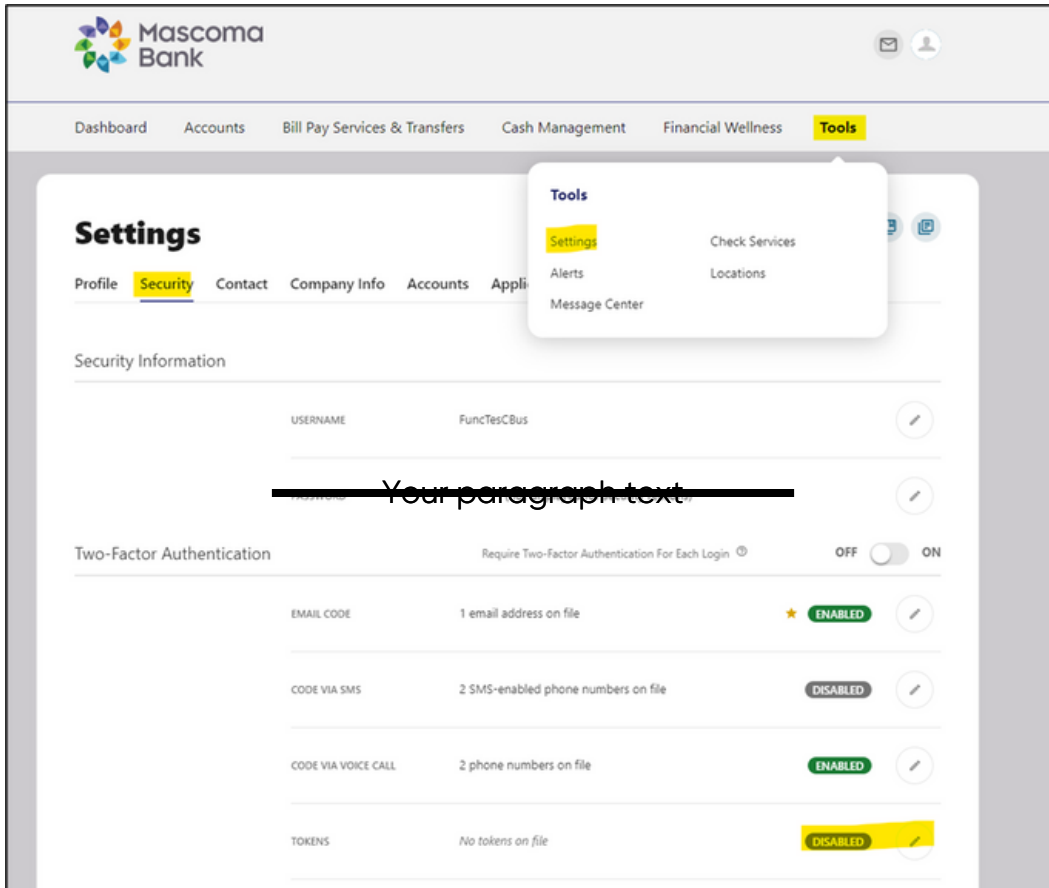
Mascoma
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COMMUNITY FIRST
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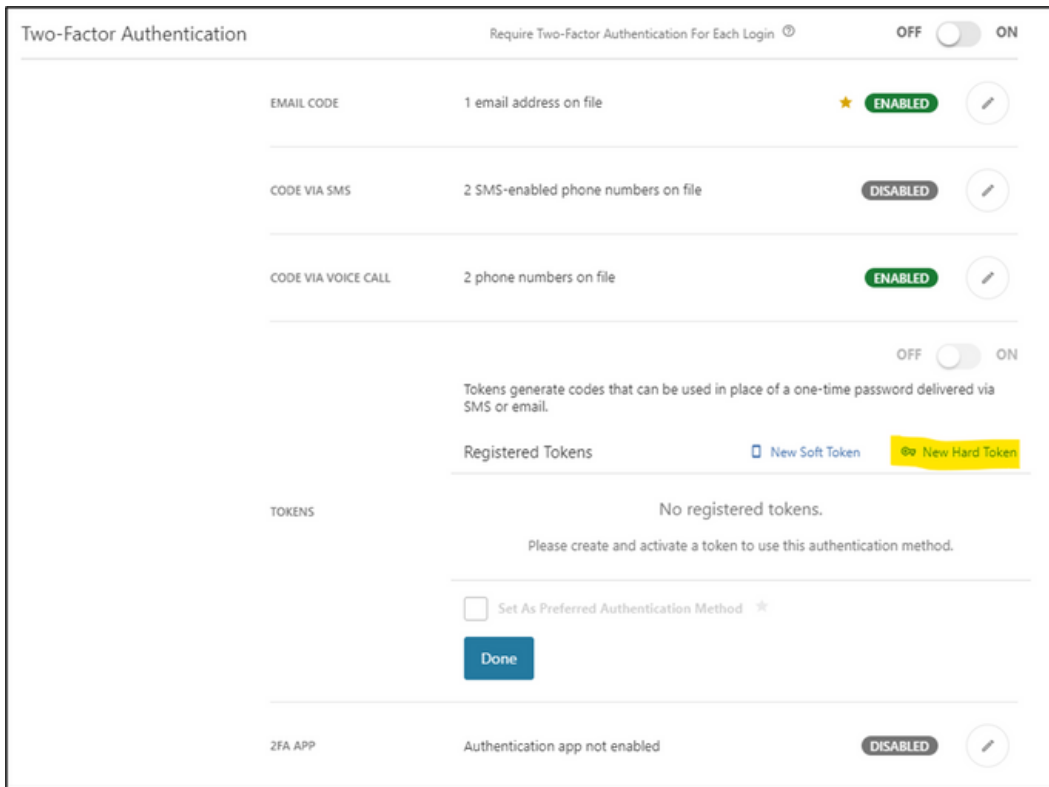
Setting up Security Tokens

Physical/Hard Token

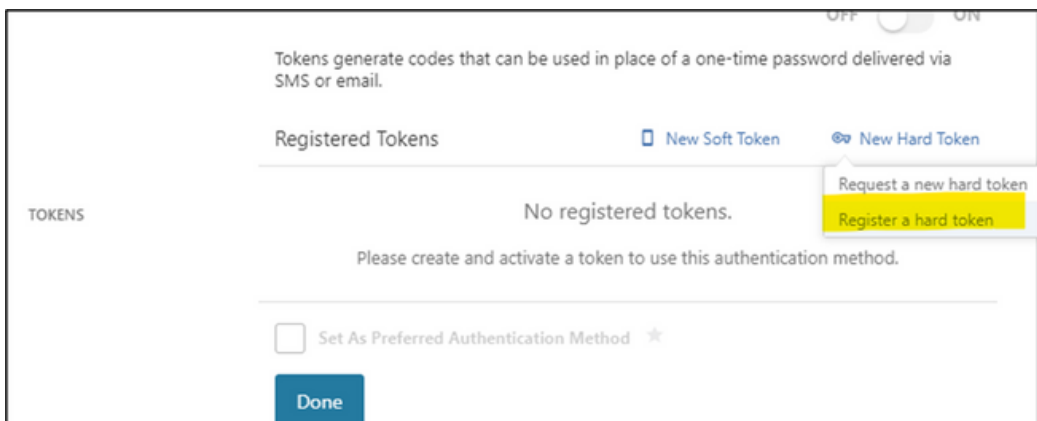
1. After logging in to the digital banking platform, go to the "Tools" widget then select "Settings" and navigate to the "Security" sub tab. Click on the pencil icon next to "Tokens" to begin registering your "New Hard Token."



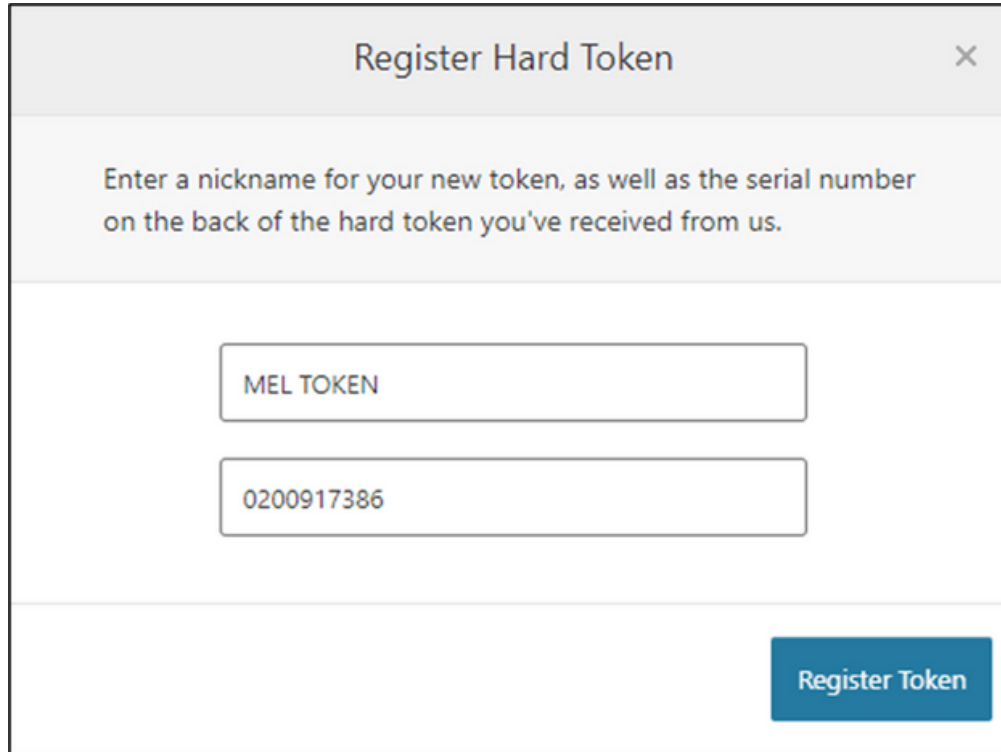
2. Click on "New Hard Token."



3. Select "Register a hard token" from the dropdown.



4. Enter a nickname for your new token and the serial number as seen on the back of your hard token.



Register Hard Token

Enter a nickname for your new token, as well as the serial number on the back of the hard token you've received from us.

MEL TOKEN

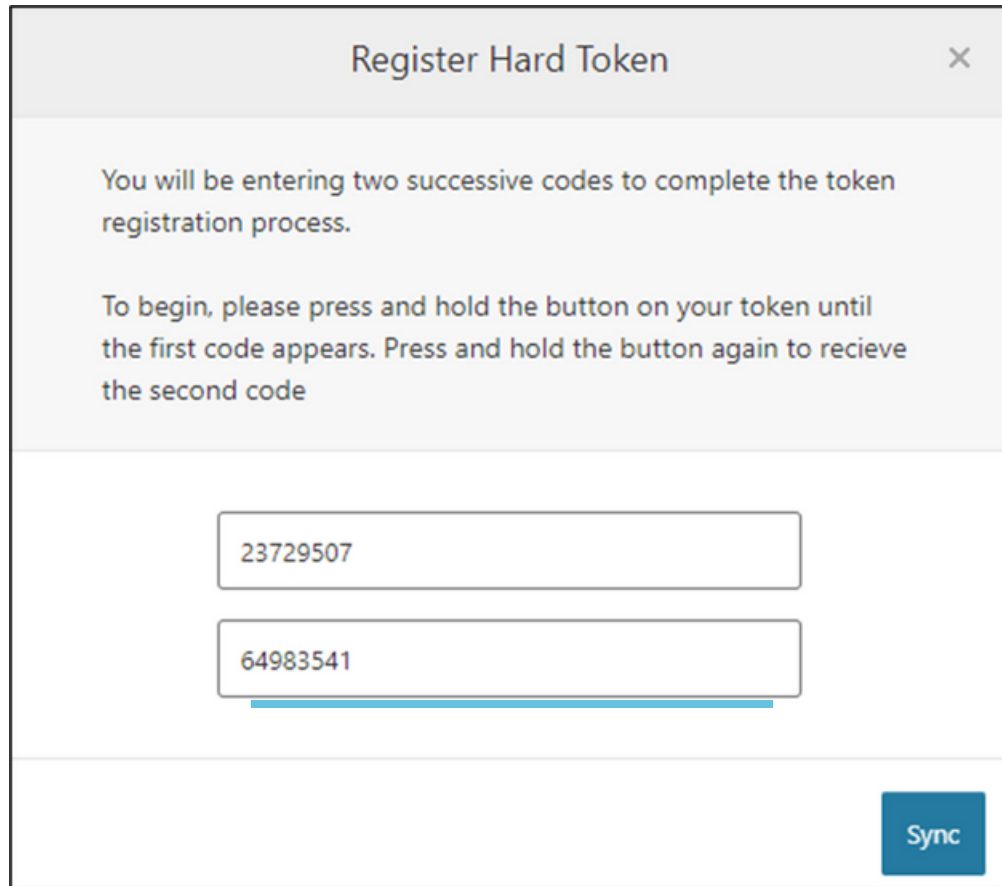
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Register Token

5. Token serial number is located on the back of the token.



6. Click token button to receive first token code. Wait 30 seconds and click token button again to receive second token code.



Register Hard Token

You will be entering two successive codes to complete the token registration process.

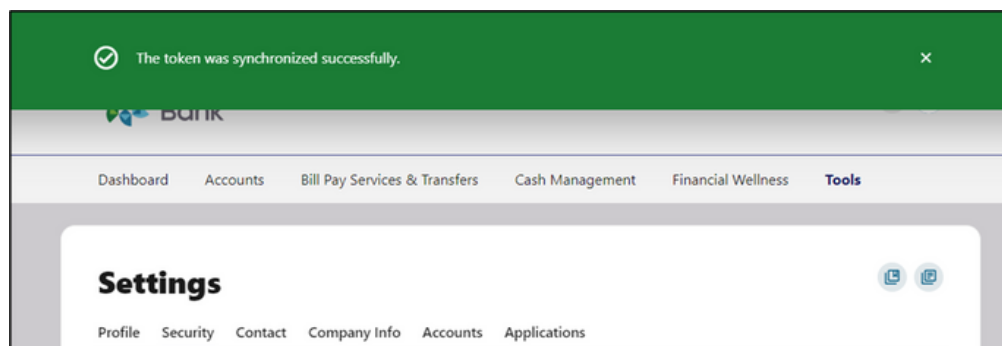
To begin, please press and hold the button on your token until the first code appears. Press and hold the button again to receive the second code

23729507

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Sync

7. Green information message "The token was synchronized successfully" will pop up on the screen.



8. Set token as preferred authentication method.

