

## Register your GO3 Token Device with Business Online Banking

This registers your token device with your Business Online Banking. You will need your token device and a computer with internet access.

**This step will only occur at the initial set up.**

Obtain a **GO3 Token Device** from your company representative or the Bank.

1. Log in to Business Online Banking with your current username and password.
2. The system will prompt you to activate your token.
3. Enter the requested information on your computer screen.
  - a. Token Serial Number: located on the back of your token device.
  - b. Token-generated password: generate a One Time Passcode from your GO3 Token Device by pressing the gray button.
  - c. Create a PIN: This is a number you choose and will be your Business Online Banking PIN used to access the system.

*For security purposes, the Online Banking System will prompt you to periodically change your Business Online Banking PIN. You can do this at any time by clicking Profile inside online banking.*

- d. Security Question and Answer: No action necessary unless fields are blank. Our Customer Relations Team will use these to validate your identity when you call us with any questions.

4. Click Continue to complete activation.

### Activate Token

Tokens help to prevent unauthorized people from logging into online banking, generating a code that must be entered into online banking along with a password.

Token serial number *	<input type="text" value="4813257514"/>
Token-generated password *	<input type="text" value="*****"/>
Create a PIN *	<input type="text" value="****"/> <small>SHOW</small> <small>4 digit numeric</small>
Security question *	<input type="text" value="solvay bank"/>
Security answer *	<input type="text" value="*****"/>

\* Indicates required field



## How to Log In to Business Online Banking with your Token Generated One-Time Passcode

Once you have registered your token with the Business Online Banking system, your Password will now consist of 2 levels of security. Your token generated One-Time Passcode AND your online banking PIN. These combine to create your password, allowing you to securely log into our Business Online Banking.

**This step is necessary each time you log in.**

1. Enter your username. Go to SolvayBank.com and navigate to the Business Online Banking log in.
2. Enter your Password. Using your GO3 Token Device to generate a One-Time Passcode:
  - a. Generate a One Time Passcode from your token device by pressing the gray button.
  - b. Enter the generated One-Time Passcode followed by your 4-digit PIN into the password field on your computer. Click Log In.
3. Verify your Security Code. This code is generated by your token device to complete your secure log in. Using your GO3 Token Device generate a Security Code:
  - a. After you have generated your One-Time Passcode, press the gray button a second time to reveal your Security Code.
  - b. Verify the code provided by Business Online Banking matches the code provided by your token device. If the codes do not match, click return to log in, to begin the process again.



