## SOLVAY BANK

## Business Electronic Services Token App Guide

## Register your Mobile Device Token with Business Online Banking

This registers your mobile device, using the token app, with your Business Online Banking. You will need your mobile device with the token app installed and a computer with internet access. **This step will only occur at the initial set up.** 

Download DIGIPASS for Business Banking to your mobile device.

- 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. Device Code: Use your device's camera to scan the CRONTO image – a secure, multi-colored image – displayed on your screen. The app will decode the image and display the device code for you to enter.
  - b. Device Nickname: Name your device for identification purposes.
  - 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. Another CRONTO image will appear on your computer. Tap the SCAN IMAGE button within the app on your device. The app will decode the image and display a One-time Passcode. Enter the One-Time Passcode into your computer and click COMPLETE ACTIVATION.

## 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.
- Enter your Password: Using token app on your mobile device, tap One-Time Passcode. 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. Compare the code on the Site Verification screen with the code inside the app. If they match, select VERIFIED and you'll be securely logged in to your account. If the codes do not match, log out and begin the log in process again.







