
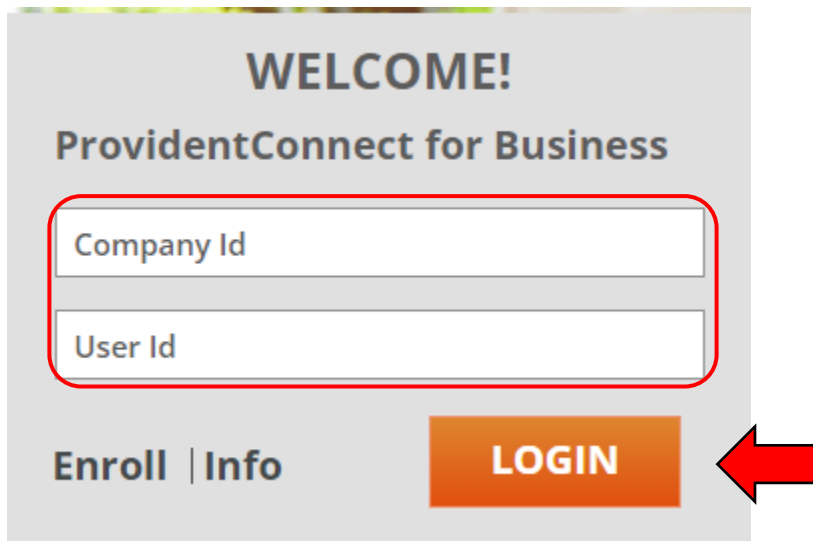


Overview: Soft tokens provide enhanced security against unauthorized access and identity theft by adding a layer of authentication when logging in to your account. To set up Soft Token, company users must complete the following steps:

Soft Token Set Up

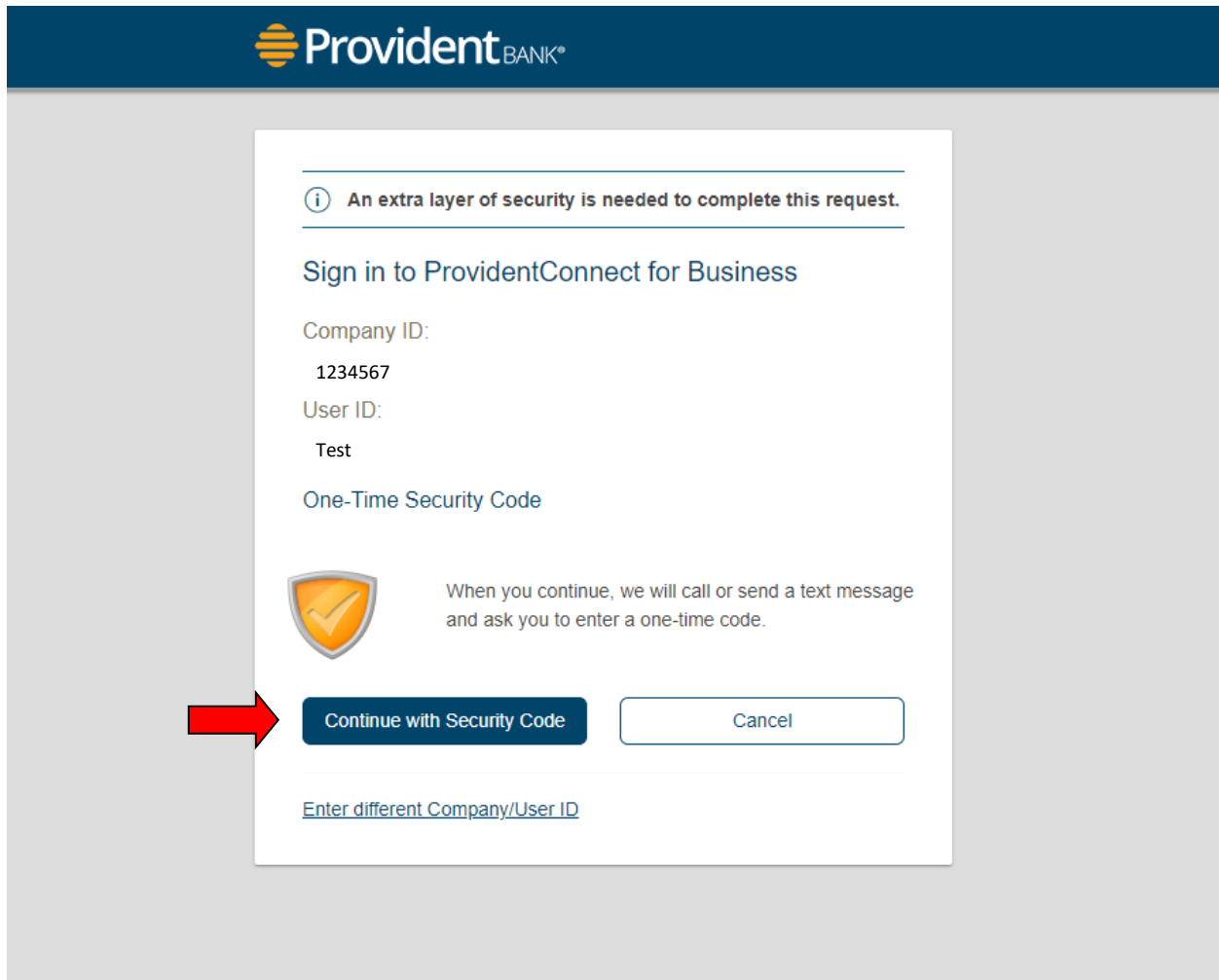
Step	Action
1.	<p>Download the RSA Secure ID app on your mobile device from your device’s app store. Below is an image of the App to download:</p>  <p>Apple App Store – RSA Authenticator (SecurID) on the App Store (apple.com) Google Play Store – RSA Authenticator (SecurID) - Apps on Google Play</p>
2.	Log in to ProvidentConnect for Business through a desktop or laptop



Step	Action
3.	Enter your Company Id
4.	Enter your User Id
5.	Select LOGIN

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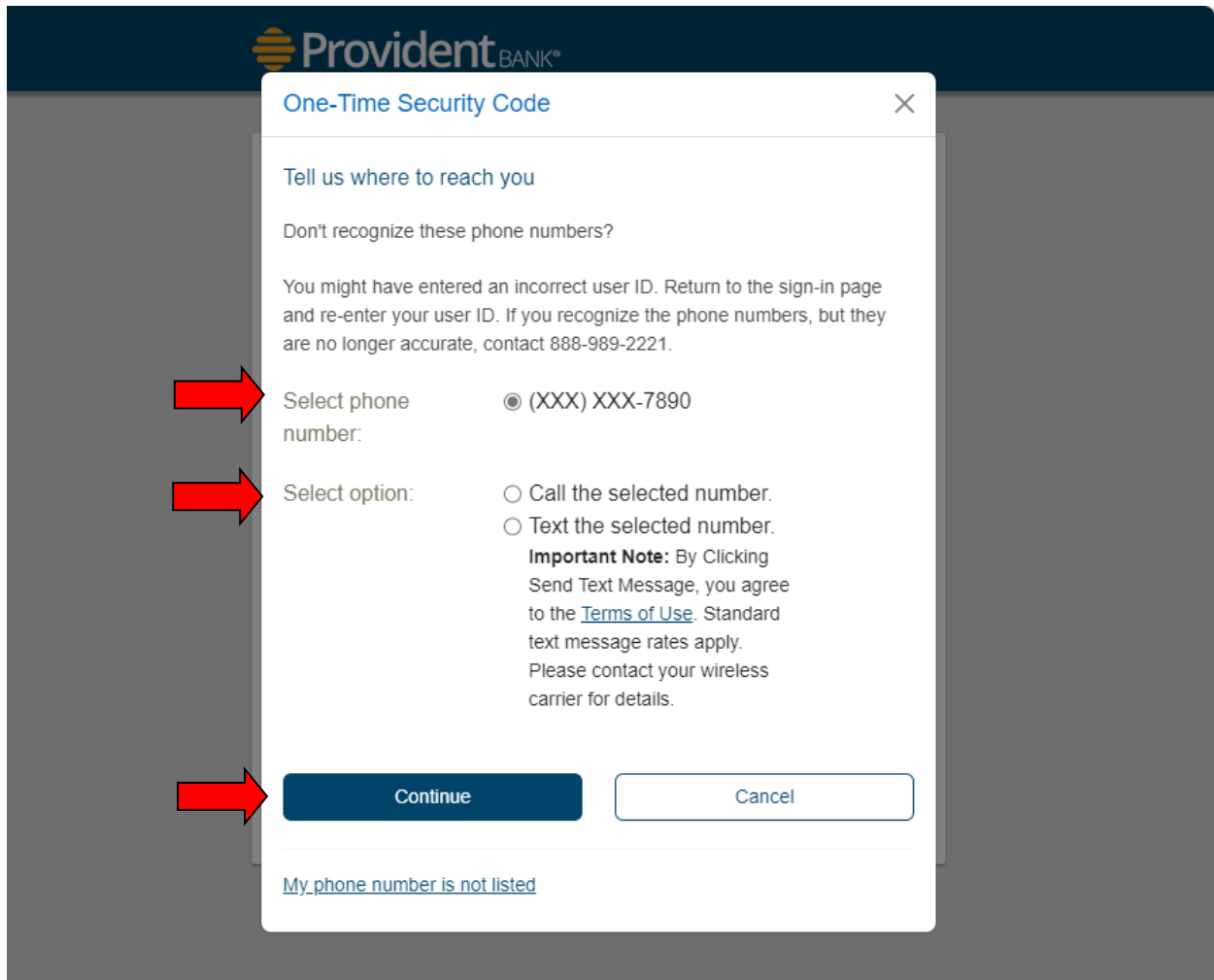
Soft Token Set Up, continued



Step	Action
6.	Select Continue with Security Code

****NOTE:** *If you do not get the One-Time Security Code step up, continue to Step-12. ***

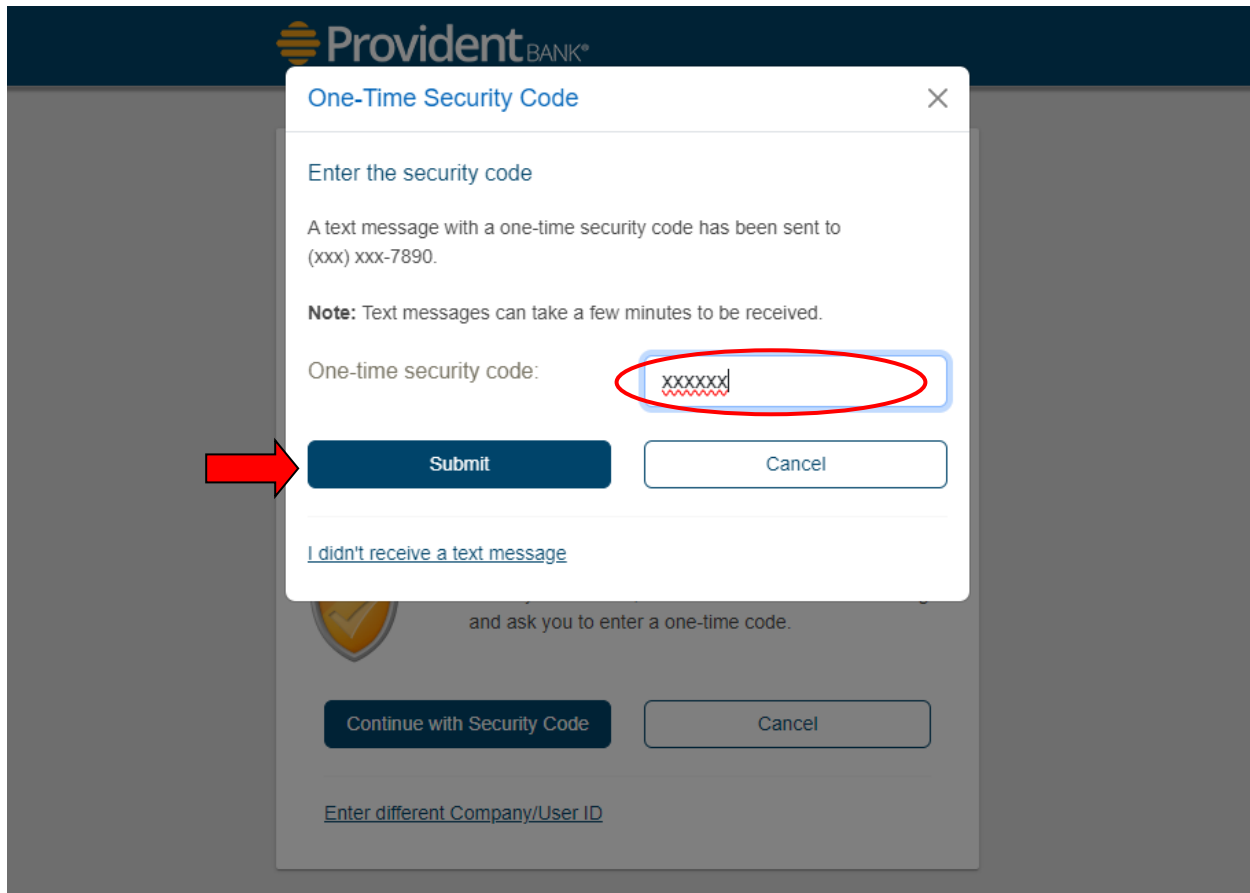
Soft Token Set Up, continued



Step	Action
7.	Select the Phone Number
8.	Select Option: Call or Text
9.	Select Continue

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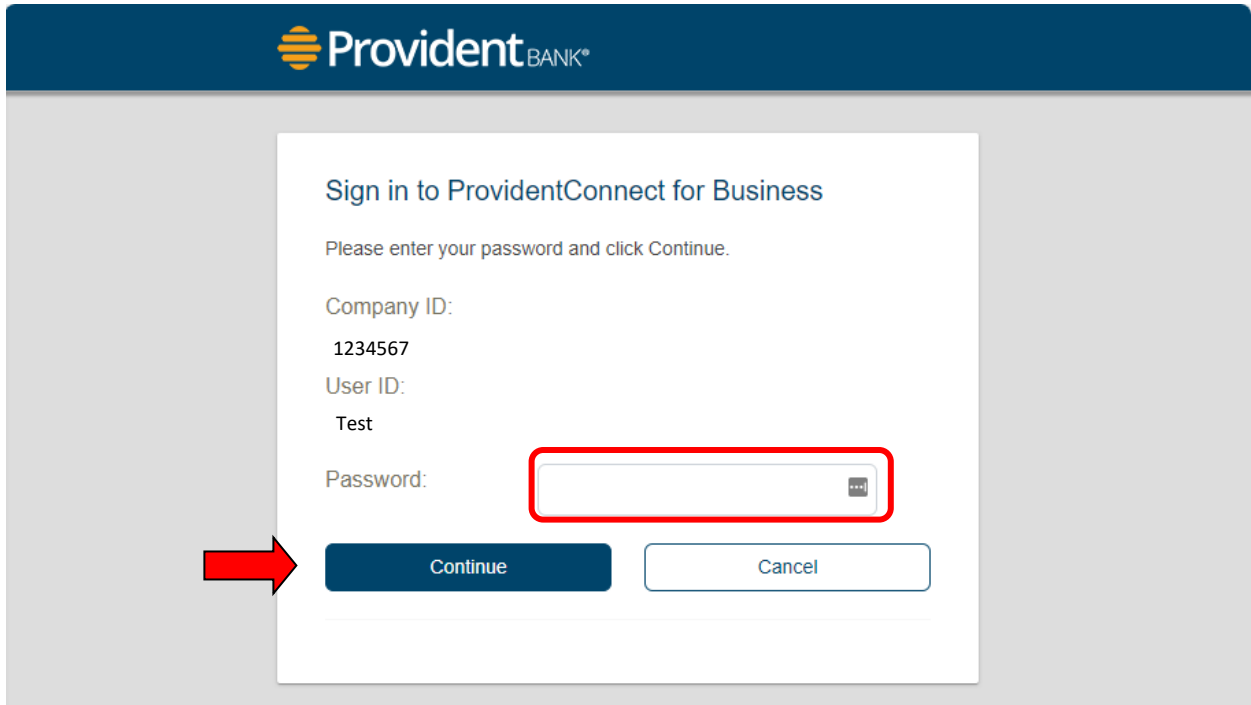
Soft Token Set Up, continued



Step	Action
10.	Enter the One-time Security code that was sent to you
11.	Select Submit

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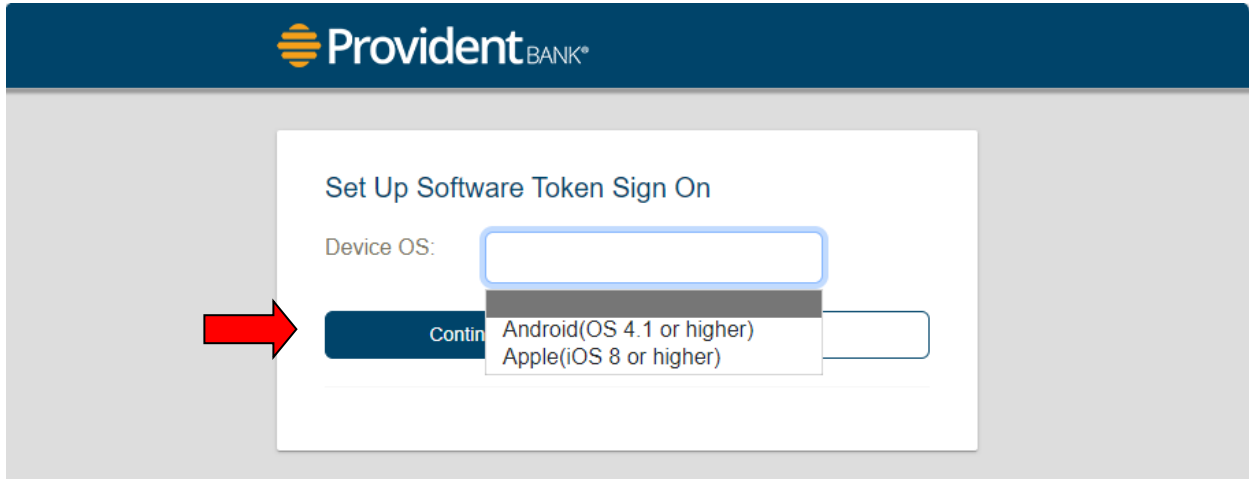
Soft Token Set Up, continued



Step	Action
12.	Enter your <i>temporary Password</i>
13.	Select Continue

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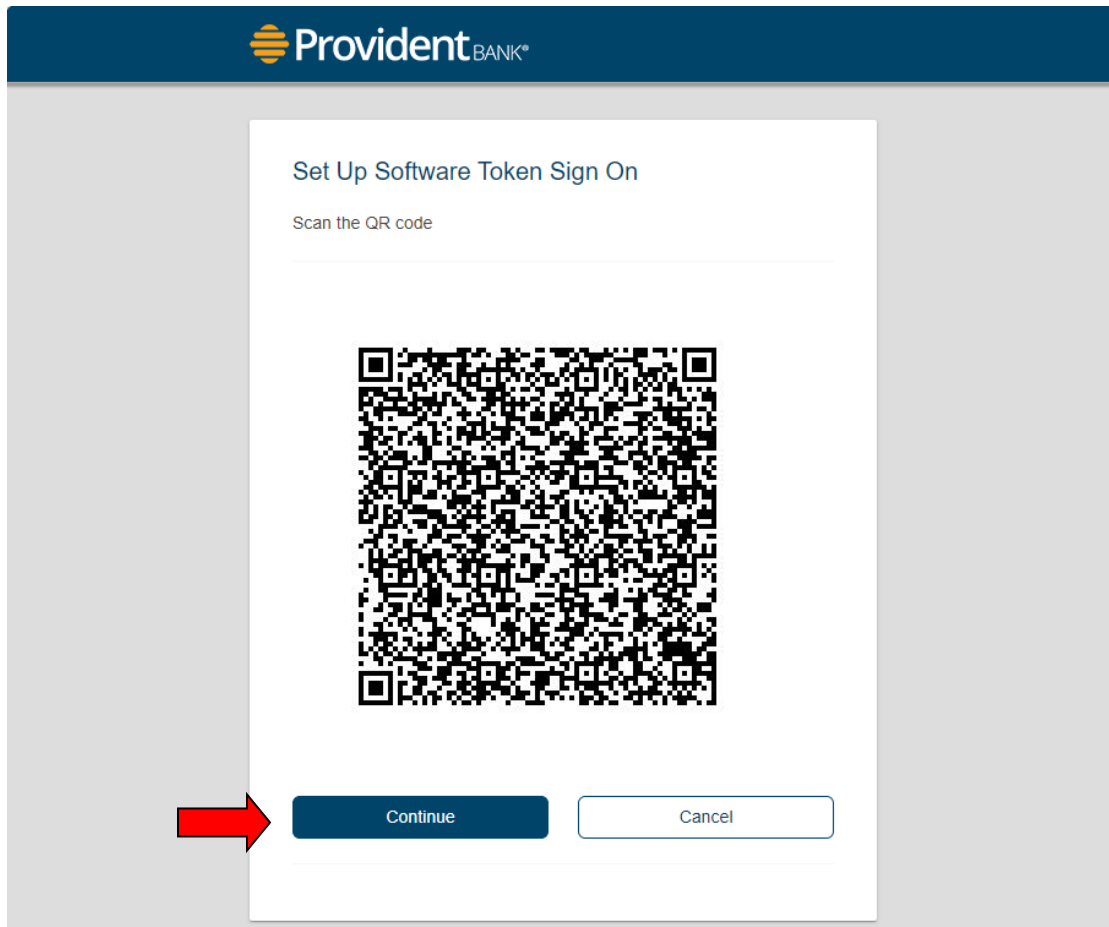
Soft Token Set Up, *continued*



Step	Action
14.	Select from the drop down your Device OS : <ul style="list-style-type: none"> • Android (OS 4.1 or higher) • Apple (iOS 8 or higher)
15.	Select Continue

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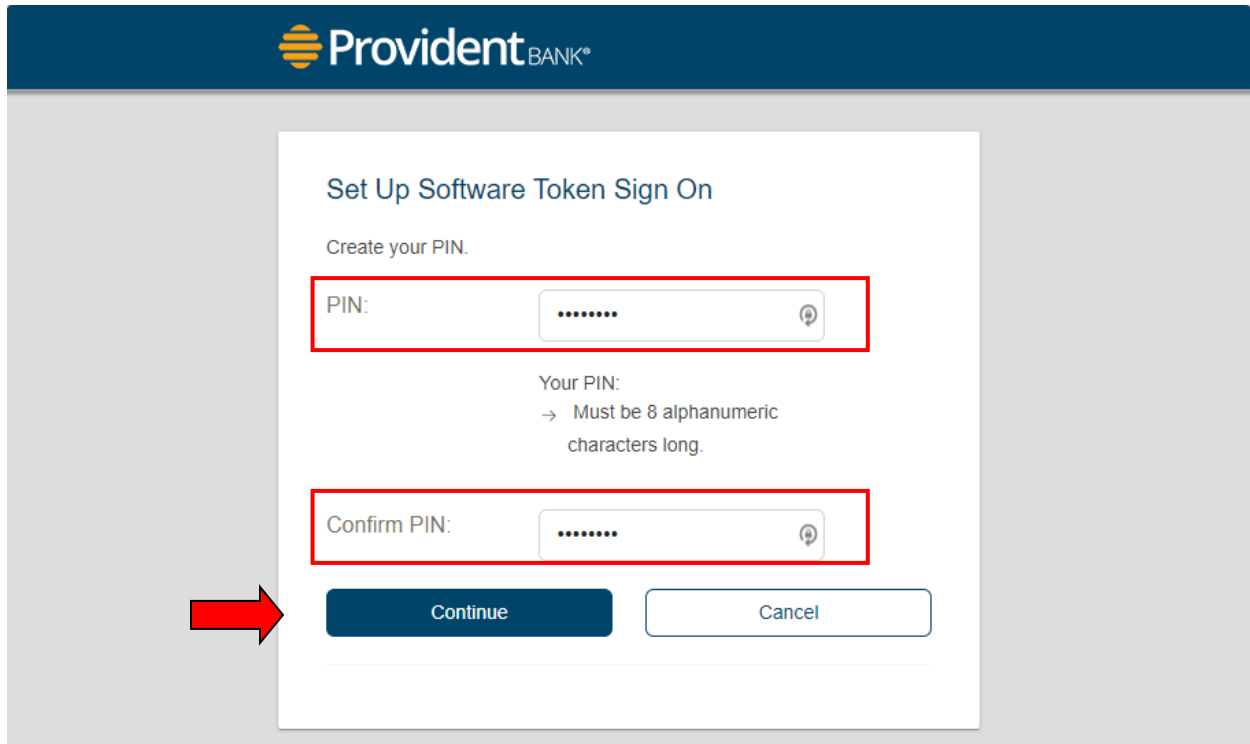
Soft Token Set Up, *continued*



Step	Action
16.	Open the RSA Secure ID app on your mobile device
17.	Scan the QR Code
18.	Select Continue

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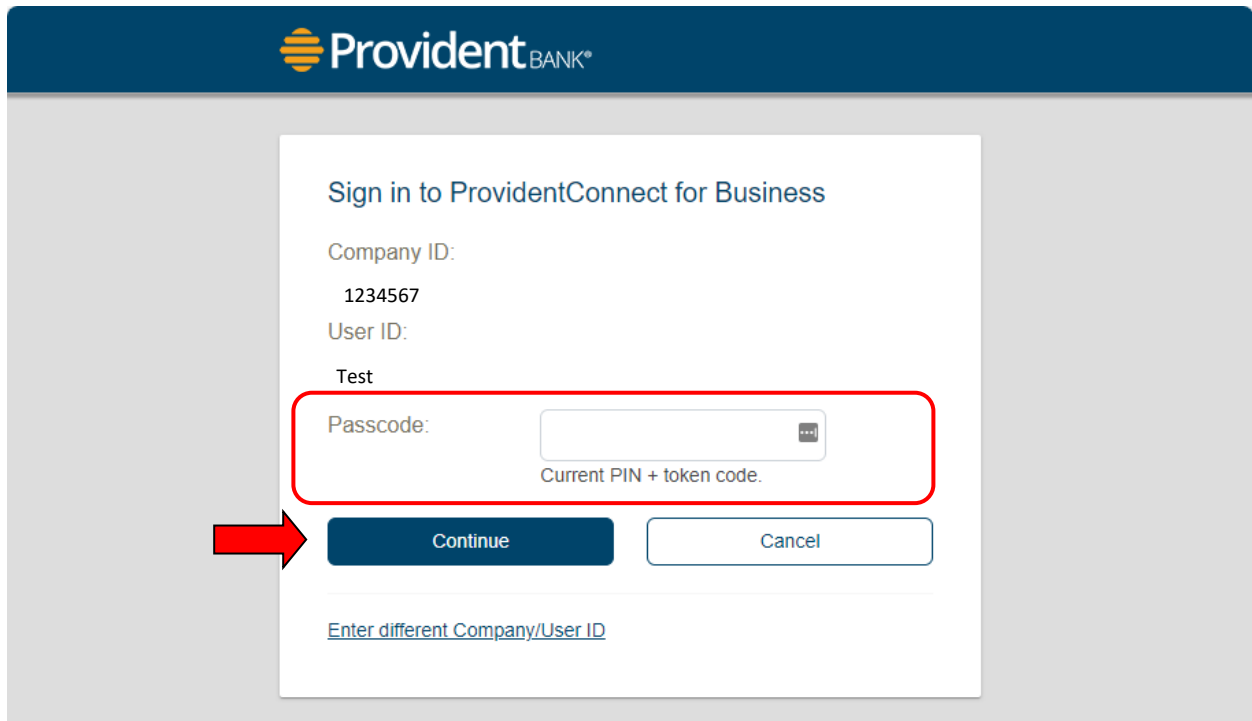
Soft Token Set Up, *continued*



Step	Action
19.	Create your PIN . Your PIN must be 8 alphanumeric characters long **NOTE: <i>This is your personal PIN that will be used in addition to the Token PIN. You will need this 8 digit PIN each time you log in. This should be a strong and unique 8 digit PIN that you can memorize **</i>
20.	Confirm your PIN
21.	Select Continue

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Soft Token Set Up, *continued*



Step	Action
22.	<p>Enter Passcode. This is your 8 digit PIN + the token code (8 digits)</p> <p><u>The Passcode is a total of 16 combine digits</u></p> <p>**Note: <i>Token code is located on your device. The token on your device refreshes every 30 seconds. **</i></p>
23.	<p>Select Continue</p> <p>**NOTE: <i>Only Select Continue one time to avoid any log in issues. It will take a few seconds to log in.**</i></p>
24.	<p>Soft Token Setup is Complete!</p>