
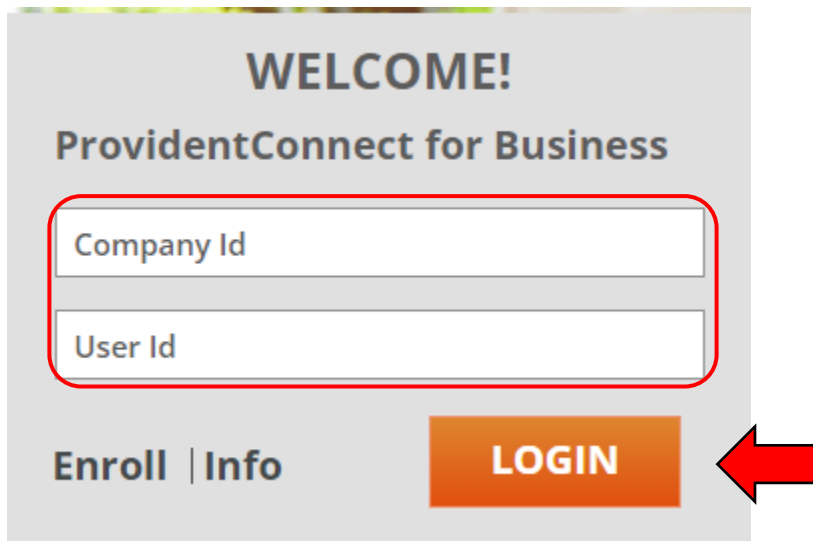


**Overview:** Soft tokens provide enhanced security against unauthorized access and identity theft by adding a layer of authentication when logging in to your account. To set up Soft Token, company users must complete the following steps:

**Soft Token Set Up**

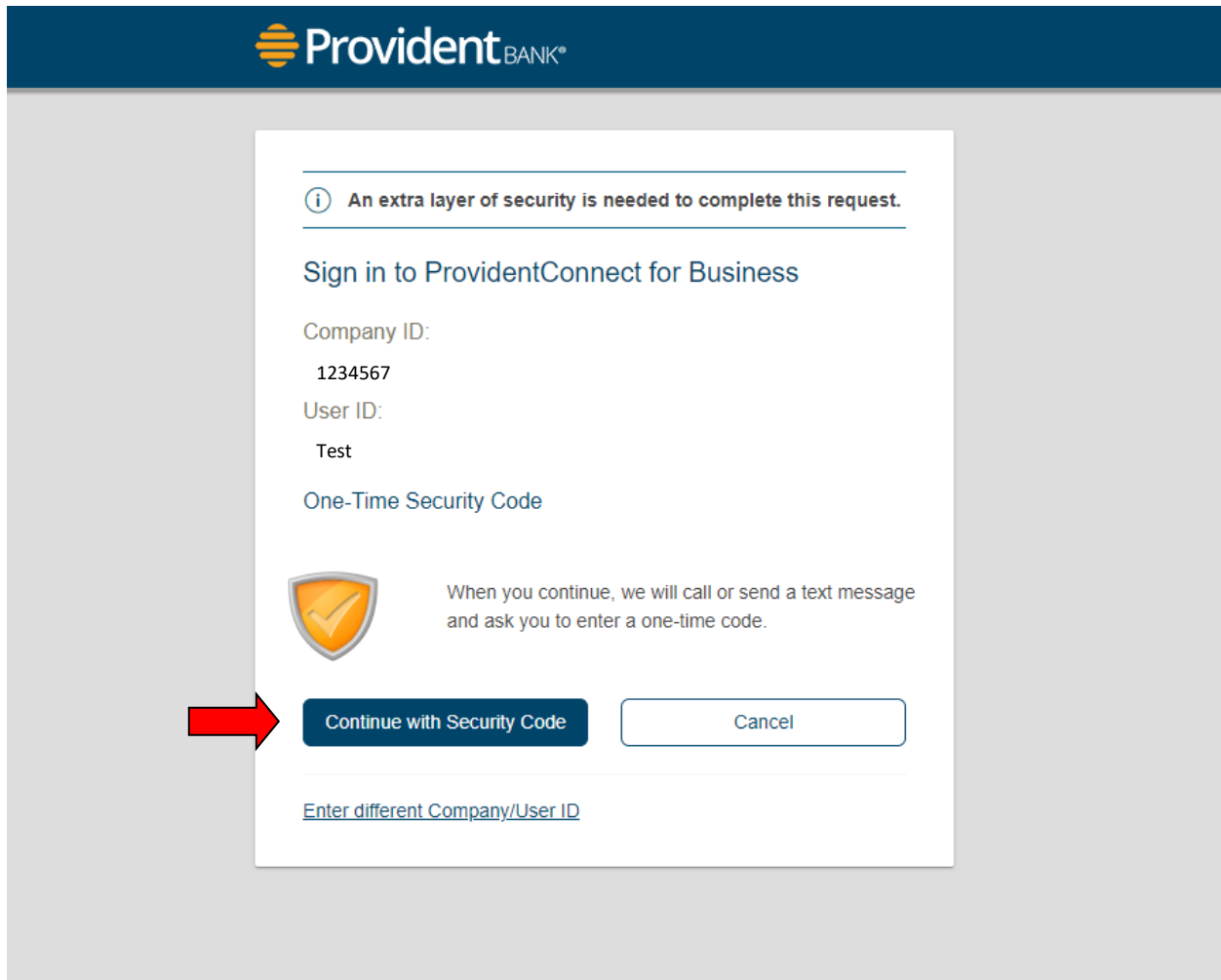
Step	Action
1.	<p>Download the RSA Secure ID app on your mobile device from your device’s app store. Below is an image of the App to download:</p>  <p>Apple App Store – <a href="https://apple.com">RSA Authenticator (SecurID) on the App Store (apple.com)</a>            Google Play Store – <a href="https://google.com">RSA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



Step	Action
3.	Enter your <b>Company Id</b>
4.	Enter your <b>User Id</b>
5.	Select <b>LOGIN</b>

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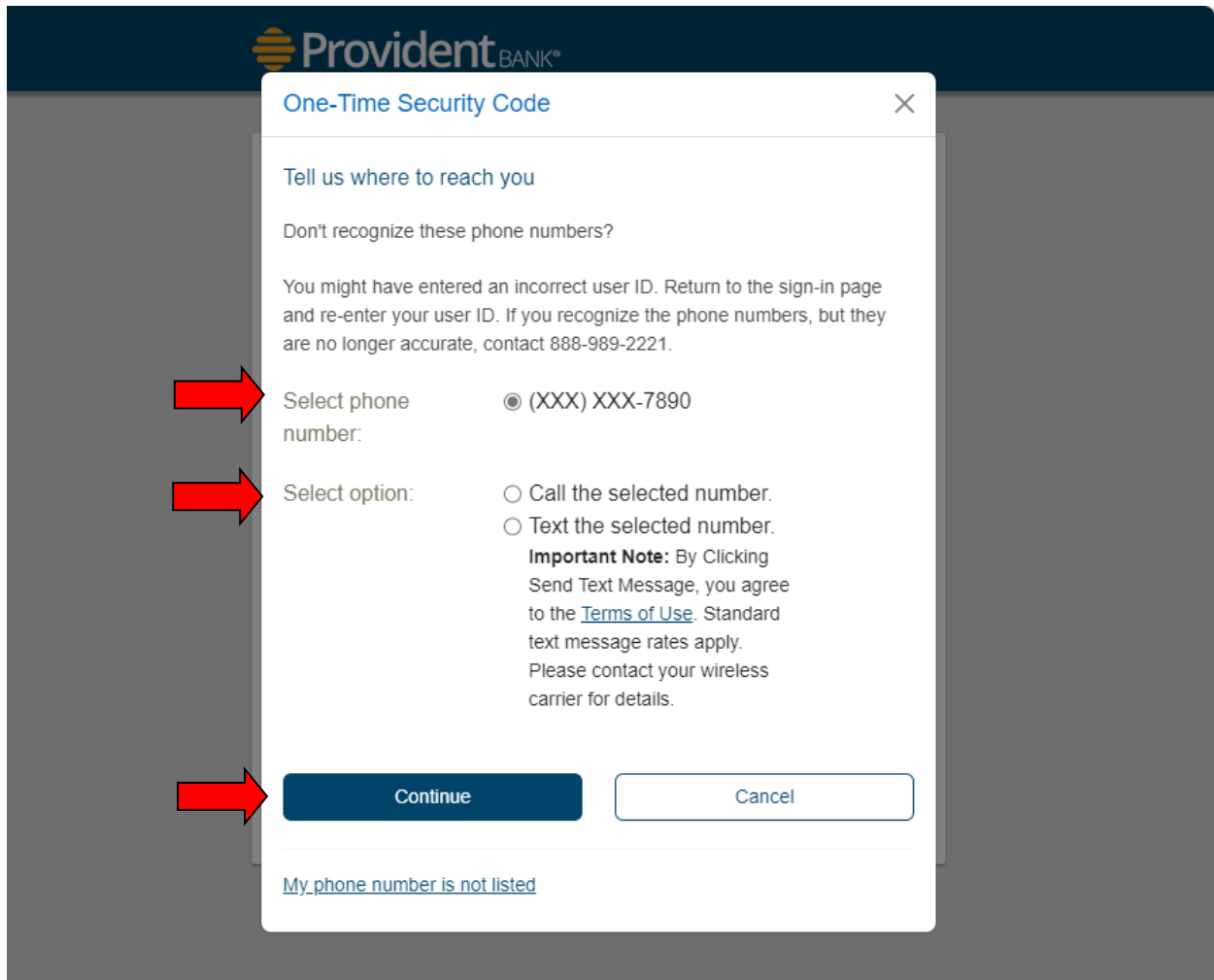
**Soft Token Set Up, continued**



Step	Action
6.	Select <b>Continue with Security Code</b>

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

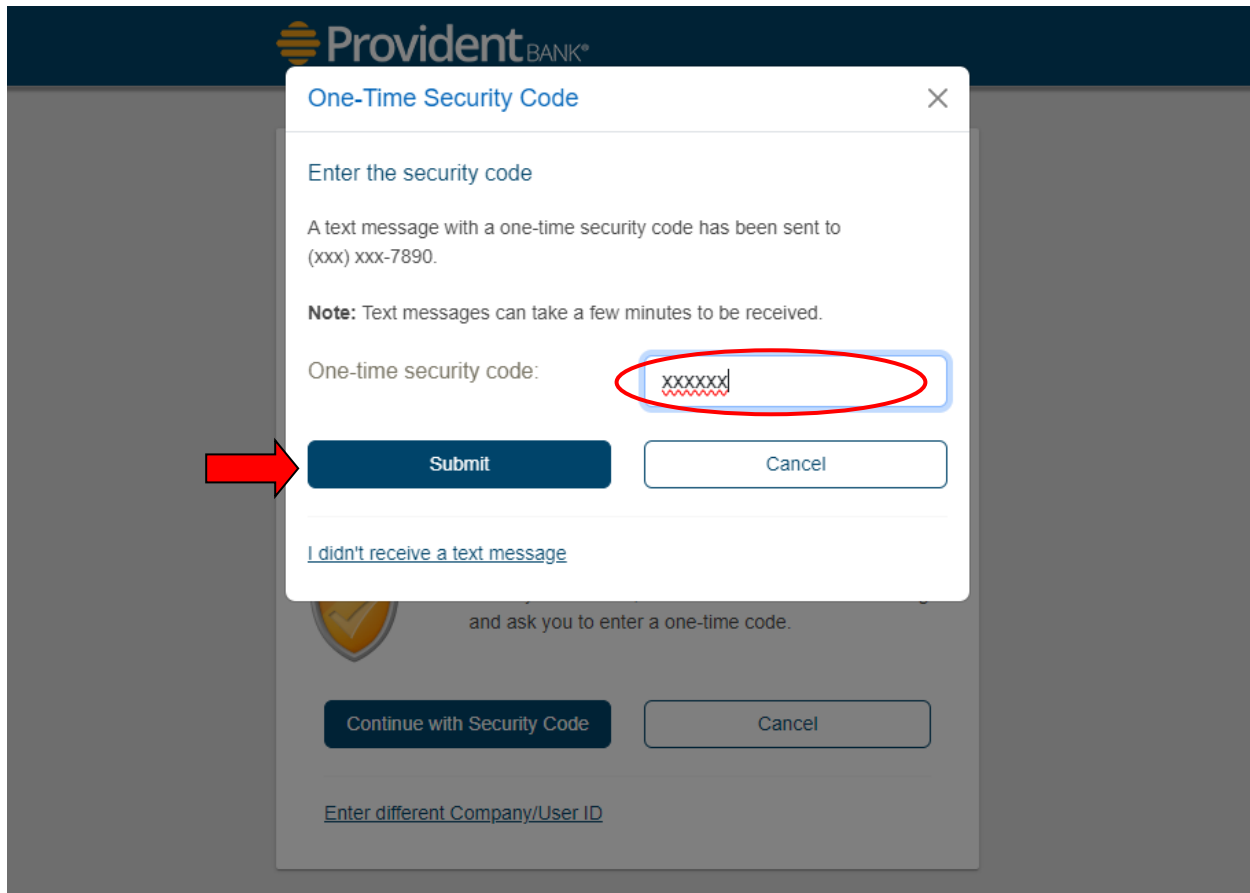
**Soft Token Set Up, continued**



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

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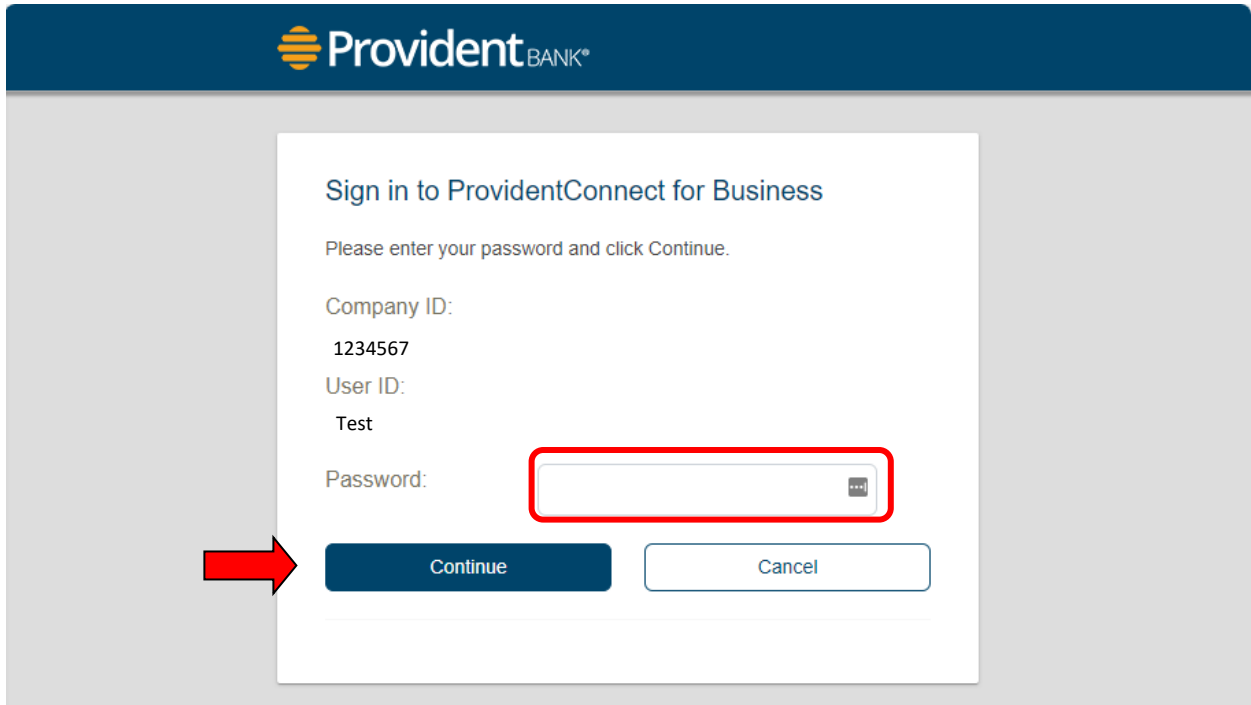
**Soft Token Set Up, continued**



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

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**Soft Token Set Up, continued**

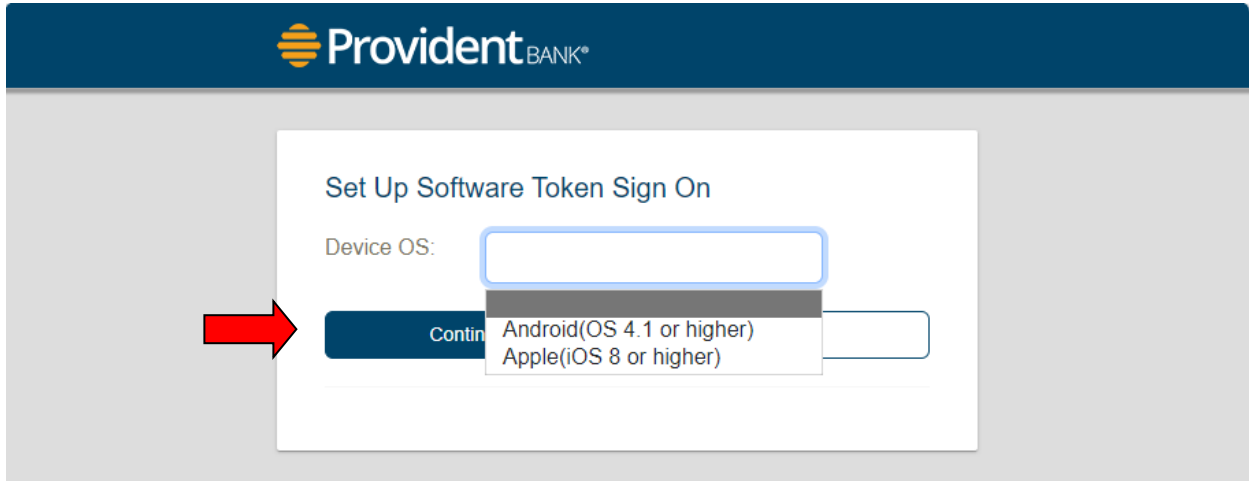


Step	Action
12.	Enter your <i>temporary Password</i>
13.	Select <b>Continue</b>

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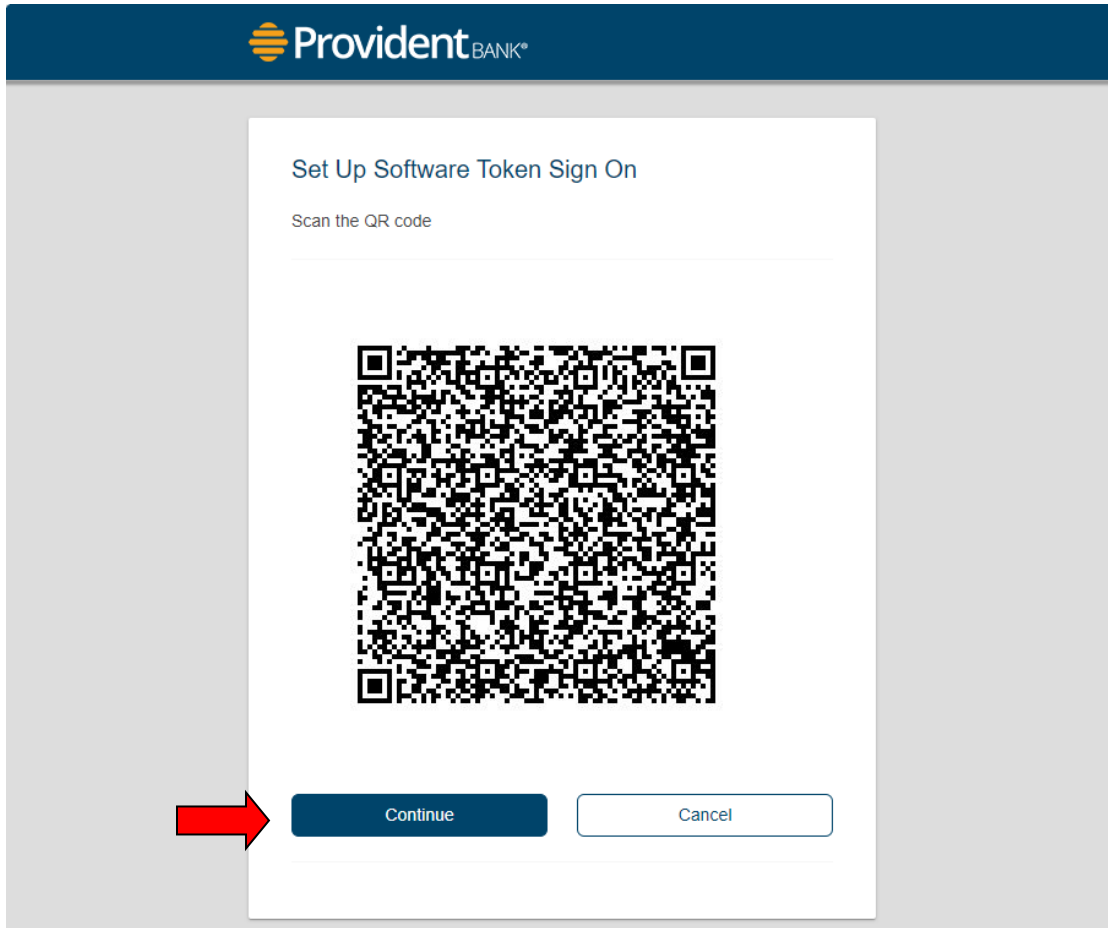
**Soft Token Set Up, *continued***



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

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**Soft Token Set Up, *continued***

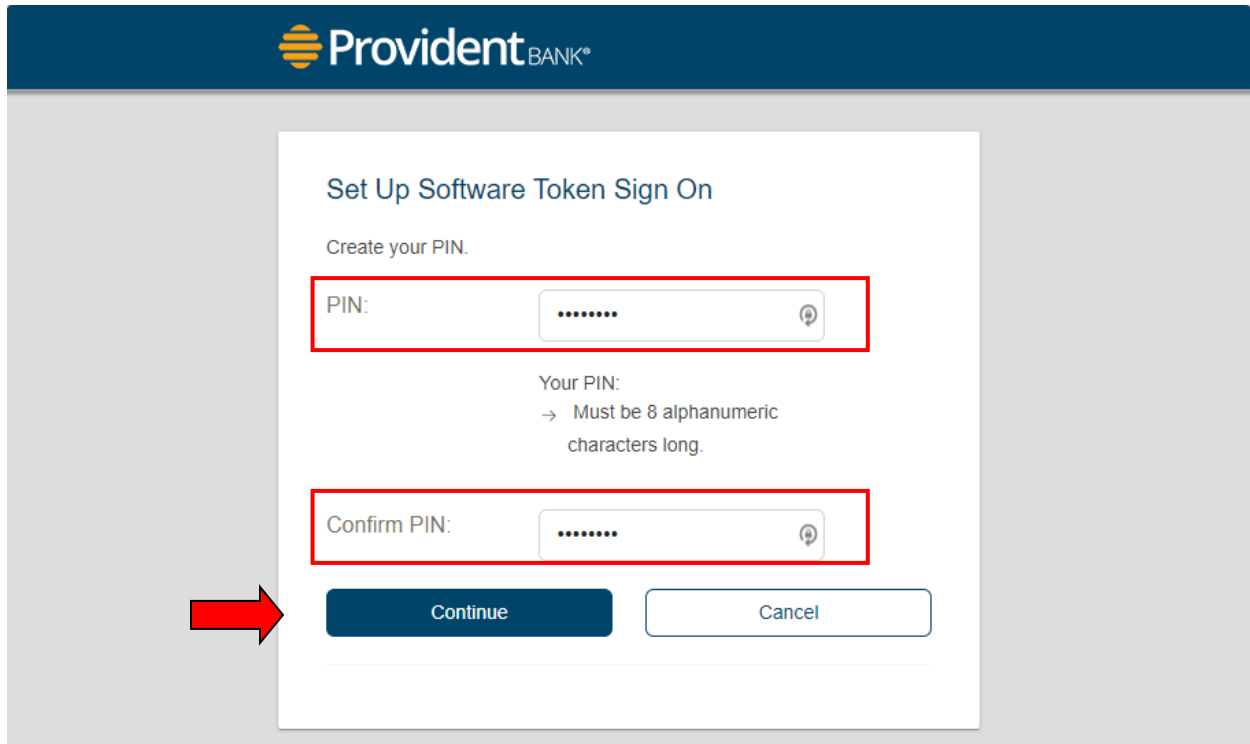


Step	Action
16.	Open the RSA Secure ID app on your mobile device
17.	Scan the <b>QR Code</b>
18.	Select <b>Continue</b>

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Soft Token Set Up, *continued*

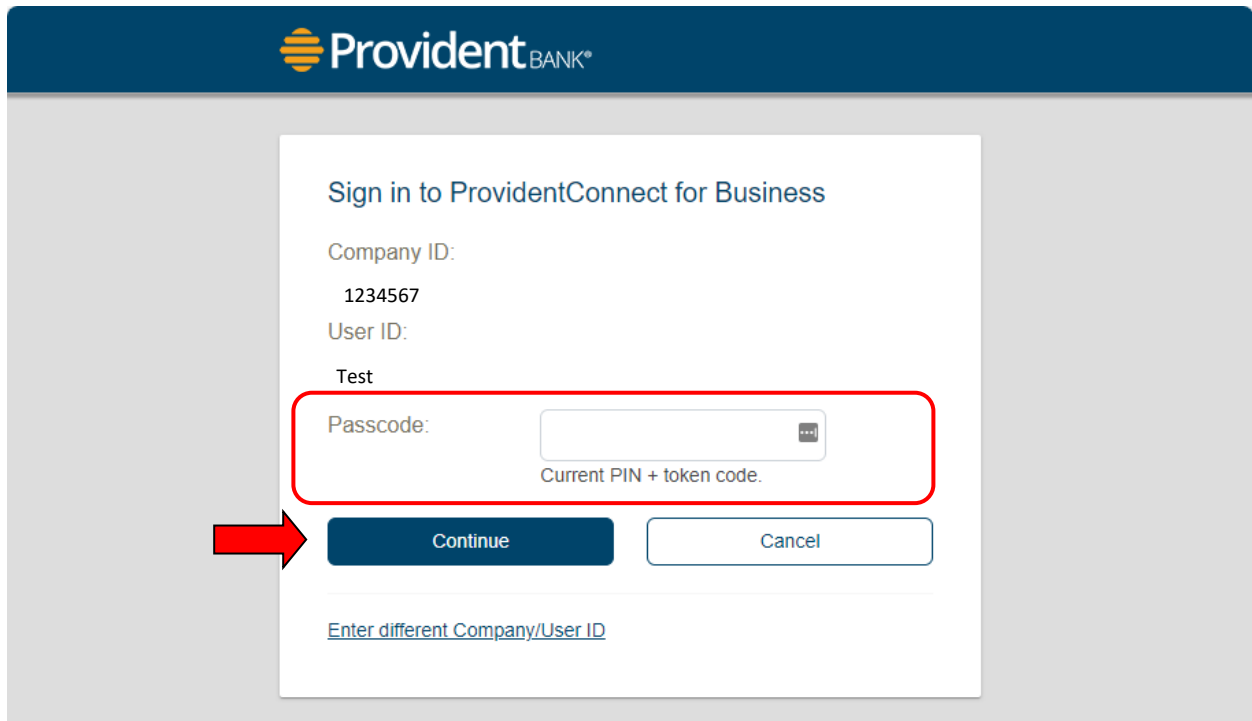


Step	Action
19.	Create your <b>PIN</b> . Your PIN <b>must</b> be 8 alphanumeric characters long  <b>**NOTE:</b> <i>This is your personal PIN that will be used in addition to the Token PIN. You will need this 8 digit PIN each time you log in. This should be a strong and unique 8 digit PIN that you can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

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Soft Token Set Up, *continued*



Step	Action
22.	<p>Enter <b>Passcode</b>. This is your <b>8 digit PIN + the token code (8 digits)</b></p> <p><u>The Passcode is a total of 16 combine digits</u></p> <p><b>**Note:</b> <i>Token code is located on your device. The token on your device refreshes every 30 seconds. **</i></p>
23.	<p>Select <b>Continue</b></p> <p><b>**NOTE:</b> <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><b>Soft Token Setup is Complete!</b></p>