

## How to set up 2FA Symantec VIP token

As an added layer of security to our remote deposit scanning system, all users are enabled with two-factor authentication using the Symantec VIP app. Once you download and configure your token, you will need to enter a new code each time you login.

## 01 Download the Symantec VIP App

- Navigate to the app store on your phone and follow the steps to download and install the Symantec VIP app
  - o iOS VIP Access for iPhone
  - o Android <u>VIP Access</u>

## 02 Register Your Secure Token

- Navigate to the remote deposit scanning system and login using your credentials
- When prompted if you have received your secure token, click
  Yes
- Enter the details from your VIP App
  - o Device Serial Number Credential ID including SYMC
  - o **Token Code** Security Code in the center of the screen
- Click Submit
- Click **Continue** in the registration confirmation pop-up

## 03 Login Using Your Secure Token

- Once you have successfully set up and registered your secure token, you'll need a new code each time you login
- Navigate to the remote deposit scanning system and login using your credentials
- Launch the VIP app on your phone
- Enter the security code from the center of the screen into the secure token code field and click **Submit**



