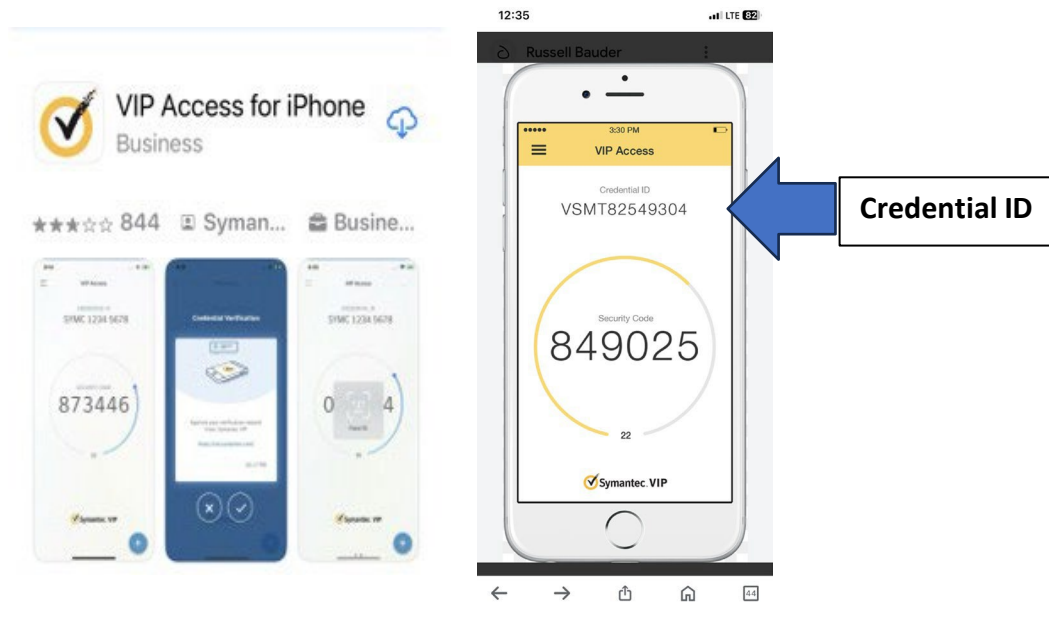




Setting up your Symantec VIP Access secure soft token

1. Open the Apple App Store or Google Play store.
2. Search for “Symantec VIP Access”.
3. Download the Symantec VIP application as seen below:

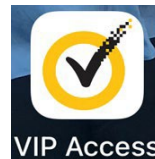


4. Provide your Credential ID to your Banking Specialist on the Enrollment form. The bank will complete the steps to link your soft token to your profile.
*****If adding a token to your profile or updating the token app due to a new phone device without an enrollment form, please send your SYMC number in a secure message from your online banking profile or contact Customer Care at 877-920-6888 to register your token*****



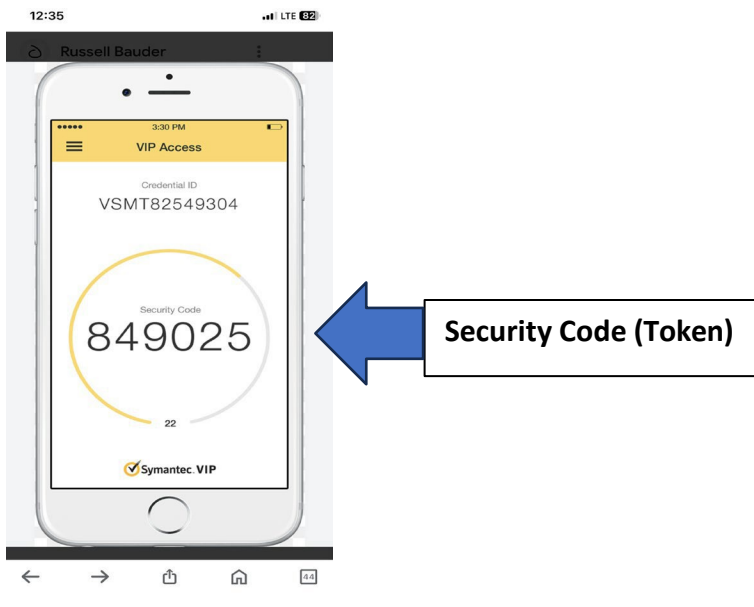
Approving an ACH or Wire Transaction via Symantec VIP secure soft token

Upon receipt of the pop up requiring a Secure Access Token:

A screenshot of a web browser dialog box titled "Secure Access Token Required". It contains an information icon, a message stating "A secure access code is required to authorize this transaction. Please enter it below.", a text input field labeled "Enter token" with the value "028692", and two buttons: "Cancel" and "Verify".

Access the Symantec VIP Access app on your cell phone*

2. Symantec VIP Access app will present your Security Code (token)





3. Enter the security Code into the pop up and Click Verify. (**Your first use may require you enter 2 codes. Enter first code, wait for app to cycle to second code (30 seconds) and enter second code.**)

A screenshot of a 'Secure Access Token Required' dialog box. It features a blue information icon at the top left. The text reads: 'Secure Access Token Required', 'A secure access code is required to authorize this transaction. Please enter it below.', and 'Enter token'. Below the text is a text input field containing the number '028692'. At the bottom are two buttons: 'Cancel' and 'Verify'.

4. The Transaction Approved screen should appear

A screenshot of a 'Transaction Approved' dialog box. It features a green checkmark icon at the top left. The text reads: 'Transaction Approved', 'Transaction ID: 10786', and 'Total Amount: \$0.00'. At the bottom are two buttons: 'Close' and 'View in Activity Center'. A mouse cursor is visible over the 'View in Activity Center' button.

*If you do not have the Symantec VIP Access application you must download the app, obtain your Credential ID and notify the bank to enable your Symantec Credential ID.

Note: If you exceed 5 unsuccessful attempts entering your security code, your access to Business OnlineBanking will be locked. Your company Business Online Banking Administrator can assist or you may call 877.920.6888, Monday – Friday 8 a.m. – 5 p.m.