

# Token Activation Instructions

## TOKENS AND ASSIGNED USERS ARE INCLUDED WITH THIS PACKET.

A significant change with InBusiness online banking is that **tokens are now used to approve electronic payments**. If you are receiving a token for InBusiness, you are currently set up to approve electronic payments, either ACH originations or online Wire transfers.

To activate your token, navigate to the **Activate Token** option on your **Administration** menu under the **My Profile** group. Detailed instructions are listed below. You are required to activate the token prior to using it. Activating the token associates the token with your user id and registers it within the network.

### To activate your Token:

#### 1. Log on to InBusiness:

- a. Go to Administration > My Profile > Activate Token
- b. Enter the **Token Serial Number** into the first entry field.  
*(The serial number is located on the back of the physical token)*
- c. Enter the **Security Code** into the second entry field.  
*(Push the button on the face of the token to display the code)*
- d. When you have finished entering the token information, click the **Submit** button.



- e. If the activation is successful, you will see a message confirming the activation. If the activation is not successful, repeat steps a-c.

2. **If you are unable to activate your token by following the above steps**, contact Treasury Management Support at 303.460.4735 or 877.812.1564, so we can associate the token with your User ID.