ENABLING TOKENS

1. All admins and users with Wire and ACH approval permissions will have to download a digital token onto a PC or a mobile device
    a. If you prefer having the token on your Mobile Device, please go to your mobile device's App Store and download the "VIP Access" app

    VIP Access
    Symantec VIP

    (Tools)

    b. If you prefer having the token on a Personal Computer, please download the program for the appropriate Operating System through Symantec's website, https://idprotect.vip.symantec.com

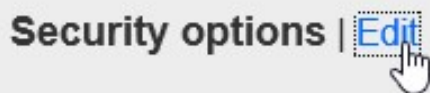   VIP Access for Computer

    Mac
    Mac OS X 10.12 or higher

    Windows
    Windows® 7 SP1, Windows® 8, 8.1
    and 10 (native desktop mode only)

2. Login to Online Banking and access 'My Settings"

    My Settings | Help | Contact Us | Logout

3. Scroll down on the next page and click on Edit next to 'Security options"

    Security options | Edit

4. Under 'By security token' enter in the credential ID of your token, which contains Letters and Numbers
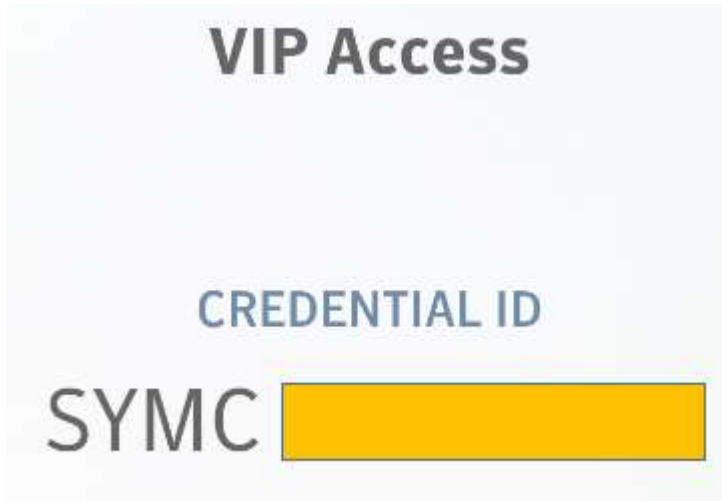
    By security token   Use a VIP Access™ token to confirm your identity.

    [Enter credential ID]

a. On the PC Token, the Credential ID should be on the widget as soon as the program is opened

b. On the mobile App token, the ID should be on the first screen as soon as the App is opened

5. Enter Current password
6. Click Save

CONTINUE TO NEXT PAGE…

USING TOKENS

1. Once there is an ACH or Wire pending approval under the My Approval Widget for any User with approval permissions, the user should click on "Approve"
2. User will then see the option to use the VIP Token as verification by clicking on "Enter security Code"

3. A security code will be automatically generated on the Token itself, whether on the Mobile App or PC Token

4. Enter the 6-digit security code on the approval screen and click "Continue"

5. Approval is now complete

Please contact us at digitalsolutions@affinityfcu.com for assistance with enabling tokens or with questions and concerns.