



Welcome to Opus Bank Security Token User Guide

1.855.860.5952

TMClientSupport@opusbank.com

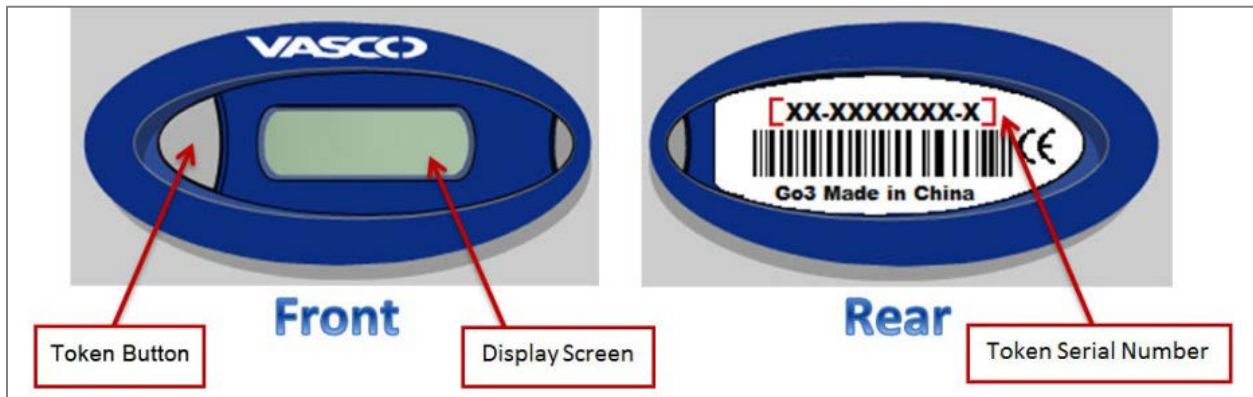
www.opusbank.com

Table of Contents

Security Token	2
First Time Log-in & Registering Security Token.....	2
First Time Log-in.....	2
Register Token	3
Confirmation	3
Log-In Using Security Token	4
Using Security Token for Security Challenge.....	5

Security Token

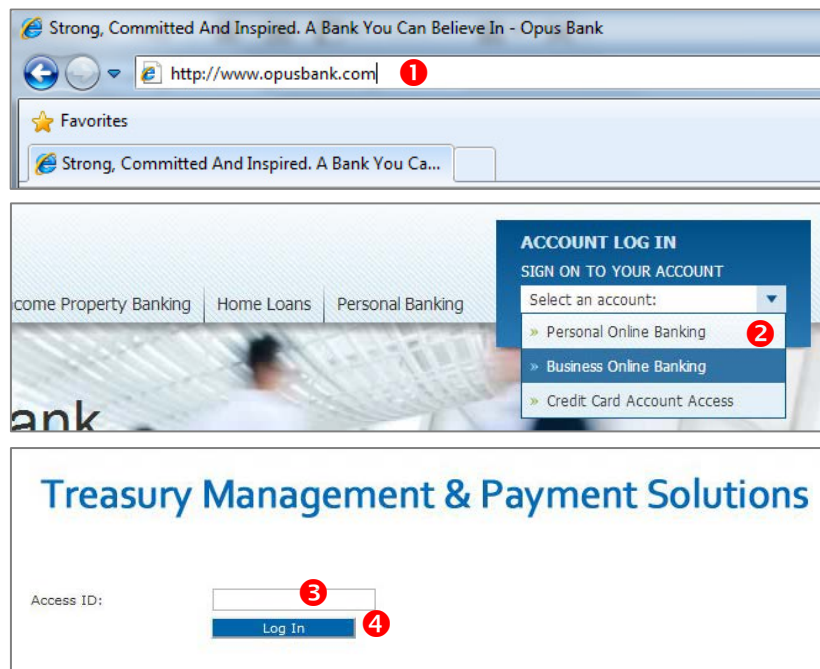
This guide offers walkthrough instructions on how to use Opus Bank Security Tokens for Online Banking. Tokens may be required for accessing Online Banking and for approving transfers initiated in Online Banking. For further assistance, please contact Opus Bank Treasury Management Client Support at (855) 860-5952.



First Time Log-in & Registering Security Token

First Time Log-in

- 1 Go to: www.opusbank.com
- 2 Select **Business Online Banking** under account log-in
- 3 Enter **Access ID/Username** that was e-mailed to you (Case Sensitive)
- 4 Click **Log In**



Continued...

- 5 Enter Temporary Password that was e-mailed to you
- 6 Click Log In

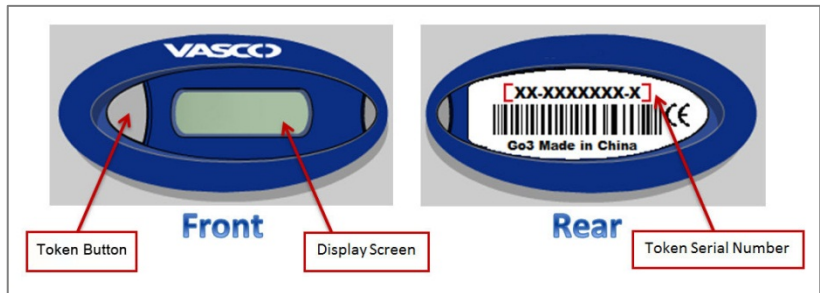
Treasury Management & Payment Solutions

Password: 5

Log In 6

Register Token

- 1 Enter Token Serial Number (Numbers Only - No Dashes)
- 2 Enter One Time Password
 - Press token button once
 - Enter 8-digit number (Only valid for 30 seconds)
- 3 Enter 4-Digit PIN (Chosen by User)
- 4 Enter E-mail Address
- 5 Enter Secret Question and Answer
- 6 Click Submit



Please fill out the following to enroll in multi-factor authentication.

Token Serial Number: 1

One Time Password: 2

PIN: 3
(PIN is required to be 4 digits in length.)

Email Address: 4

Secret Question: Who is your financial inc 5

Secret Answer: 6

Submit 6

Confirmation

- 1 Confirmation Message will be displayed

OpusBank
BUILD YOUR MASTERPIECE

Treasury Management & Payment Solutions

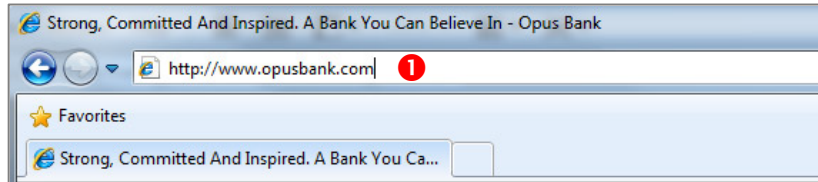
Accounts Management Tools Account Services Print

1 Confirmation

Enrollment Successful

Log-In Using Security Token

1 Go to: www.opusbank.com



2 Select **Business Online Banking** under account log-in



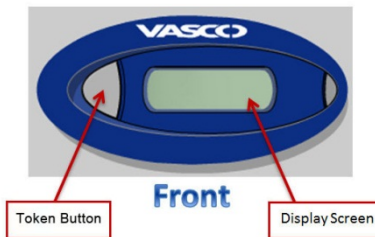
3 Enter **Access ID/Username**
(Case Sensitive)



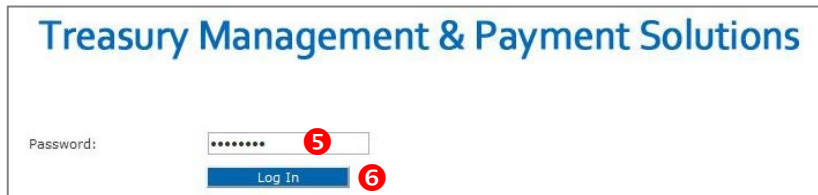
4 Click **Log In**

5 Enter **One Time Password**
plus **4-Digit PIN**:

- Press token button once
- Enter 8-digit number followed by 4-Digit PIN
(Only valid for 30 seconds)



6 Click **Log In**



7 Verify **Authentication**

- Press token button again
(Display 4-digit number)
- Verify that 4-digit number displayed matches the Site Authentication Value
(See Note)



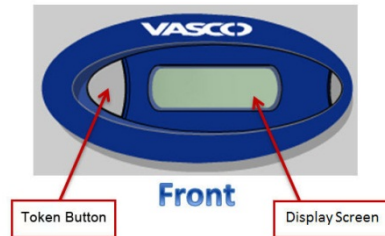
8 Click **OK**

NOTE: If the 4-digit number displayed on the Token does not match the 4-digit number displayed on the screen, please **DO NOT** continue and contact Opus Bank immediately.

Using Security Token for Security Challenge

❶ Enter One Time Password

- Press token button once
- Enter 8-digit number
(Only valid for 30 seconds)



❷ Click Submit

Security Challenge

The transaction submitted requires a one time password to continue.

One Time Password: ❶

❷

To submit the required response, follow these steps:

1. Press the button on the token.
2. Token displays a value.
3. On the Security Challenge page, enter the value from the token as the **One Time Password**.
4. Click the "Submit" button.