EASTWESTBANK

*business*Bridge[®]Premier Business Online Banking User Guide

Token Activation & SureKey Enrollment



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Payment Approval

As an additional layer of authentication, the Approver will need to enter a unique numeric "Security Passcode" to submit the payment to the bank. The Approver is confirming that the payment information is accurate and the company is instructing the bank to process the payment.

Key Points:

- Verify all payment information are accurate prior to entering the Security Passcode. The payment is immediately sent to the bank for systematic processing. Payments may leave the bank within minutes after submission.
- The system will only prompt for your Security Passcode during the final step of approving of the payment.
- Security Passcodes are valid for a short period of time. You cannot use an "expired" or reuse a previous passcode.

Security Passcode Delivery Options

We provide various options for customers to attain their "Security Passcode". Your company had selected one of these options during enrollment.



Mobile Token App (aka Soft Token)

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Handheld Token

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4:24 PM

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Use 733953 to authorize you

<u>88-761-3967</u> if you ct fraud.

Il Verizon LTE

Surekey

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SureKey Receive your security passcode via voice call or text message



Mobile Token App Activation

1



Preview



In your mobile device's authorized App store, search for "**VIP Access**" and download. The process to search and download the app may vary depending on your mobile device.

Provided is sample snapshot of the app within the App store, this image may vary depending on your device and periodically update.



Please note: if you do not see the "Activate Token" link, please contact us for assistance.

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Open the VIP App on your mobile device



Successful Submit The token has been activated successfully.

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Handheld Token Activation



The bank will send you an authorized handheld token. Please contact us if you have not received your token.

	2	
E I	astWestBank	
Company	ID * Enter Company ID	
User	ID * Enter User ID	
Passwo	rd * Enter Password	
		Log into online banking.

Please note: if you do not see the "Activate Token" link, please contact us for assistance.

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Successful Submit The token has been activated successfully.

SureKey Enrollment The below sample guides you through enrollment with text messages.

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		Click "Enroll" or use the drop down menu and select "SureKey Profile".
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	Create a Personal Code * Enter Personal Code	Inis code should not be shared with others.
	Confirm Personal Code * Re-Enter Personal Code	_
PHONE		
	Mobile 310-123-4567	
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	Secondary Not Available Email	Administrator to update to your preferred phone numbers.
		Cancel Continue
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You are now enrolled to receive your Security Passcode via text messages.