

TOKEN GUIDE

The new online banking system, *InBusiness*, requires a token at the time of approval. If you are an approver of ACH and/or wire transfers for your organization, you will need to download the VIP Access App. Please go to either the iOS or Google Play app store.

Search: VIP Access (screenshot below).



Download the Symantec VIP Token App

1. Once the app has been downloaded, you will need to send your SYMC #### to the bank.
2. This can be done by sending a screen shot of the downloaded application to the email below.
3. Please include your name and online user-name in the email
4. eMail to BBVTreasury@BankBV.com

On Monday August 26, 2019, follow the user instructions to begin using the app within online banking.

If you have any questions, feel free to contact us via the information below:

eMail: BBVTreasury@BankBV.com
Phone: 913.384.8289 or 877.812.1566

Thank you,
Your Bank of Blue Treasury Team

ACTIVATE AND USE YOUR TOKEN ON TRANSACTIONS REQUIRING AUTHORIZATION SECURITY CODES

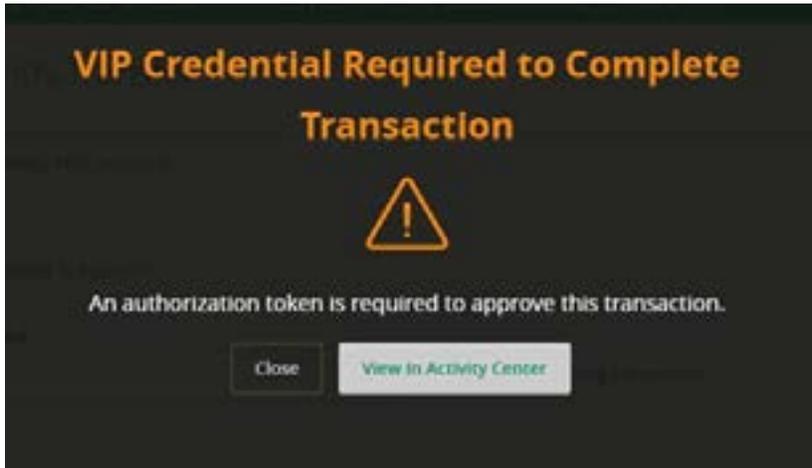


When a user is prompted to provide a security code, they will obtain a code from their mobile device or physical token.

When a user performs a transaction requiring a security code, they will receive this message:

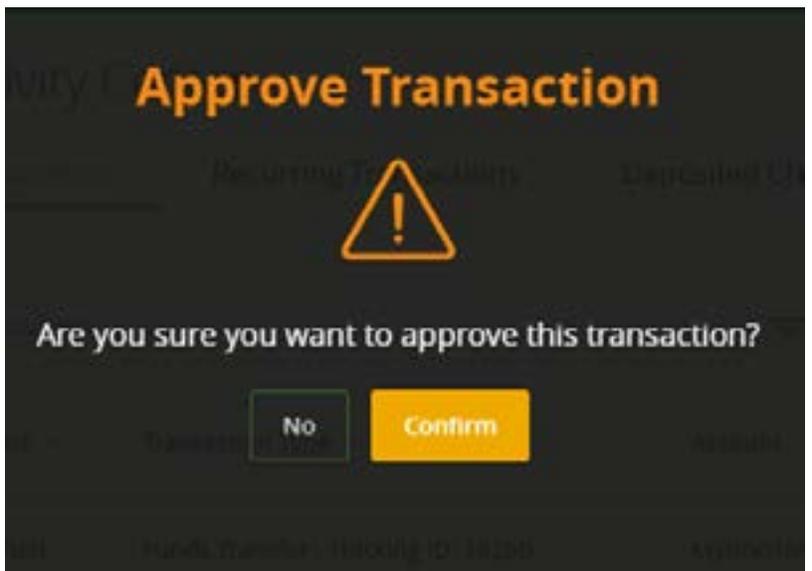
The user will then select **View in Activity Center**.

They will then select the transaction in the Activity Center.

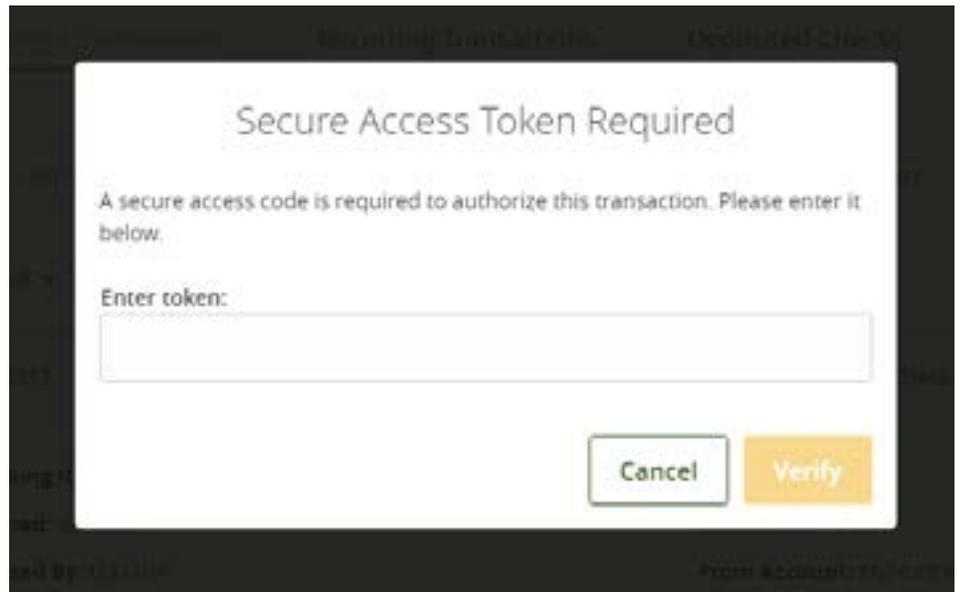


The User will select **Confirm**. Once they have selected Confirm, they will be required to enter a security code.

Note: If this is the first time a user performs a transaction requiring a **security code**, they must provide two **security codes** before the transaction can be completed.



For subsequent transactions, the user is required to provide only one **security code** to complete the transaction.



Once the security code(s) has been entered and is authenticated, the following message will display:

