

Security Token Activation

Soft Tokens

- To activate a soft token, access our website www.colbank.com to log in to Business Online Banking
- Under the **Online Banking** section, choose **Business** from the drop-down menu
- Enter your **Username** and existing password or temporary password provided to you, in the **Password** box
- Click **Log In**

Enter your credentials to access online banking.

Username HIDE

Password

☐ Remember my username

[Log in](#) [Token lost or damaged?](#)

- You may be prompted to **Change Password**; if prompted enter a new password in the **New Password** and **Confirm New Password** boxes

Note: This password will not be used in the future once your token has been registered.

- Click **Continue**

Password

Your password helps prevent unauthorized people from logging into online banking. You can change your password whenever you like. You might also be asked to change it periodically to keep your accounts secure.

Complete the following to change your password.

Current password *

Your new password must include:

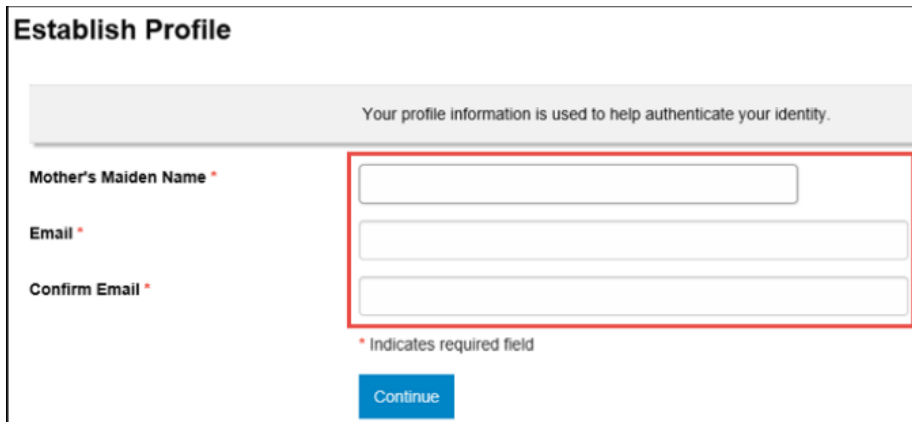
- Between 9 and 17 characters
- At least 1 number
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 special character

New password *

Confirm new password *

* Indicates required field

- You may be prompted to **Establish Profile**; if prompted, enter the requested information then click **Continue**



Establish Profile

Your profile information is used to help authenticate your identity.

Mother's Maiden Name *

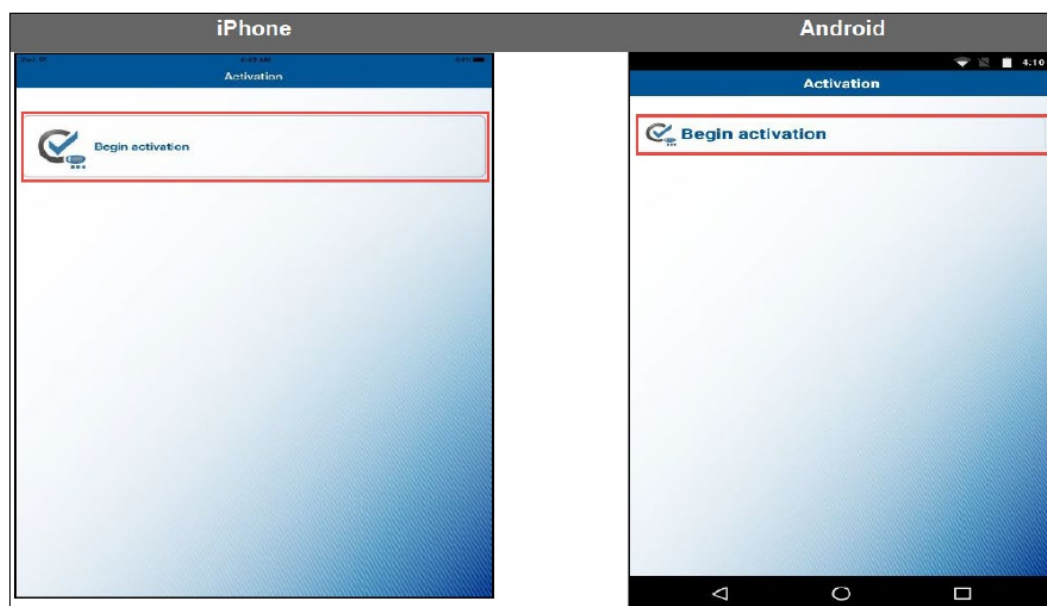
Email *

Confirm Email *

* Indicates required field

[Continue](#)

- You will be prompted to **Begin Activation**; in order to activate the token, you must download the DIGIPASS for Business Banking soft token app onto your mobile device
 - **To download the App:**
 - Android:
 - Go to **Playstore**
 - Search **DIGIPASS for Business Banking** in Google Play
 - Click **Install**
 - Apple iPhone:
 - Go to **App Store**
 - Search **DIGIPASS for Business Banking**
 - Click **Install**
- After the App is installed, open the App on your mobile device and click **Begin activation**



Business Online Banking Security Token User Guide



- Go back to Business Online Banking on your computer and click **Begin Activation**

Activate Token

Tokens help prevent unauthorized people from logging into online banking or conducting unauthorized transactions. By activating your token, it will generate a code that must be entered into online banking along with a personal identification number (PIN) that you define.

To activate your token, you will need the app on your device. Download and open the app, then click Begin activation below.

Detailed instructions on [downloading and starting the app](#) are available.

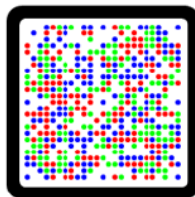
[Begin Activation](#)

- Using the App on your mobile device, scan the secure image displayed on your computer's **Activate Token** screen; the App will decode the image and display your **Device Code**
- Fill out the Activate Token fields on your computer screen:
 - Enter the Device Code as displayed in the App
 - Add a Device Nickname for your mobile device
 - Enter a 4-digit PIN number of your choice in the Create a PIN box
 - Enter a question and answer in the Security Question and Security Answer boxes
- Click **Continue**

Activate Token

Tokens help prevent unauthorized people from logging into online banking or conducting unauthorized transactions. By activating your token, it will generate a code that must be entered into online banking along with a personal identification number (PIN) that you define.

Use the app on your device to scan the image below and enter the device code displayed.



Device Code *

[SHOW](#)

Device Nickname *

Create A PIN *

[SHOW](#)

4 digit numeric

Security Question *

Security Answer *

[SHOW](#)

* Indicates required field

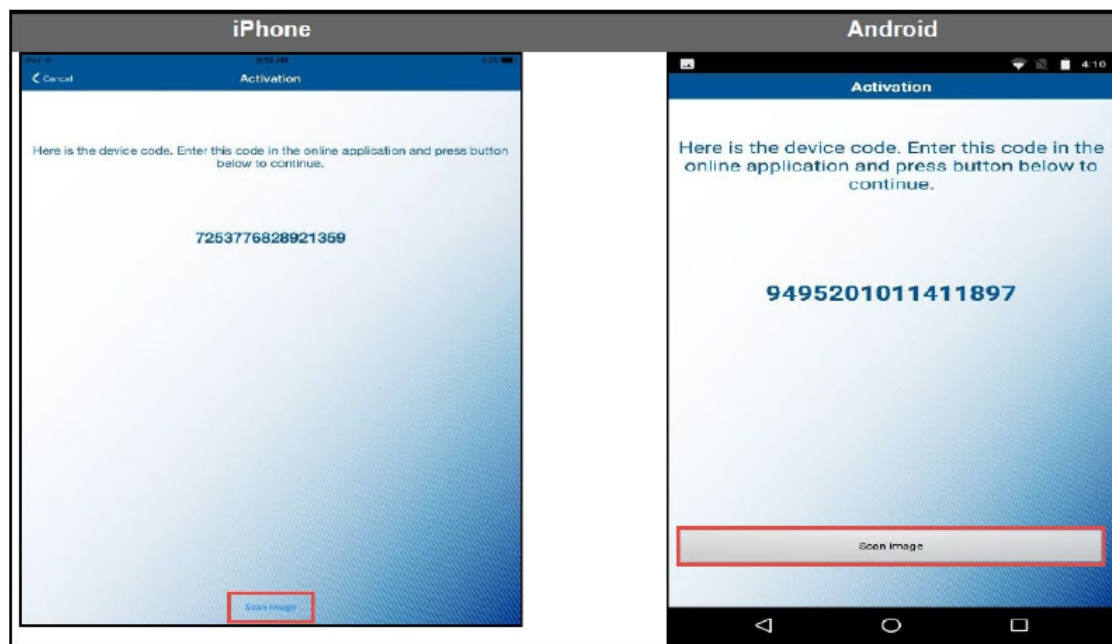
[Continue](#)

Business Online Banking Security Token User Guide



- Another image will appear on the computer screen; using the App on your mobile device, tap the **Scan Image** button to decode the secure image

Note: If your device has a fingerprint protection feature, a dialog box to activate your biometric protection appears after you scan the second image. Click **Yes** if you want to activate fingerprint protection for the application, otherwise, click **No** (you'll be able to enable this later, if you choose).

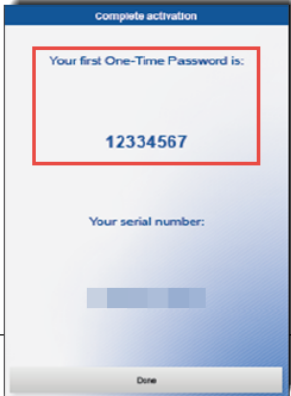
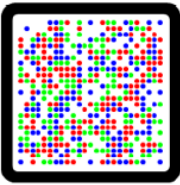


- The App will display a **One-Time Password**; enter it in the **One-time password** box on your computer screen
- Click **Complete Activation**
- Upon successfully activation, you will be logged in to Business Online Banking

Activate Token

Tokens help prevent unauthorized people from logging into online banking or conducting unauthorized transactions. By activating your token, it will generate a code that must be entered into online banking along with a personal identification number (PIN) that you define.

Use the app on your device to scan the image below and enter the one-time password (OTP) displayed.



One-Time Password *

•••••••• | SHOW

* Indicates required field

Complete Activation

Done

Security Token Log In Soft Tokens

- To log in with a soft token, access our website www.colbank.com to log in to Business Online Banking
- Under the **Online Banking** section, choose **Business** from the drop-down menu
- Enter your **Username**

Enter your credentials to access online banking.

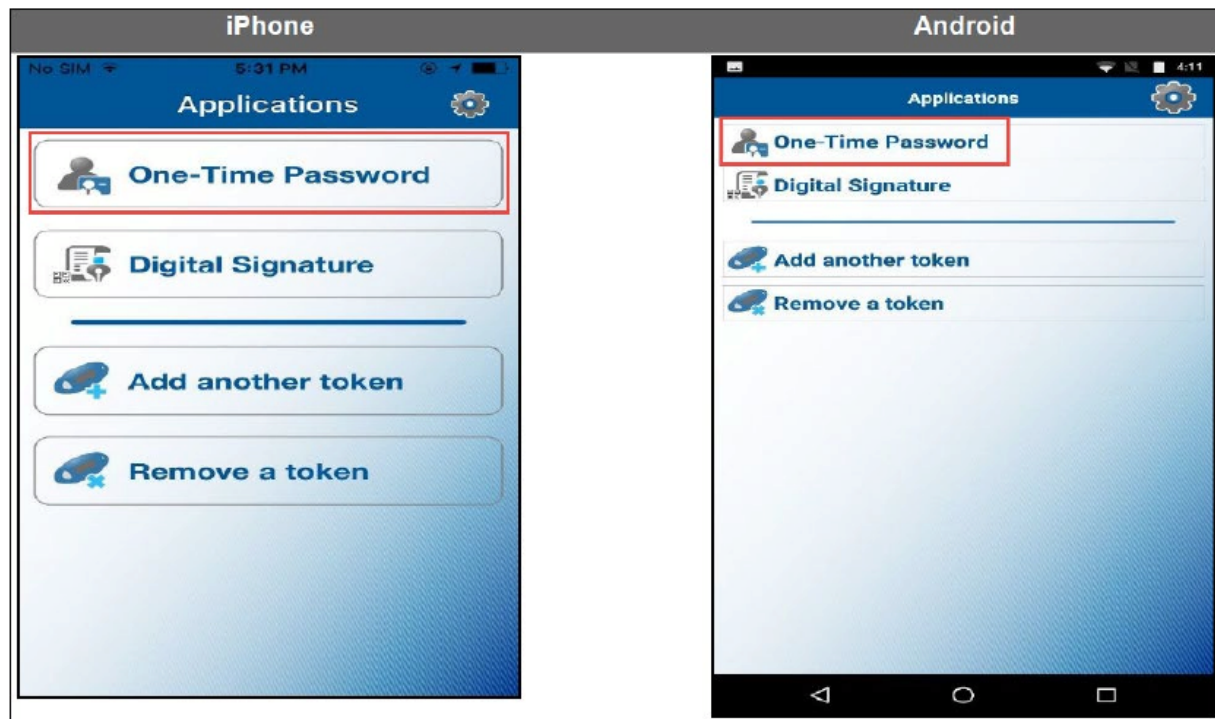
Username HIDE

Password

☐ Remember my username

[Log in](#) [Token lost or damaged?](#)

- Open **DIGIPASS for Business Banking App** on your mobile device and tap the **One-Time Password** button



Business Online Banking Security Token User Guide



- The App will display a **One-Time Password**; enter the one-time password, followed by your **4-digit PIN**, in the **Password** box on your computer screen
- Click **Log In**

Log In

If you need assistance with your password, please contact our Call Center at 1-800-797-MECH (6324) during the following hours:

Monday-Friday: 7:00 AM - 7:00 PM (PST)
Saturday-Sunday: 9:00 AM - 2:00 PM (PST)

Username HIDE

Password

☐ Remember My Username

[Log In](#) [Forgot password or PIN?](#)

One-time password
Password 270896731234
PIN

One-Time Password
27089673

Site verification code:
7737

Serial number:

Remaining time

- A **Site Verification** code will appear on your computer screen; compare the number on the screen with the **Site Verification code** displayed on the App
- If they match, click **Verified** and you'll be securely logged in to Business Online Banking

Note: If they don't match, click **Return To Log In**, to restart the log in process

Site Verification

Use your token to generate a verification code and compare it to the code displayed on the screen. This process protects your account by ensuring you're logging into a legitimate site.

7737

If your verification code does not match, try logging in again or contact your security token provider.

[Verified](#) [Return To Log In](#)

One-Time Password
27089673

Site verification code:
7737

Serial number:

Remaining time