# Business Online Banking Software Token User Guide

**MidFirst Bank®**

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# Business Online Banking RSA® Software Token Setup Guide

## Getting Started

A company's Primary Administrator is automatically entitled for soft tokens once the Business Online Banking company profile has been enabled for soft tokens.

- **Primary Administrators**:  To entitle additional company users, follow the steps below.
- **Users**:  Please proceed to the **Token Setup** section beginning on Page 4.

## User Entitlement

To entitle a user for soft tokens, navigate to **Administration/Company Administration**.  Scroll to the **Manage Existing Users** section and select the user to be updated.
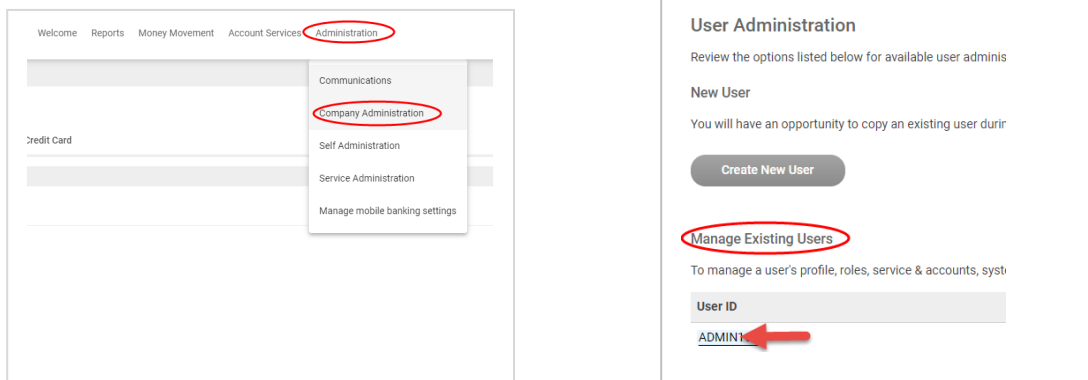


Under **Services and Accounts,** click the **Edit** icon.
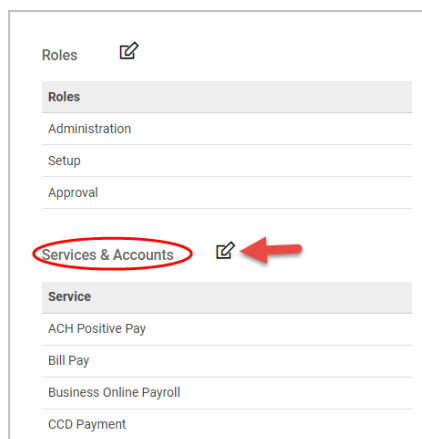
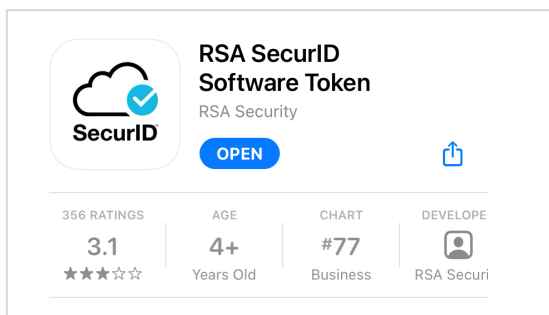Navigate to **Soft Token Approval** and click the **Plus Sign** icon.

| ✓ | PPD Payment | | Service enabled, accounts entitled. | ✐ | ⊗ |
| | Soft Token Approval | | | | ⊕ |
| ✓ | State Tax | | Service enabled. | ✐ | ⊗ |

A green dot will appear next to **Soft Token Approval** after clicking the **Plus Sign** icon.  Click **Save Changes** to complete the user entitlement.

Soft Token Approval

Save Changes     Do not save changes

## Token Setup

Once entitled for Soft Token by a company administrator, visit the Apple App Store (iPhone) or Google Play (Android) and download the **RSA SecureID Software Token App.**
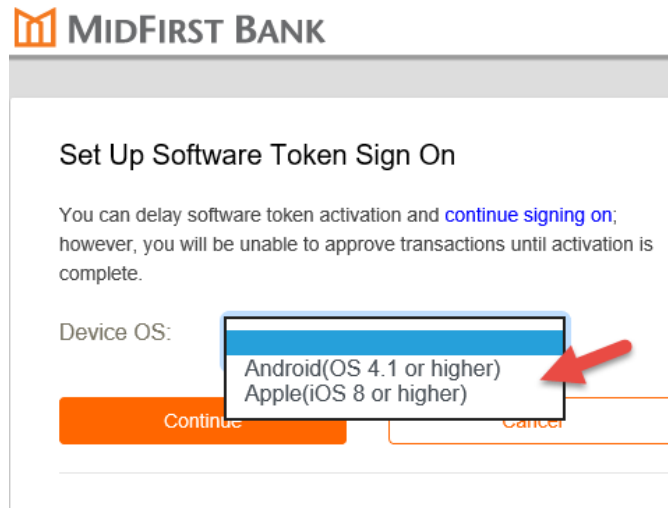
RSA SecurID
Software Token
RSA Security
OPEN

| 356 RATINGS | AGE | CHART | DEVELOPE |
| 3.1 | 4+ | #77 | |
| ★★★☆☆ | Years Old | Business | RSA Securi |

**Login to Business Online Banking**
- Visit **midfirst.com** to login to Business Online Banking using your company ID, user ID and password.
  - o **First time users –** When logging in for the first time, you will be prompted to authenticate by selecting a phone call or text message to a number on file.  Once verified, user will be prompted to update temporary password.

**Establish Software Token**

- The **Set Up Software Token Sign On** screen will appear once login credentials have been successfully entered.  If you wish to delay the token setup, click **Continue signing on**.  <u>Note:  You will be unable to approve transactions until you complete the token setup process.</u>
- To proceed in setting up the token, select the mobile device's operating system (Apple or Android) from the dropdown box and click **Continue**.
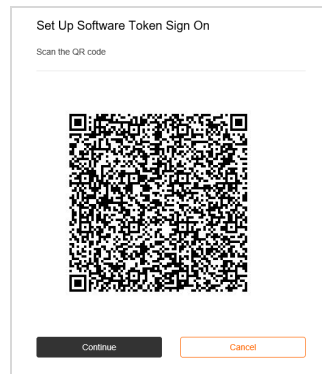


- A QR code will display on the screen.

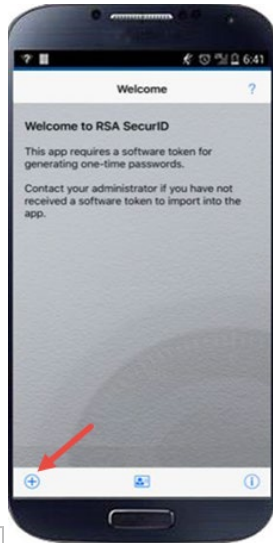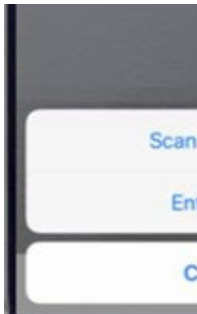### Apple Devices

Open the RSA app

> (1) Tap the **Plus** (**+**) in the lower left-hand corner.
> (2) Tap **Scan QR Code** to trigger cell phone camera to scan the QR code.
> (3) Point and scan QR code displayed on the screen and click **Continue**.
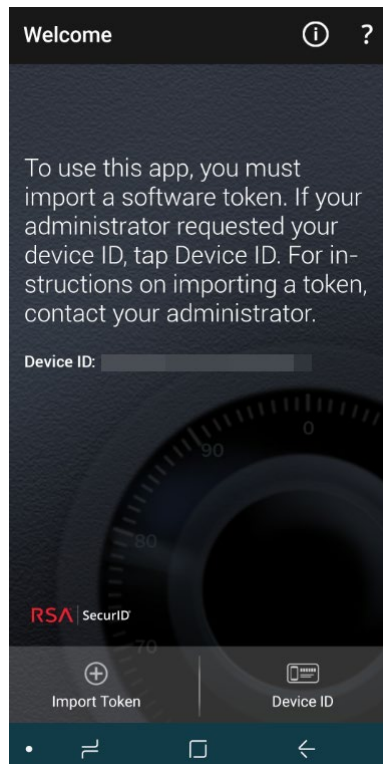
**Step 1**



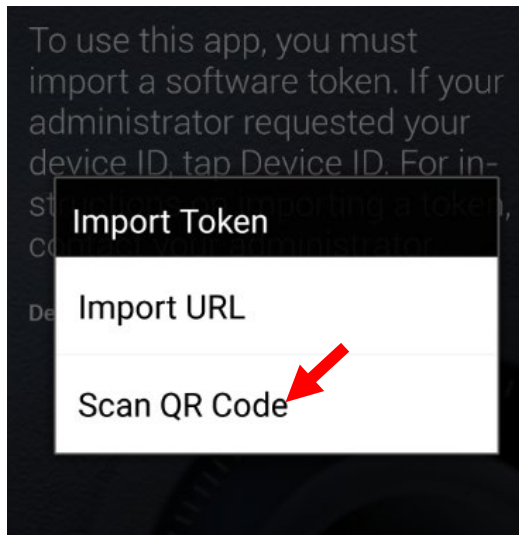**Step 2**



**Step 3**

## Android Devices

Open the RSA app

        (1) - Tap the **Import Token (+)** in the lower left-hand corner.

        (2) - Tap **Scan QR Code** to trigger cell phone camera to scan the QR code.

        (3) - Point and scan QR code displayed on the screen and click **Continue**.
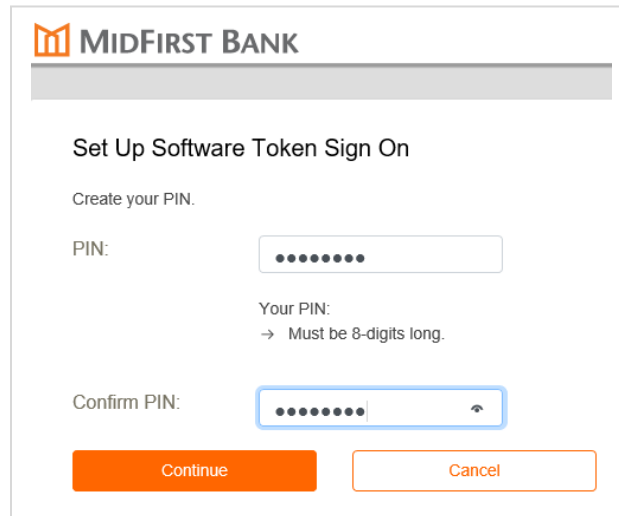
**Step 1**



**Step 2**



**Step 3**

**Create PIN**

- Once the QR code scan is successful, create an 8 digit PIN and click **Continue**.
  IMPORTANT: Please commit the PIN number you created to memory, as it will be used in conjunction with the token code to create the **Passcode** that is used to approve transactions. See Page 7 for more information about approving transactions with a Passcode.



- After creating a PIN, the login page will display so that you may enter your password and continue logging in.
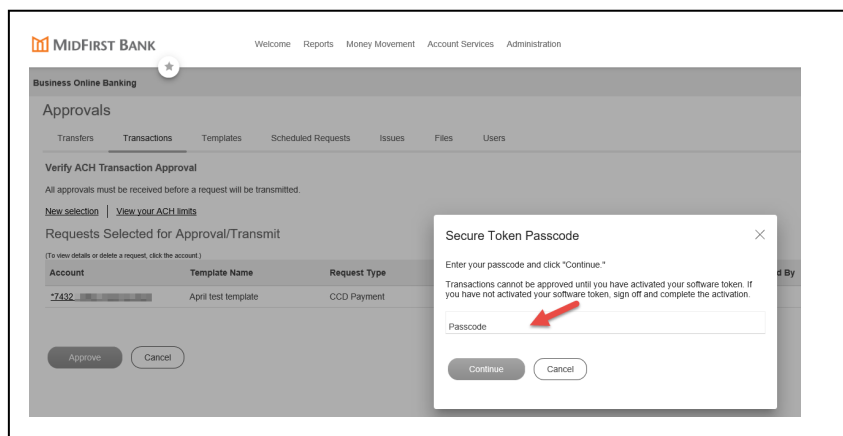
## Soft Token Approval - Desktop

The combination of PIN and token code – referred to collectively as a **Passcode** – will be required to approve transactions with the soft token.

> IMPORTANT: Be aware of the amount of time left in the RSA app, as indicated by 'seconds remaining' clock. It is recommended that you copy the code after it refreshes to allow for the maximum amount of time (30 seconds) to obtain a code and complete the login process.
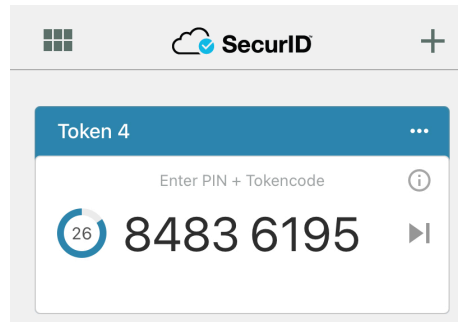


- To approve a transaction, click the checkbox next to the transaction and click **Continue**.
- The **Secure Token – Passcode** pop up screen will appear. Enter the **Passcode**, which is your 8-digit PIN and token code, and click **Continue**.



- The Payment Confirmation screen will appear upon successful approval.
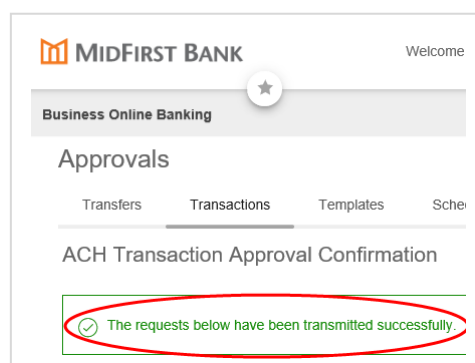
# Soft Token Approval - MidFirst Business Mobile App

Business mobile users with applicable entitlements may approve transactions in the Business Mobile app with a soft token <u>after</u> the token setup process has been completed.
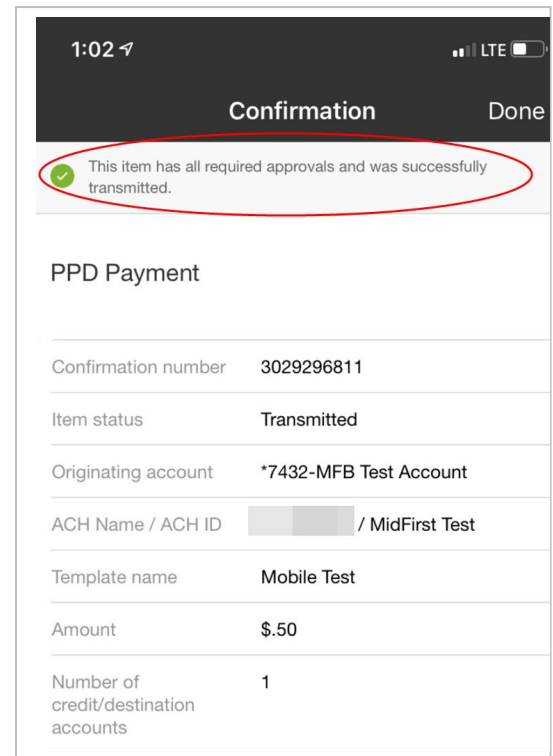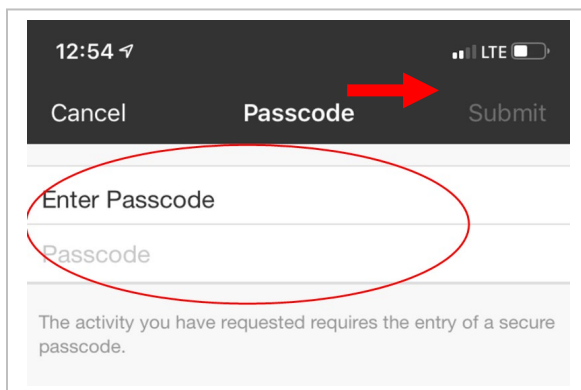
## Soft Token Approval – Apple Device

- To approve a transaction in the Business Mobile app, tap the **More** button on the bottom right of the screen and select **Approvals** from the menu on the next screen.
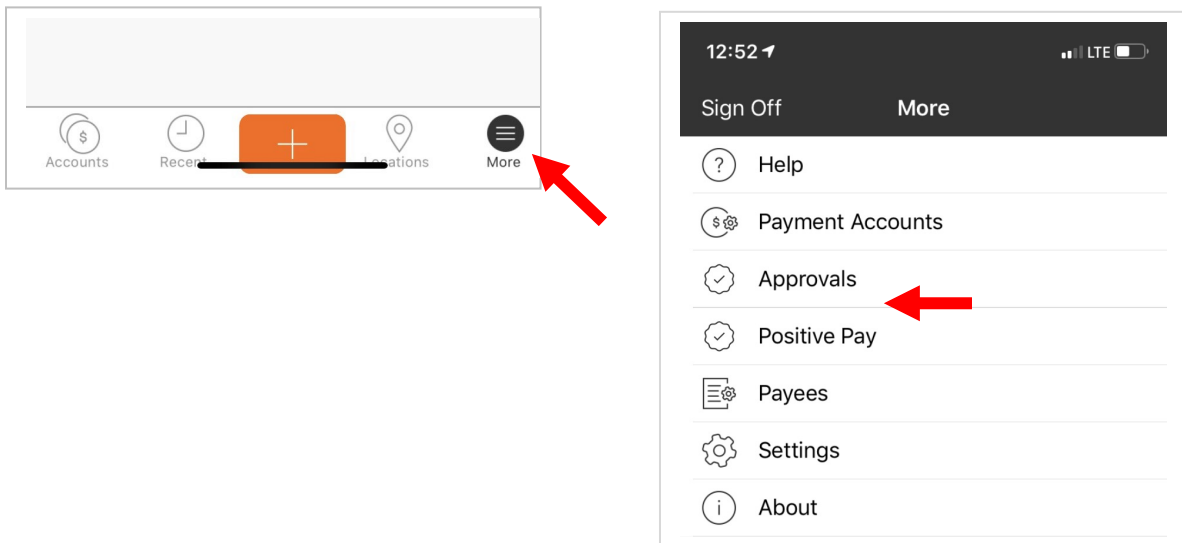


- Select the transaction to approve and tap the **Approve** button at the top right of the screen.
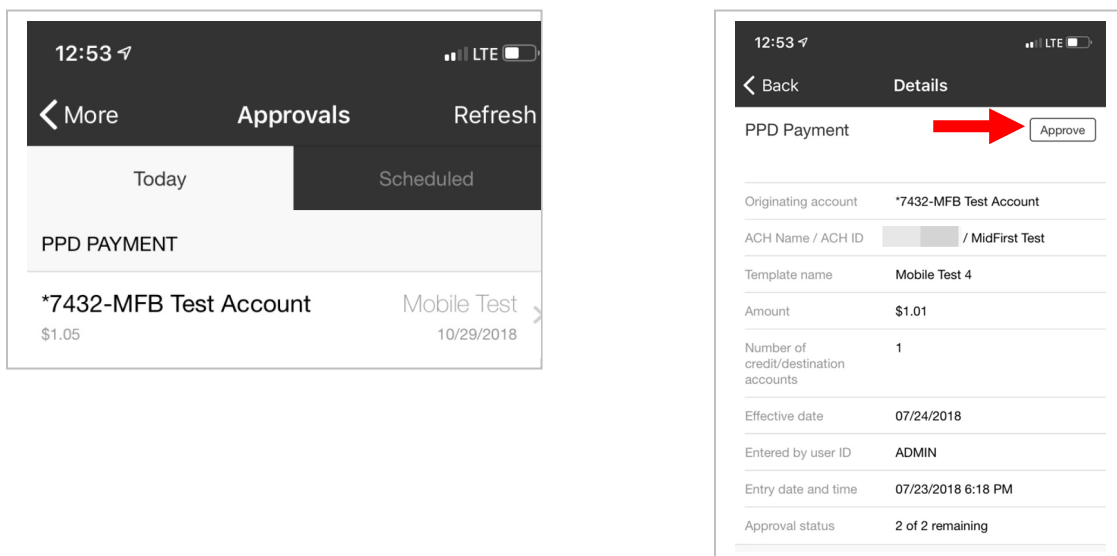
- To approve the transaction, enter your **PIN i**n the **Passcode** field
    - Open RSA® app to access the token code (8 digit code in the RSA® app).
    - Write down or memorize the code and reopen the MidFirst app.
    - Return to the MidFirst app to enter the **token code** next to the previously entered **PIN** (no spaces) and tap **Submit**. A confirmation message will display upon successful approval.
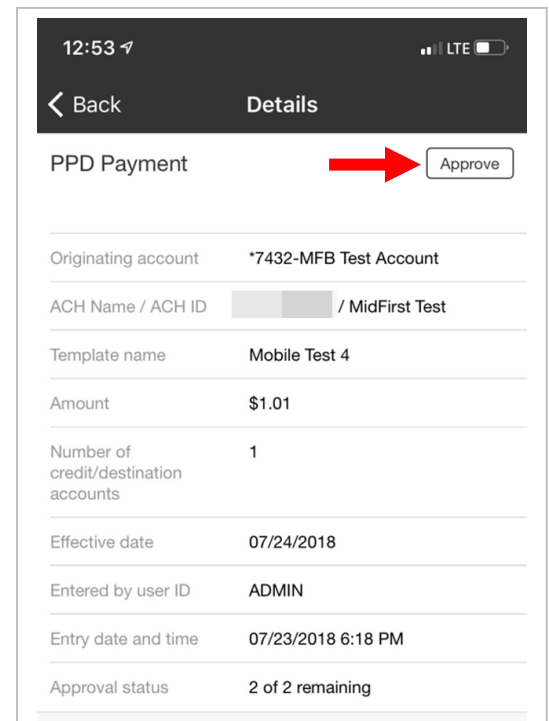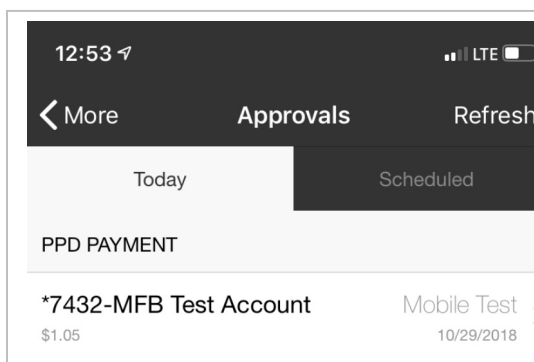
**Soft Token Approval – Android Device**

- To approve a transaction in Business Mobile, tap the **More** button at the top right of the screen and select **Approvals** from the menu on the next screen.
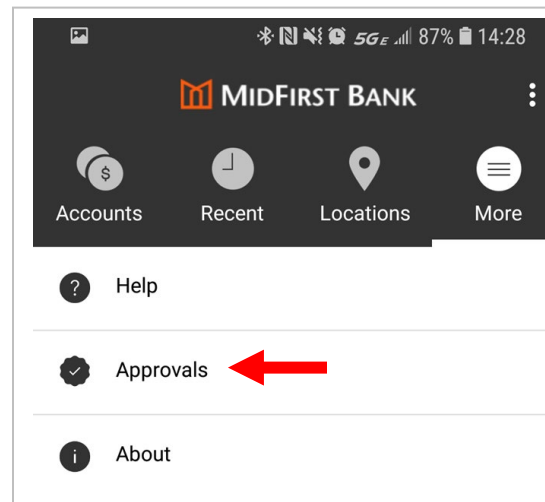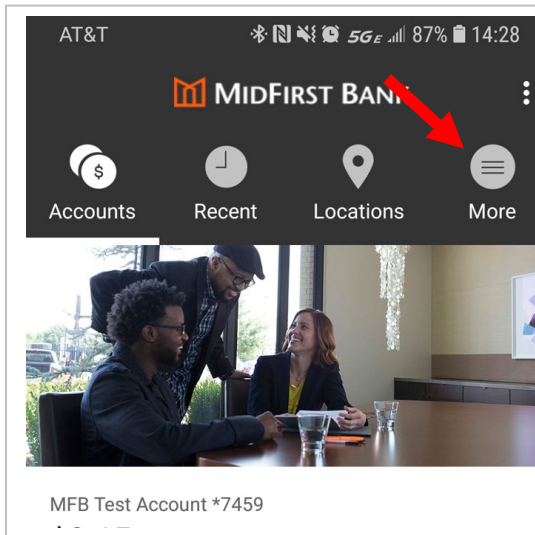


- Select the transaction to approve and tap the **Approve** button at the top right of the screen.

- To approve the transaction, open the RSA® app
  - Press the 'Copy' button at the bottom of the screen to copy the token code.
  - Open the MidFirst Business Mobile app
  - Enter **PIN** in in the **Password** field
  - Press and hold the screen next to the last number entered for your PIN to copy the token code.  Tap **Paste** and then **Submit**.
- A confirmation message will display upon successful approval.
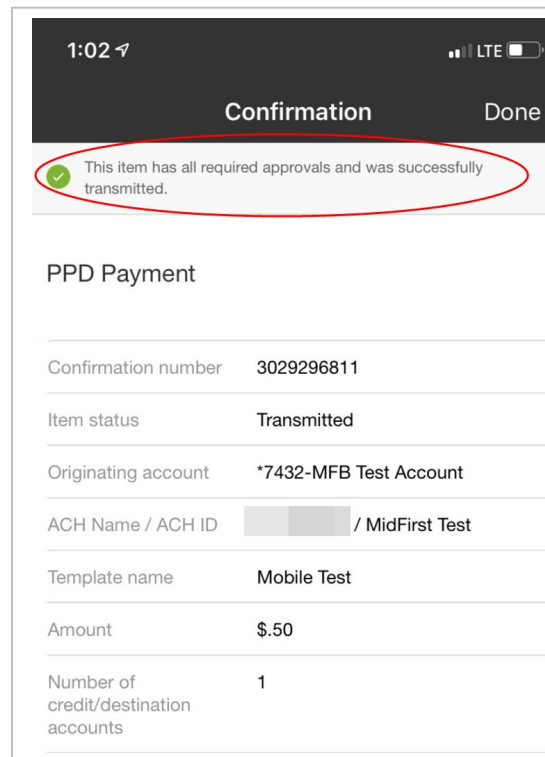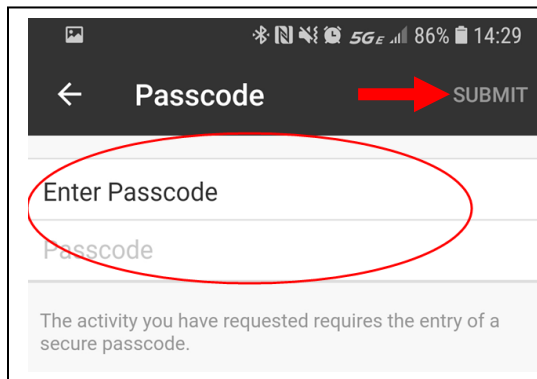
For questions, please contact Commercial Services at 877-516-2777 or commercialservices@midfirst.com.