

Assign/Lock/Unlock Security Tokens Quick Reference Guide

GETTING STARTED

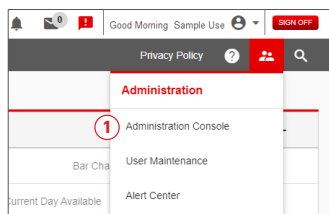
Security Tokens are an integral part of our efforts to safeguard your account from fraudulent activities. This guide provides instructions for assigning, locking, and unlocking security tokens.

Access MUFG Exchange using the following link: <https://sso.mufgamericas.com>

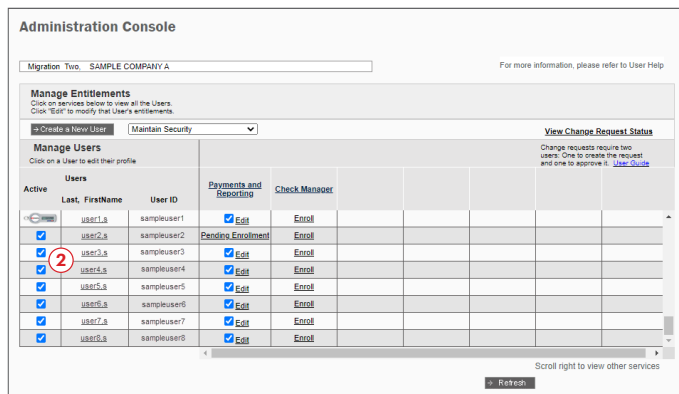
At the Sign On page enter User ID and passcode.

To Assign a Security Token

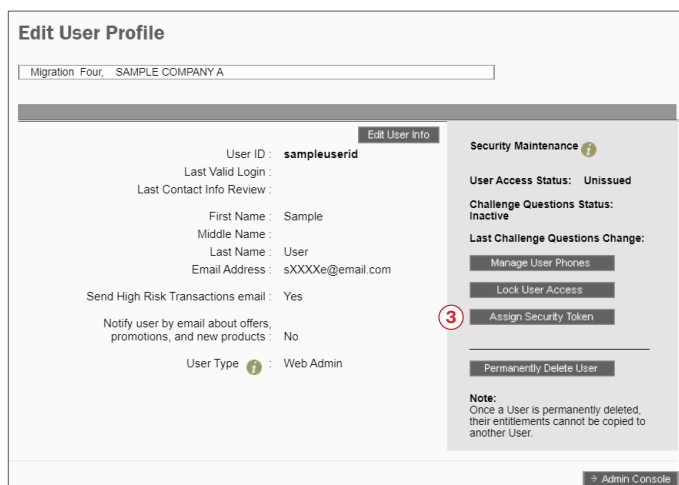
- 1 Select **Administration Console** from the People icon drop-down menu.



- 2 Click on the **User's name**.



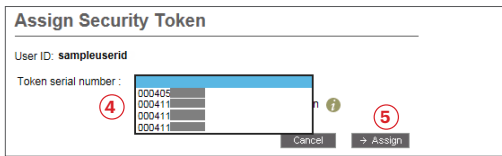
- 3 Click **Assign Security Token**.



(continued)

4 Select a token serial number from the drop down menu in the pop-up window.

5 Click **Assign**.



Assign Security Token

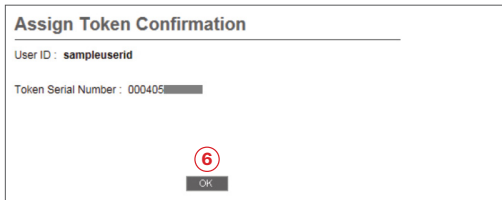
User ID: **sampleuserid**

Token serial number:

4 [000405] [000411] [000411] [000411] ? 5

Cancel → Assign

6 A confirmation message will display. Click **OK**.



Assign Token Confirmation

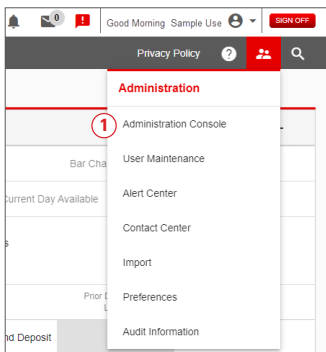
User ID: **sampleuserid**

Token Serial Number: 000405

6 OK

To Lock a Security Token

1 Select **Administration Console** from the People icon drop-down menu.



Good Morning Sample Use **ADMIN OFF**

Privacy Policy ?

Administration

1 Administration Console

User Maintenance

Alert Center

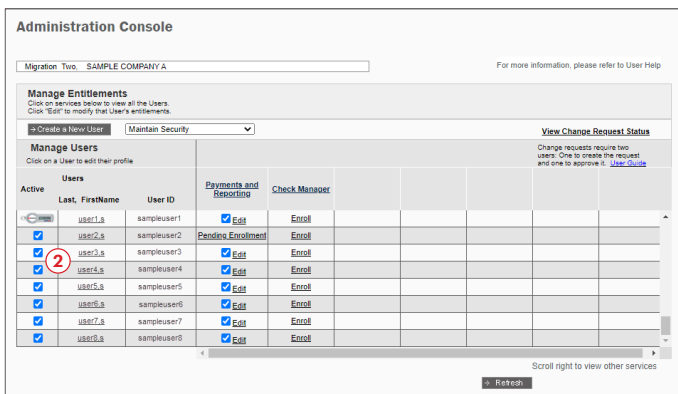
Contact Center

Import

Preferences

Audit Information

2 Click on the **User's name**.



Administration Console

Migration Two, SAMPLE COMPANY A For more information, please refer to User Help

Manage Entitlements
Click on services below to view all the Users.
Click Edit to modify that User's entitlements.

Create New User Maintain Security View Change Request Status

Manage Users
Click on a User to add their profile.

Active	Users	Payments and Resolutions	Check Manager						
Last, FirstName	User ID								
<input checked="" type="checkbox"/>	user1.a sampleuser1	<input checked="" type="checkbox"/> Edit	Enroll						
<input checked="" type="checkbox"/>	user2.a sampleuser2	Pending Enrollment	Enroll						
<input checked="" type="checkbox"/>	user3.a sampleuser3	<input checked="" type="checkbox"/> Edit	Enroll						
<input checked="" type="checkbox"/>	user4.a sampleuser4	<input checked="" type="checkbox"/> Edit	Enroll						
<input checked="" type="checkbox"/>	user5.a sampleuser5	<input checked="" type="checkbox"/> Edit	Enroll						
<input checked="" type="checkbox"/>	user6.a sampleuser6	<input checked="" type="checkbox"/> Edit	Enroll						
<input checked="" type="checkbox"/>	user7.a sampleuser7	<input checked="" type="checkbox"/> Edit	Enroll						
<input checked="" type="checkbox"/>	user8.a sampleuser8	<input checked="" type="checkbox"/> Edit	Enroll						

Scroll right to view other services

Refresh

(continued)

3 Click **Edit Security Token**.

Edit User Profile

Migration Four, SAMPLE COMPANY A

Edit User Info

User ID : **sampleuserid**
Last Valid Login :
Last Contact Info Review :
First Name : Sample
Middle Name :
Last Name : User
Email Address : sXXXXe@email.com
Send High Risk Transactions email : Yes
Notify user by email about offers, promotions, and new products : No
User Type : Web Admin

Security Maintenance

User Access Status: **Unissued**
Challenge Questions Status: **Inactive**
Last Challenge Questions Change:

Manage User Phones
Lock User Access
Assign Security Token
Permanently Delete User

Note:
Once a User is permanently deleted, their entitlements cannot be copied to another User.

4 Enter your **Security Token Passcode**

Alert: Security Token Required

Instructions:
Please enter your token passcode in the field below and click 'Submit'. If your token is new, or reset, only enter the six-digit number on your token.

* = Required Field

User ID : migrationuserfour

4 * Token Passcode :

Need assistance? Contact customer service at 1-844-544-0387, option 2, from 8am-7pm ET

Cancel Submit

5 Select the **Lock Token** radio button.

6 Click **Update**.

Security Token Settings

User ID : sampleuser1

Token Serial Number : sampleuser1 Use Token for Login Authentication
Token Status :
Token Type :

Token Options

Unassign Token
 Reset Token Password
5 Lock Token

Cancel Update 6

7 Click **OK** from the **Security Token Settings Updated** screen.

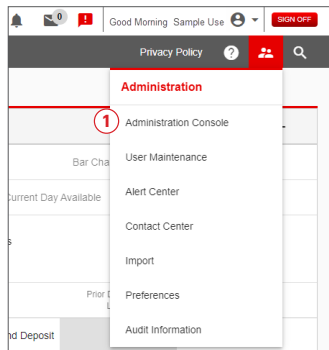
Security Token Settings Updated

User ID : sampleuser1
Token serial number: XXXXXXXXXXXX
Token status: Locked
Use Token for login authentication 7

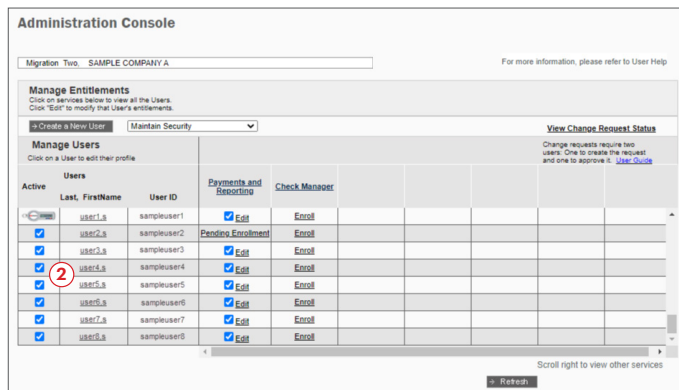
OK

To Unlock a Security Token

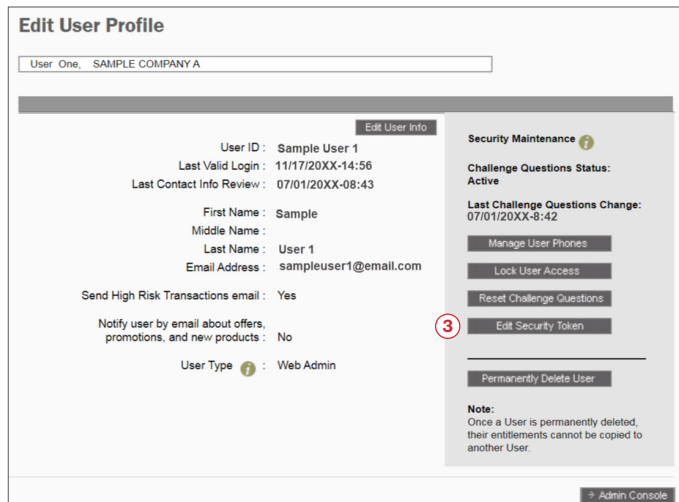
- 1 Select **Administration Console** from the People icon drop-down menu.



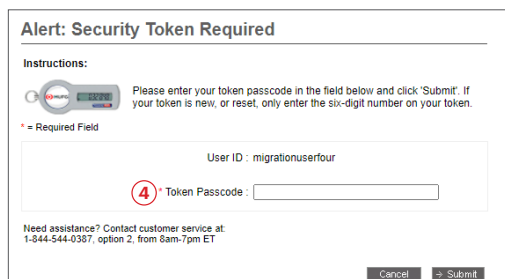
- 2 Click the **User's name**.



- 3 Click **Edit Security Token**.



- 4 Enter your **Security Token Passcode**



5 Select the **Unlock Token** radio button.

6 Click **Update**.

Security Token Settings

User ID : sampleuser1

Token Serial Number : XXXXXXXXXXXX Use Token for Login Authentication

Token Status : Locked

Token Type : Physical

Token Options

Unassign Token ?

Reset Token Password ?

Unlock Token ?

Cancel Update

7 Click **OK** from the **Security Token Settings Updated** screen.

Security Token Settings Updated

User ID: sampleuser1

Token serial number: XXXXXXXXXXXX

Token status: Unlocked

Use Token for login authentication

OK