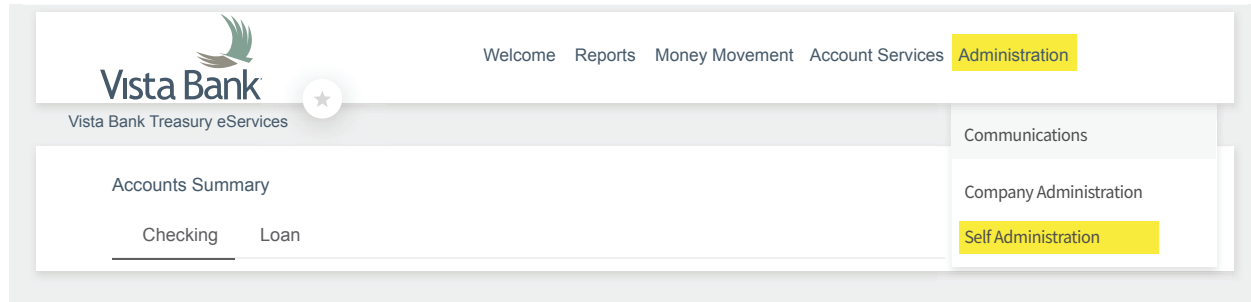


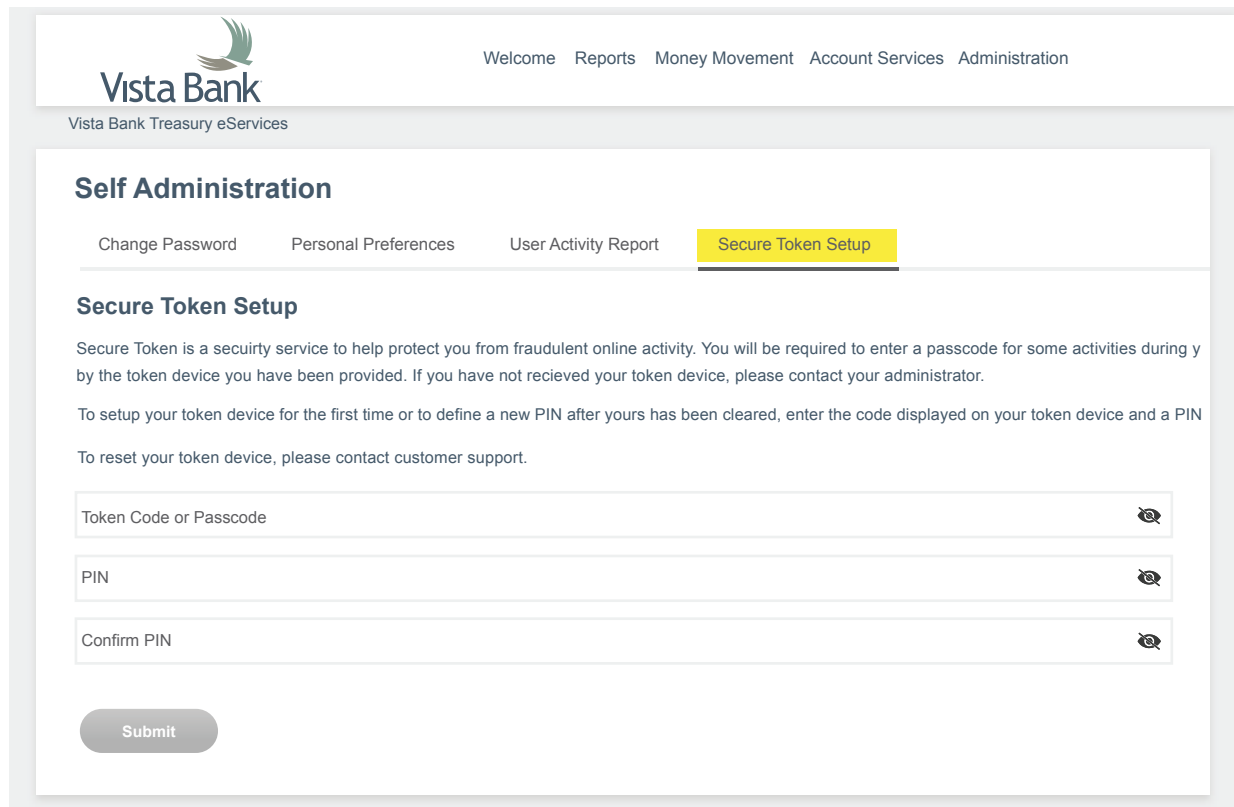
## How to Register Your Token and Set Your PIN

1. Log in to Treasury, then select **Administration** -> **Self Administration**.



The screenshot shows the Vista Bank Treasury eServices interface. At the top left is the Vista Bank logo and a star icon. The navigation bar includes: Welcome, Reports, Money Movement, Account Services, and Administration (highlighted in yellow). Below the navigation bar, there are sections for Accounts Summary (with sub-links for Checking and Loan) and a dropdown menu containing Communications, Company Administration, and Self Administration (highlighted in yellow).

2. Navigate to the **Secure Token Setup** tab.



The screenshot shows the Vista Bank Treasury eServices Self Administration page. The navigation bar includes: Welcome, Reports, Money Movement, Account Services, and Administration. Below the navigation bar, the page title is "Self Administration". The sub-navigation bar includes: Change Password, Personal Preferences, User Activity Report, and Secure Token Setup (highlighted in yellow). The main content area is titled "Secure Token Setup" and contains the following text: "Secure Token is a security service to help protect you from fraudulent online activity. You will be required to enter a passcode for some activities during y by the token device you have been provided. If you have not recieved your token device, please contact your administrator." and "To setup your token device for the first time or to define a new PIN after yours has been cleared, enter the code displayed on your token device and a PIN To reset your token device, please contact customer support." Below the text are three input fields: "Token Code or Passcode", "PIN", and "Confirm PIN", each with a toggle icon. A "Submit" button is located at the bottom left.

3. Fill out the fields accordingly, then click Submit:
  1. **Token Code or Passcode:** Press the button on your Token, then enter the number displayed on the Token's screen.
  2. **PIN:** Create your own PIN, then enter it here.
  3. **Confirm PIN:** Re-enter the PIN you created.
4. **If done successfully, then you will receive the following message:**

## Secure Token Setup

 You have successfully set up your secure token.