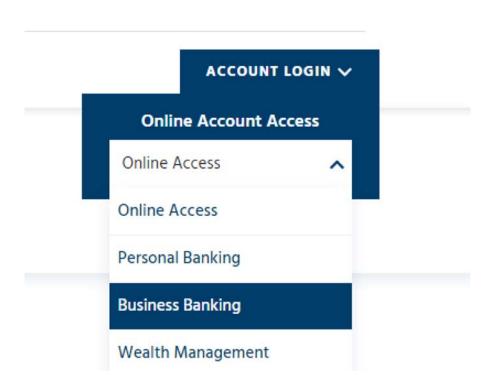
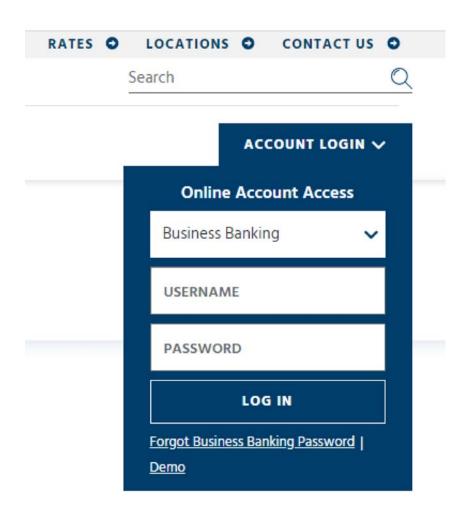


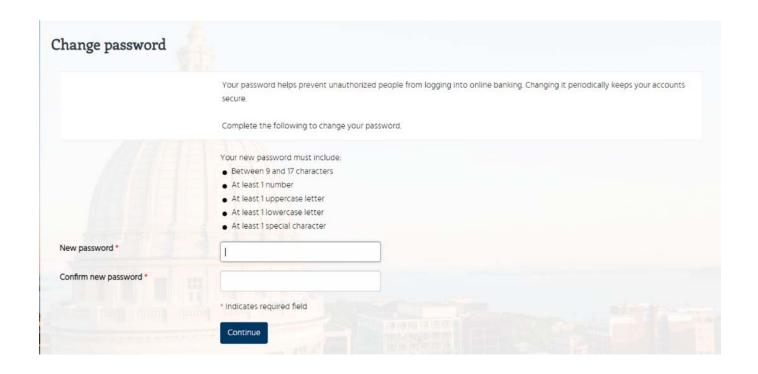
SOFT TOKEN ACTIVATION & TRANSACTION APPROVAL DOCUMENT

From our website <u>www.lakeridge.bank</u> locate the Account Login and select Business Banking.



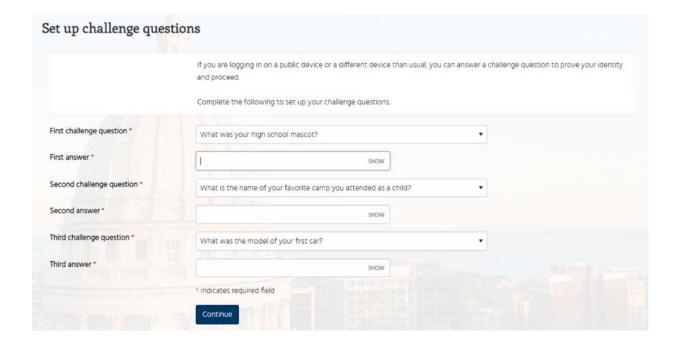


Enter your Business Online Banking Credentials (User ID & Temporary Password).



Enter a new Password and click Continue.

You will be prompted to setup Multifactor Authentication (MFA) security questions. After security questions are established, you will be prompted to activate your soft token.



Verify your email address.

Verify email

Email address on record: depositops@sbcp.bank.

*This email address is only for login authentication. Updating it will not change email addresses used for other components.

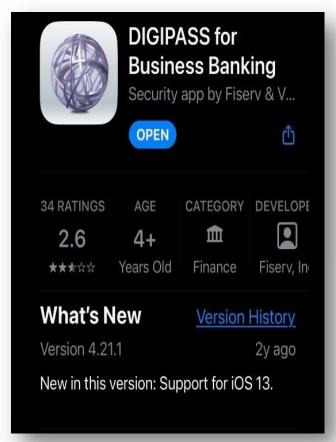
Click Continue to keep the same email address or click Change email to update it.

Continue

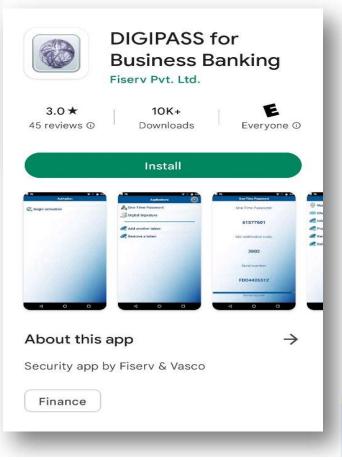
Change email

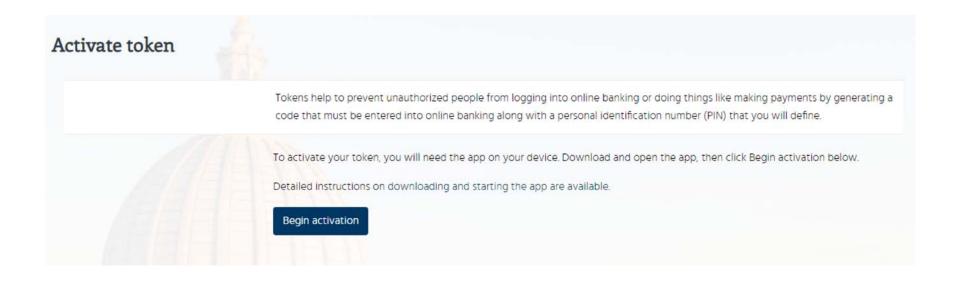
Using your mobile device enter 'DIGIPASS for **Business Banking**' in the search field of your smartphone's app store. **Download** and **open** the app. Go back to your computer and click Begin Activation.

Apple App



Google App





To start token activation user will click Begin Activation.

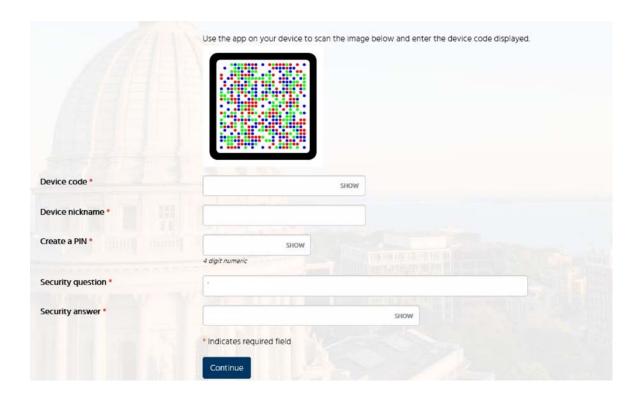
Activation **Regin activation**

On your phone, tap Begin Activation in the app.

The app uses your smartphone's camera to scan the secure, multi-colored **CRONTO image**, displayed on your computer's **Activate Token** screen. The app will decode the image and display your device code.

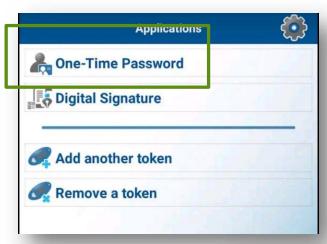
Fill out the **Activate Token** form on your computer screen:

- 1. Enter the **Device Code** as displayed in the app.
- Add a Nickname for your device.
- 3. Enter a **4-digit PIN** that you will remember. (You'll use this PIN each time you use the token.)
- Create a Security Question and add the Answer.
- Click CONTINUE.



Another **CRONTO** image will appear on the computer screen. Using your phone and the soft token app, tap the **Scan Image** button to decode the CRONTO image.







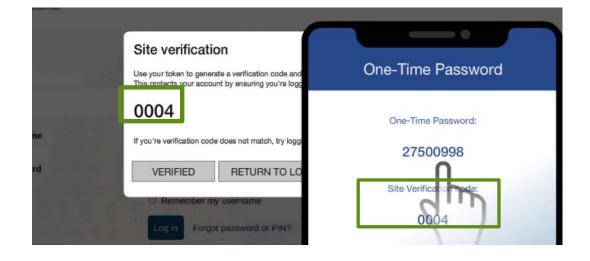
From the app main menu, click **One- Time Password** and enter in the 8-digit password in your online password filed along with your 4-digit PIN.

*The Site Verification 4digit code will used on the next screen. This is not to be entered in the Password field.

Click COMPLETE ACTIVATION on computer screen.

If you have a phone that allows biometric protection, choose 'YES' to enable fingerprint security for opening the app. Select 'NO' if you want to skip this step. (You'll be able to enable this later, if you choose.)

Site verification will display and should match.



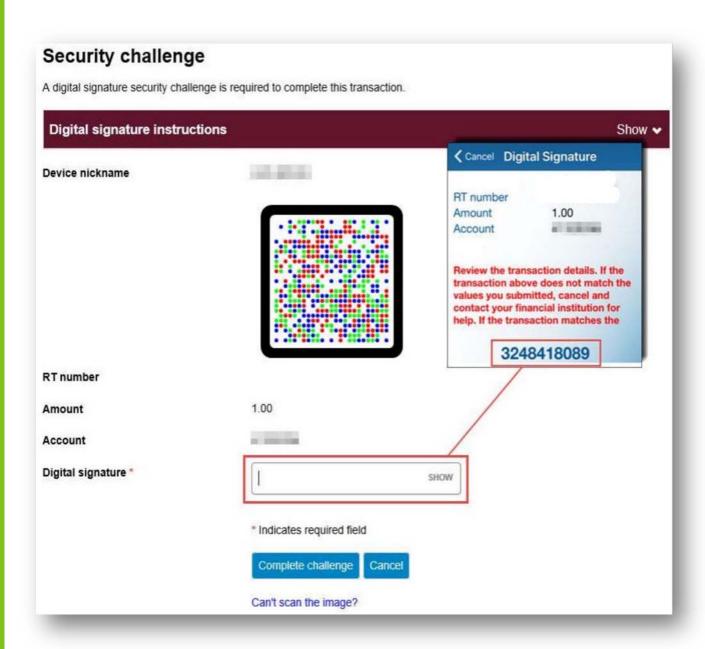
Completing Security Challenge using your DIGIPASS Soft Token

If you are required to complete a **Security Challenge** to approve or initiate transactions such as ACH or Wire Transfers, you will be asked to provide a **Digital Signature** to complete the challenge.

- Open the DIGIPASS for Business Banking app and choose Digital Signature.
- 2. Scan the **CRONTO** image displayed on the screen.



- 3. The app will display a review page; if transaction details match the values you submitted, click **Ok**.
- The app will display a 10-digit code; enter the code in the Digital
 Signature box on your computer screen.
- 5. Click Complete Challenge.
- 6. Enter the **10-digit Digital Signature** followed by your **4-digit PIN.**
- 7. Select Complete.
- * If you are unable to scan the image with your mobile device, you can select the 'Can't scan the image?' link instead.



To use the Can't scan image? option, open the DIGIPASS soft token app on your mobile device and choose One-Time Password instead of Digital Signature.





The app will display a 10-digit code; enter the code in the One-time Password box on your computer screen followed by the 4-digit PIN.

Click Complete Challenge.

