



Federal Home Loan Bank
NEW YORK

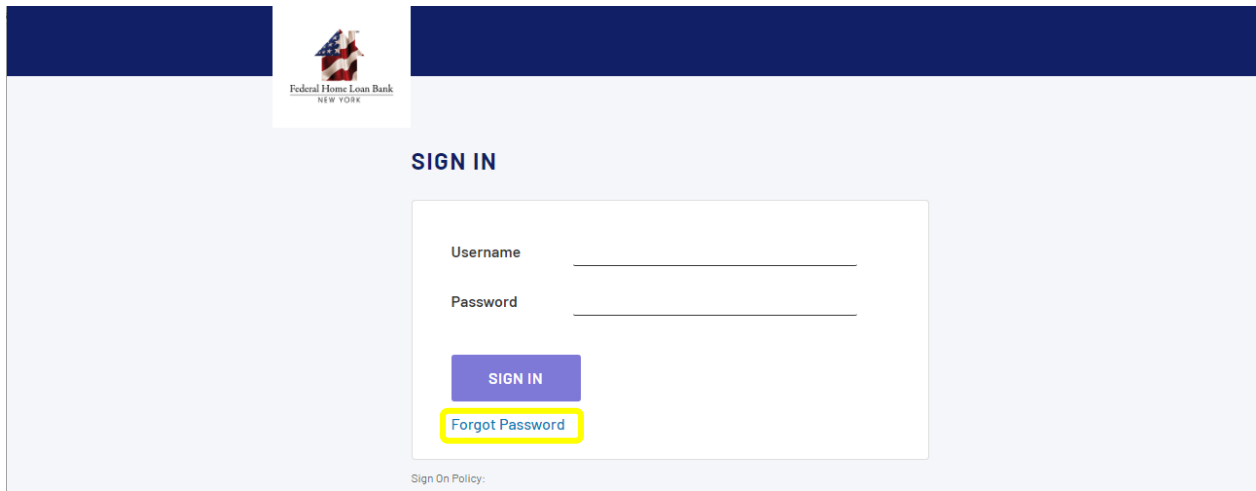
New RSA Hard Token User Guide

August, 2021

Setting Up a New RSA SecurID® Hard Token (Token)

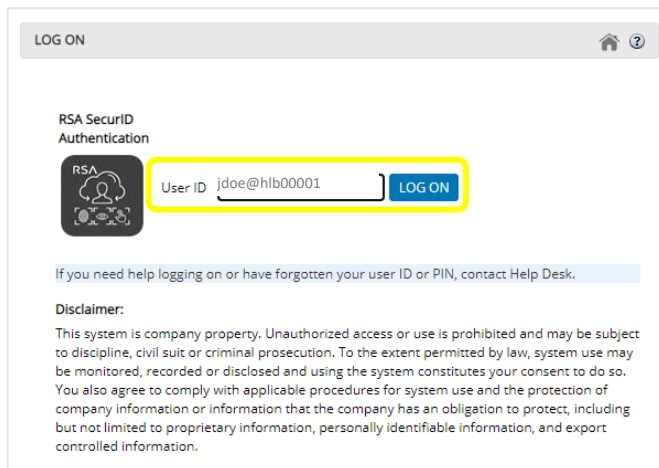
1. Set PIN and Password

- A. From the [System](#) site, select [**Forgot Password**].



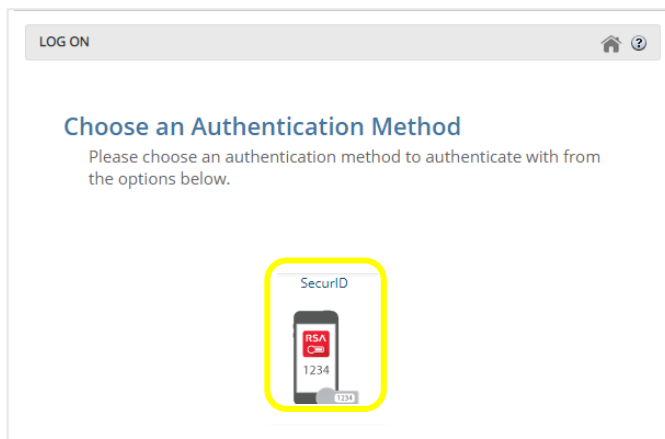
The screenshot shows the 'SIGN IN' page of the Federal Home Loan Bank New York website. At the top center is the bank's logo. Below it, the text 'SIGN IN' is displayed in bold. Underneath is a white form box containing two input fields: 'Username' and 'Password'. Below the form are two buttons: a purple 'SIGN IN' button and a yellow 'Forgot Password' button. The 'Forgot Password' button is highlighted with a yellow border. At the bottom of the page, there is a small link for 'Sign On Policy:'.

- B. Enter your User ID and select [**LOG ON**].



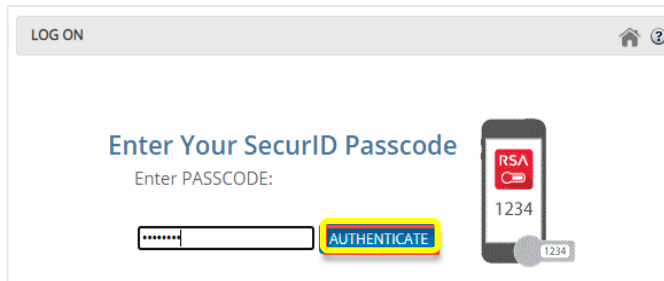
The screenshot shows the 'LOG ON' page for RSA SecurID Authentication. At the top left is the 'LOG ON' header with a home icon and a help icon. Below the header is the 'RSA SecurID Authentication' logo. Underneath is a form with a 'User ID' field containing the text 'jdoe@h1b00001' and a blue 'LOG ON' button. Below the form is a light blue box with the text: 'If you need help logging on or have forgotten your user ID or PIN, contact Help Desk.' Below that is a 'Disclaimer:' section with the following text: 'This system is company property. Unauthorized access or use is prohibited and may be subject to discipline, civil suit or criminal prosecution. To the extent permitted by law, system use may be monitored, recorded or disclosed and using the system constitutes your consent to do so. You also agree to comply with applicable procedures for system use and the protection of company information or information that the company has an obligation to protect, including but not limited to proprietary information, personally identifiable information, and export controlled information.'

- C. Select [**RSA SecurID**] as the Authentication Method.



The screenshot shows the 'LOG ON' page with the heading 'Choose an Authentication Method'. Below the heading is the text: 'Please choose an authentication method to authenticate with from the options below.' Below this text is a single option labeled 'SecurID' which is highlighted with a yellow border. The 'SecurID' option features an icon of a hard token displaying 'RSA SecurID' and the number '1234'.

- D. Enter your RSA SecurID Passcode as shown on your device, then select **[AUTHENTICATE]**.




LOG ON

Enter Your SecurID Passcode

Enter PASSCODE:

AUTHENTICATE



- E. Set your new PIN and confirm the PIN. **IMPORTANT: Your PIN cannot start with 0!** Please note this will be the new PIN for your Token moving forward.



Create RSA SecurID PIN



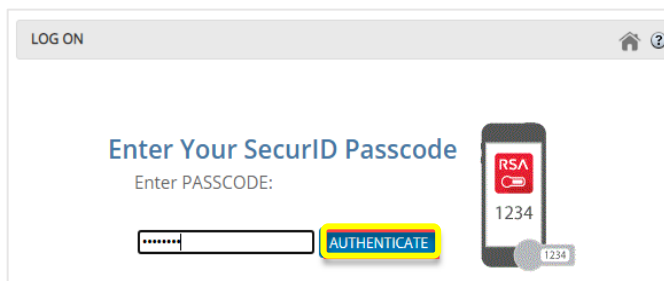
Create your RSA SecurID PIN. Your PIN must be 4-8 alphanumeric characters.

New PIN

Confirm New PIN

Submit

- F. Now that you have set your PIN, re-authenticate yourself by entering the new PIN followed by the RSA SecurID Passcode.




LOG ON

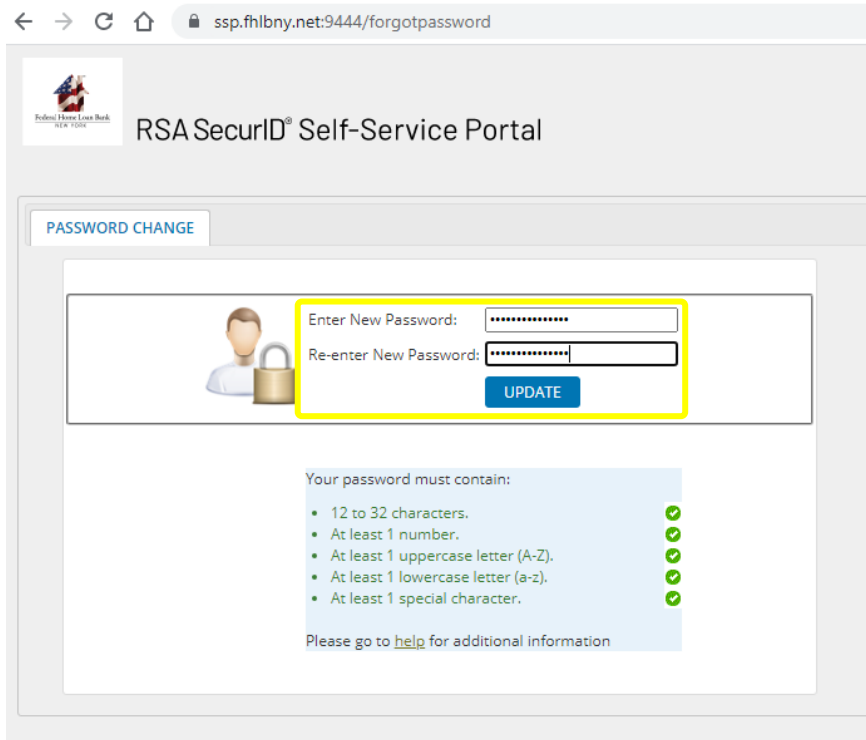
Enter Your SecurID Passcode

Enter PASSCODE:


AUTHENTICATE




- G. Enter your new password and re-enter the password, then select **[UPDATE]**.
IMPORTANT: Please note this will be your new login password for the system.



← → ↻ 🏠 🔒 ssp.fhlbny.net:9444/forgotpassword

 RSA SecurID® Self-Service Portal

PASSWORD CHANGE

 Enter New Password:

Re-enter New Password:

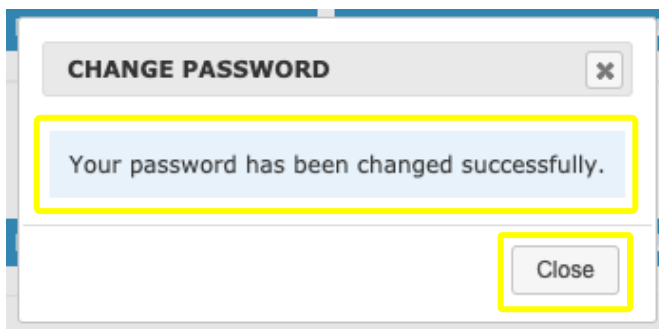
UPDATE

Your password must contain:

- 12 to 32 characters. ✓
- At least 1 number. ✓
- At least 1 uppercase letter (A-Z). ✓
- At least 1 lowercase letter (a-z). ✓
- At least 1 special character. ✓

Please go to [help](#) for additional information

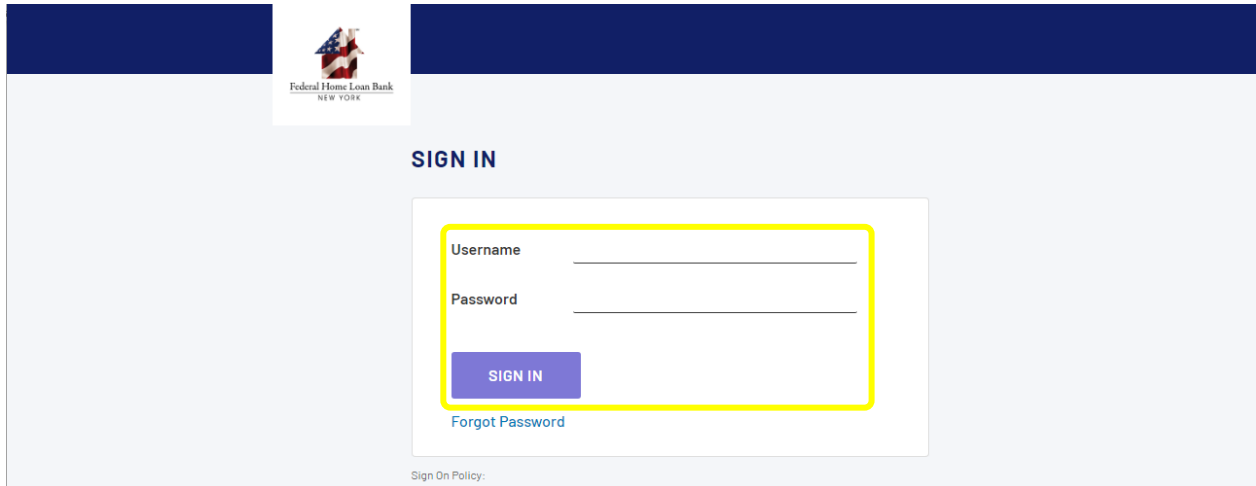
- H. A message, "**Your password has been changed successfully**" displays. Select **[Close]** and you will be redirected to the System Login page.



Your Hard Token is now activated. You can Log into the System.

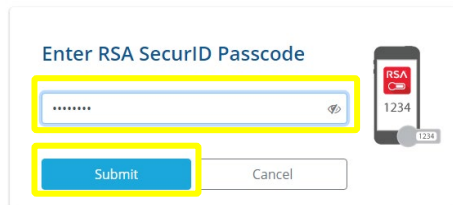
2. Logging In

- A. Enter your Username and new Password, then select [**SIGN IN**].



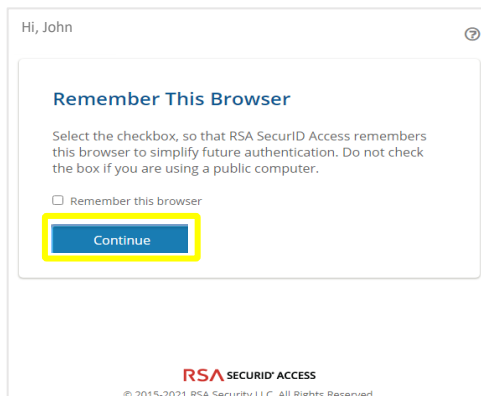
The screenshot shows the login page for the Federal Home Loan Bank New York. At the top center is the bank's logo. Below it, the text "SIGN IN" is displayed in bold. A white box contains two input fields: "Username" and "Password", each followed by a horizontal line. Below these fields is a blue button labeled "SIGN IN" and a link labeled "Forgot Password". A yellow rectangular box highlights the entire input area. At the bottom left of the page, there is a small link for "Sign On Policy".

- B. Enter your RSA PIN followed by the RSA SecurID Passcode, then select [**Submit**].



The screenshot shows the "Enter RSA SecurID Passcode" screen. It features a text input field with a yellow border containing several asterisks. To the right of the input field is an RSA SecurID token icon displaying the number "1234". Below the input field are two buttons: a blue "Submit" button with a yellow border and a grey "Cancel" button.

- C. Select [**Continue**].



The screenshot shows a dialog box titled "Remember This Browser". It begins with "Hi, John" and a help icon. The main text reads: "Select the checkbox, so that RSA SecurID Access remembers this browser to simplify future authentication. Do not check the box if you are using a public computer." Below this text is a checkbox labeled "Remember this browser" which is currently unchecked. A blue "Continue" button with a yellow border is positioned below the checkbox. At the bottom of the dialog, the "RSA SECURID ACCESS" logo and copyright information "© 2015-2021 RSA Security LLC. All Rights Reserved." are visible.

You are now successfully logged in.