



Federal Home Loan Bank
NEW YORK

New RSA Soft Token User Guide

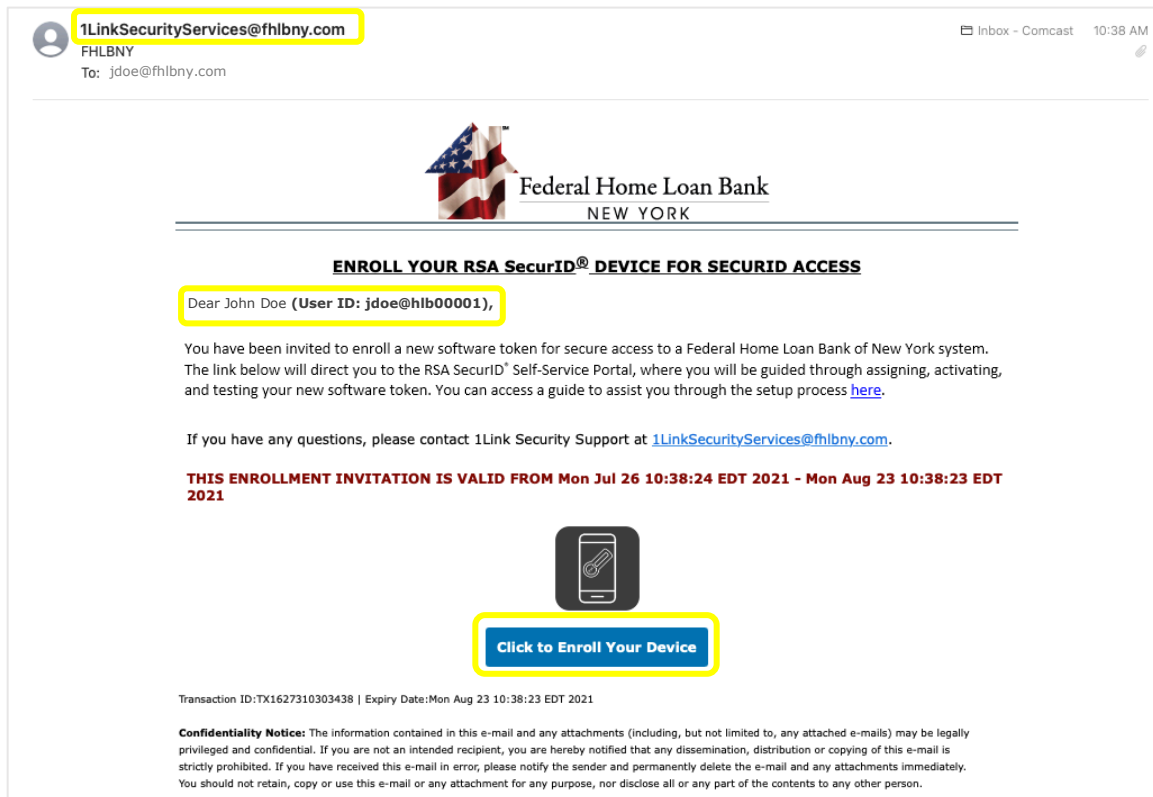
August, 2021

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

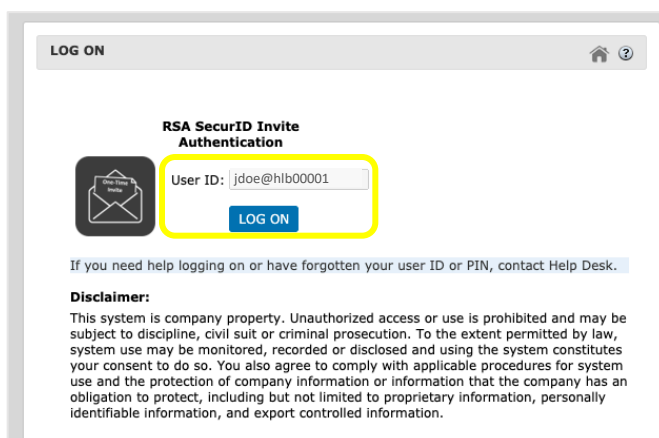
1. Authenticate your Token via the RSA SecurID® Self-Service Portal

- A. Open the **"FHLBNY Invitation to Enroll your RSA SecurID® Device"** email from 1linksecurityservices@fhlbny.com and select **[Click to Enroll Your Device]**, which will bring you to the RSA SecurID Self-Service Portal.

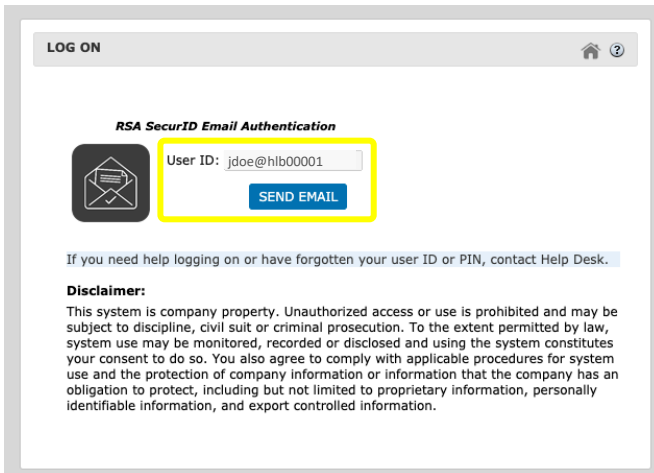
Note: Your User ID to log in can be found under the "Dear" line of the email.



- B. Confirm your User ID that auto-populates on screen and select **[LOG ON]**.



- C. Select **[SEND EMAIL]** to receive a one-time passcode.



LOG ON

RSA SecurID Email Authentication

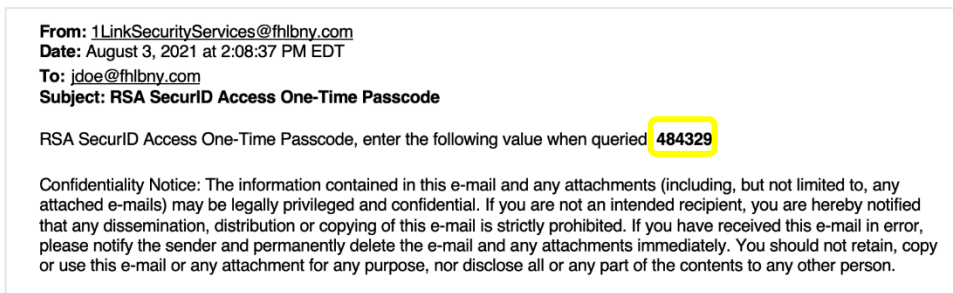
User ID:

SEND EMAIL

If you need help logging on or have forgotten your user ID or PIN, contact Help Desk.

Disclaimer:
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.

- D. Open the email from 1linksecurityservices@fhlbny.com and copy the one-time authorization code.

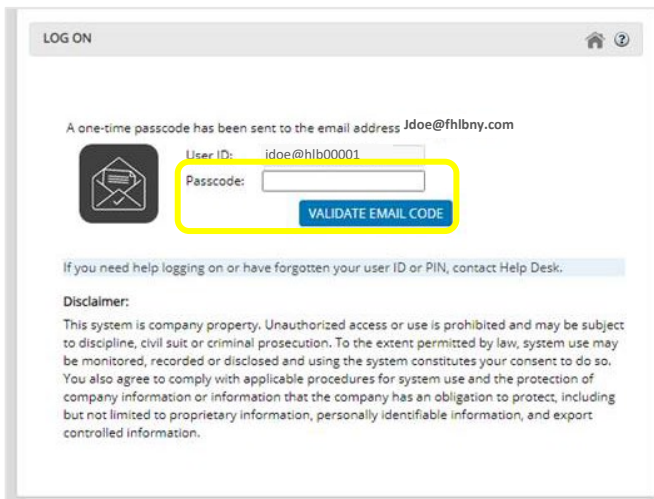


From: 1LinkSecurityServices@fhlbny.com
Date: August 3, 2021 at 2:08:37 PM EDT
To: jdoe@fhlbny.com
Subject: RSA SecurID Access One-Time Passcode

RSA SecurID Access One-Time Passcode, enter the following value when queried **484329**

Confidentiality Notice: The information contained in this e-mail and any attachments (including, but not limited to, any attached e-mails) may be legally privileged and confidential. If you are not an intended recipient, you are hereby notified that any dissemination, distribution or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender and permanently delete the e-mail and any attachments immediately. You should not retain, copy or use this e-mail or any attachment for any purpose, nor disclose all or any part of the contents to any other person.

- E. Enter the one-time Passcode you received via email and select **[VALIDATE EMAIL CODE]**.



LOG ON

A one-time passcode has been sent to the email address Jdoe@fhlbny.com

User ID:

Passcode:

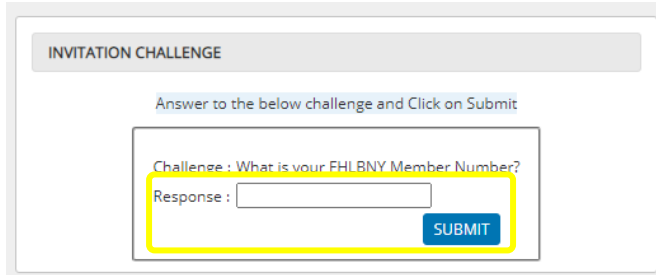
VALIDATE EMAIL CODE

If you need help logging on or have forgotten your user ID or PIN, contact Help Desk.

Disclaimer:
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.

F. Answer the challenge question starting with HLB followed by your five-digit FHLBNY Member number, with no spaces, then select [**SUBMIT**].

- E.g., HLB00001



*Note: You will receive an "**Important changes to your account**" email to notify you that you have accepted the invitation to enroll your device and have successfully logged in.*

From: 1LinkSecurityServices@fhlbny.com
Date: August 3, 2021 at 2:12:03 PM EDT
To: jdoe@fhlbny.com
Subject: Important changes to your account



Federal Home Loan Bank
NEW YORK

Doe, John(jdoe@hlb00001)

This email is being sent to you to verify that you made the following changes to your account.

- You have accepted the invitation and you have successfully logged in.
- Auth Type: SOFT_TOKEN

If you made this change, you do not need to take any further action. If you did not make this change, please contact your security administrator.

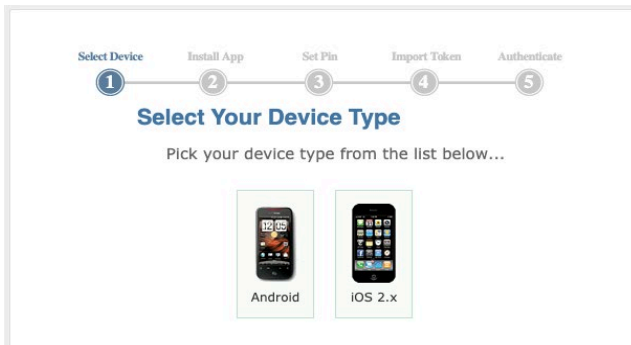
Confidentiality Notice: The information contained in this e-mail and any attachments (including, but not limited to, any attached e-mails) may be legally privileged and confidential. If you are not an intended recipient, you are hereby notified that any dissemination, distribution or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender and permanently delete the e-mail and any attachments immediately. You should not retain, copy or use this e-mail or any attachment for any purpose, nor disclose all or any part of the contents to any other person.

2. Import your Token, Complete your Mobile Device Enrollment, and Set your PIN.

Note: You will need to download an app on your mobile device for this step.

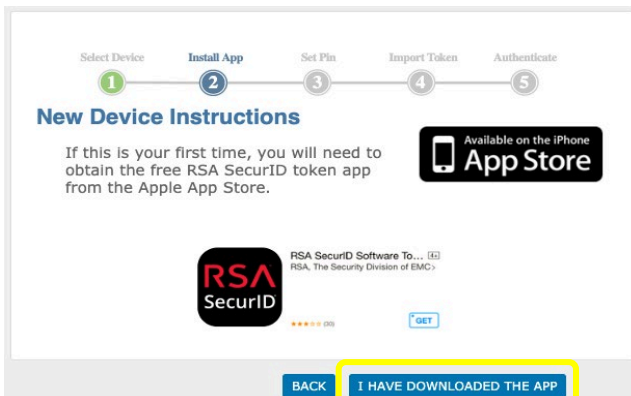
A. Select your mobile device type:

- Android
- iOS 2.x



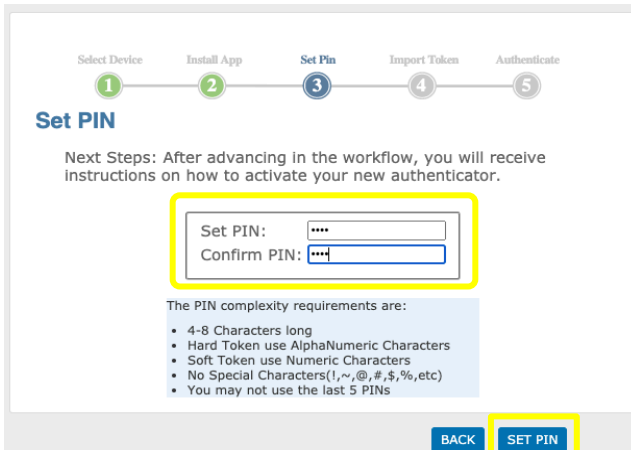
The screenshot shows a progress bar at the top with five steps: 1. Select Device, 2. Install App, 3. Set Pin, 4. Import Token, and 5. Authenticate. Step 1 is highlighted. Below the progress bar, the title 'Select Your Device Type' is displayed, followed by the instruction 'Pick your device type from the list below...'. Two device icons are shown: an Android phone and an iOS 2.x phone, each with its respective label below it.

B. Download the RSA SecurID app from the App Store or Google Play onto your mobile device. Once downloaded, select [**I HAVE DOWNLOADED THE APP**].



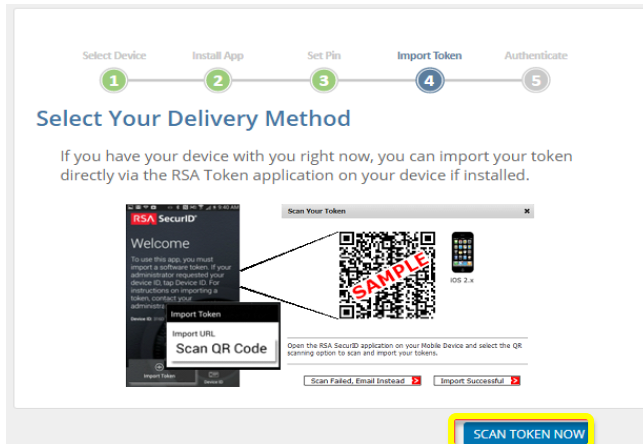
The screenshot shows the same progress bar as the previous screen, with step 2 'Install App' highlighted. The title 'New Device Instructions' is displayed, followed by the text: 'If this is your first time, you will need to obtain the free RSA SecurID token app from the Apple App Store.' To the right, there is an 'Available on the iPhone App Store' badge. Below this, the RSA SecurID app icon is shown with the text 'RSA SecurID Software To...' and 'RSA, The Security Division of EMC'. A 'GET' button is visible next to the app icon. At the bottom, there are two buttons: 'BACK' and 'I HAVE DOWNLOADED THE APP', with the latter highlighted by a yellow box.

C. Set and confirm your PIN, then select [**SET PIN**]. **IMPORTANT: Your PIN cannot start with 0!** Please note this will be the new PIN for your Token moving forward.

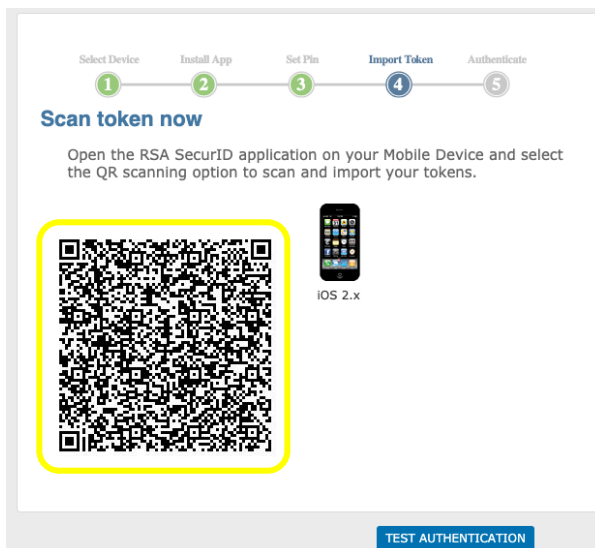


The screenshot shows the same progress bar, with step 3 'Set Pin' highlighted. The title 'Set PIN' is displayed, followed by the text: 'Next Steps: After advancing in the workflow, you will receive instructions on how to activate your new authenticator.' Below this, there is a form with two input fields: 'Set PIN:' and 'Confirm PIN:'. Both fields are highlighted by a yellow box. Below the form, the text 'The PIN complexity requirements are:' is displayed, followed by a list of requirements: 4-8 Characters long, Hard Token use AlphaNumeric Characters, Soft Token use Numeric Characters, No Special Characters(1,~,@, #, \$, %, etc), and You may not use the last 5 PINs. At the bottom, there are two buttons: 'BACK' and 'SET PIN', with the latter highlighted by a yellow box.

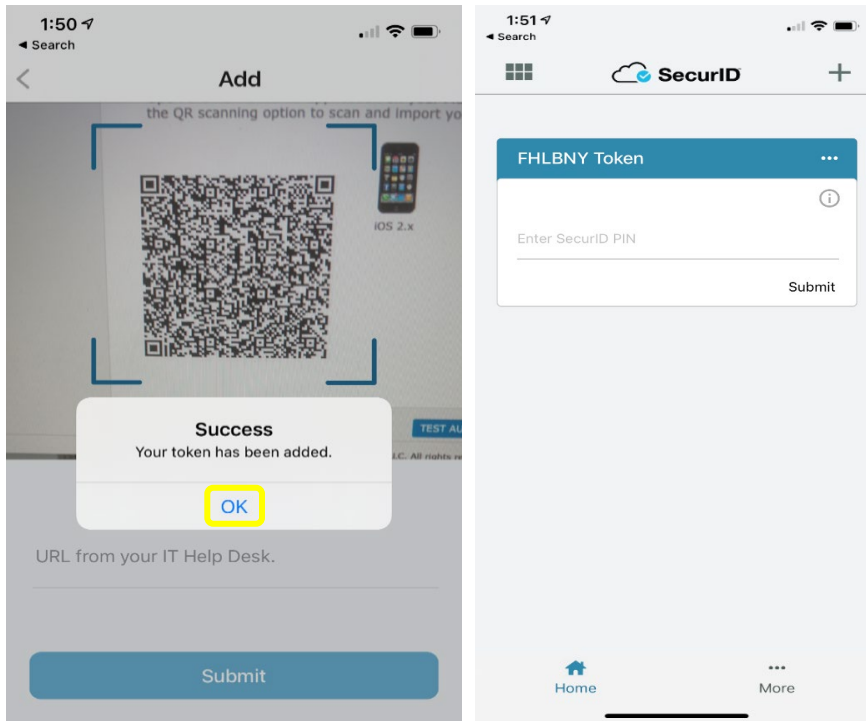
- D. Open the RSA SecurID app on your mobile device, then select **[SCAN TOKEN NOW]** to display a QR Code.



- E. The QR code will appear on the screen for you to scan using the RSA SecurID app on your mobile device.

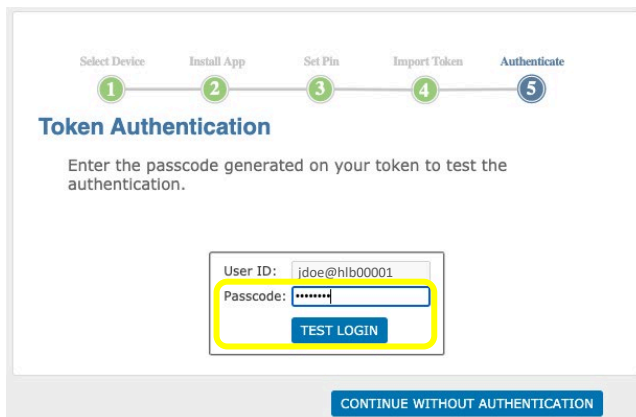


- F. Scan the QR code from the RSA SecurID app. Once the Token has been successfully imported onto your mobile device, select **[OK]**.

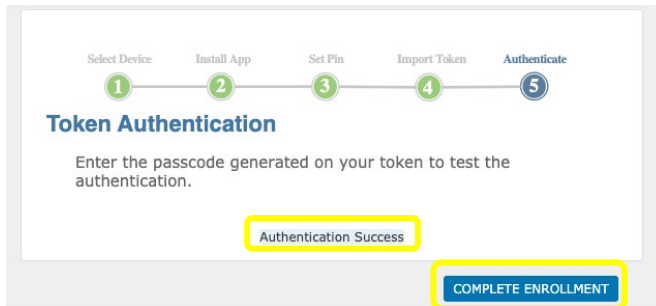


If you would like to rename your Token, click [here](#) to view the instructions.

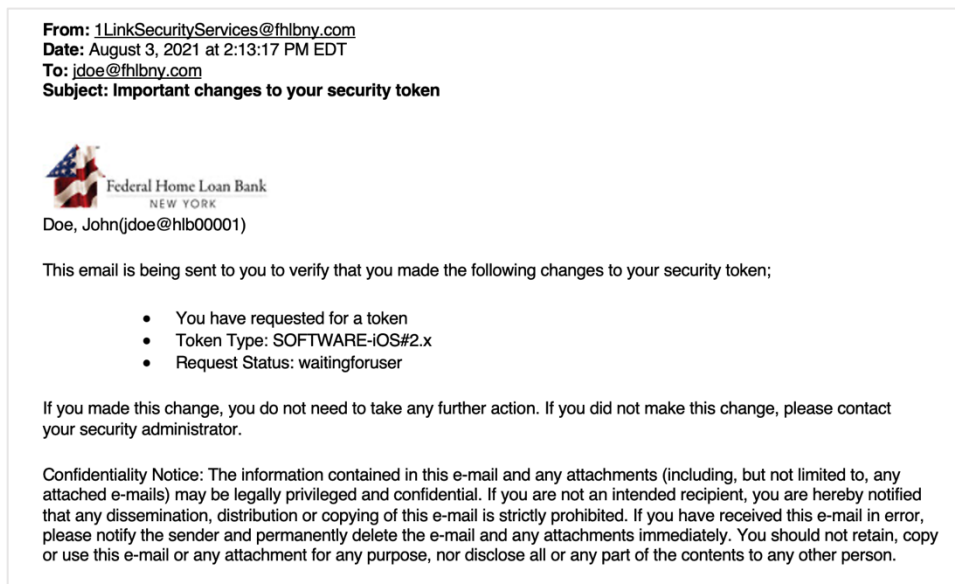
- G. Test the authentication with your newly imported Token by selecting **[TEST AUTHENTICATION]**.
- Enter the RSA PIN into your imported Token
 - Enter the generated Passcode in the below field
 - Select **[TEST LOGIN]**



H. An "**Authentication Success**"- message will display, then select [**COMPLETE ENROLLMENT**].



Note: You will receive an "Important changes to your security token" email after successfully importing your Token.



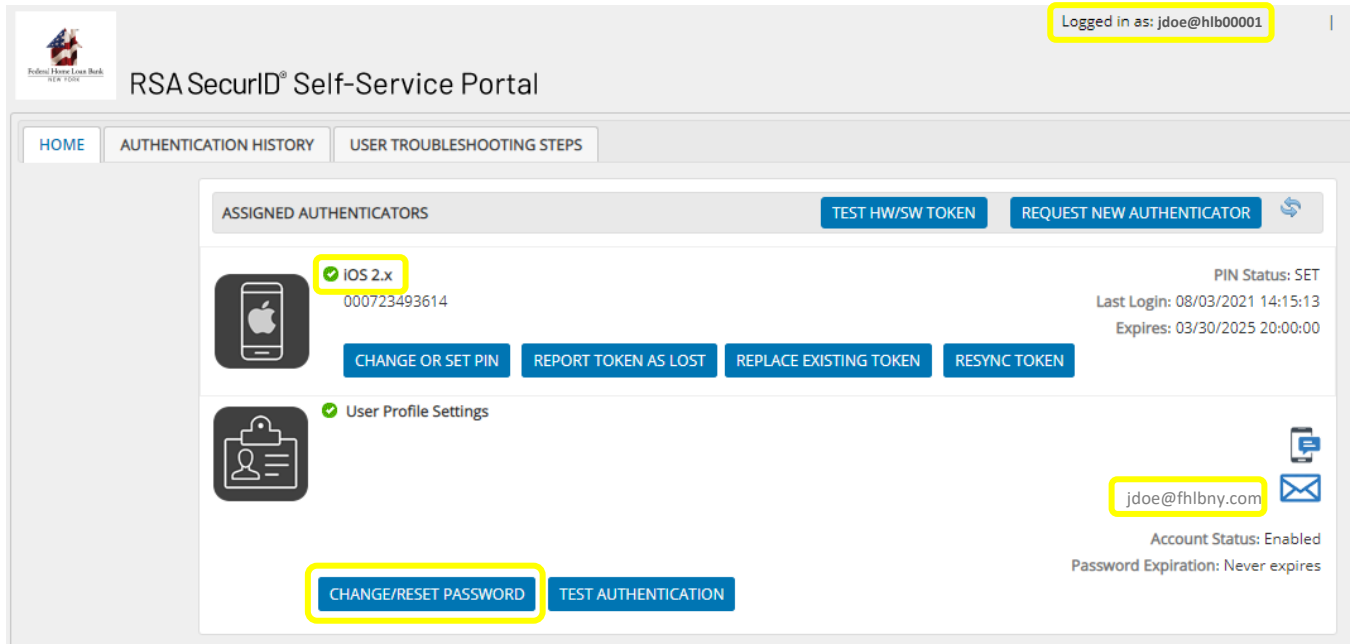
I. **Your device is now successfully authenticated and enrolled. You are now required to change your password for the system.**

- Your authenticated device will be added under Assigned Authenticators.
- Your Email should be present, and your username should be displayed in the top right corner.

3. Change Password

- A. Select **[CHANGE/RESET PASSWORD]**.

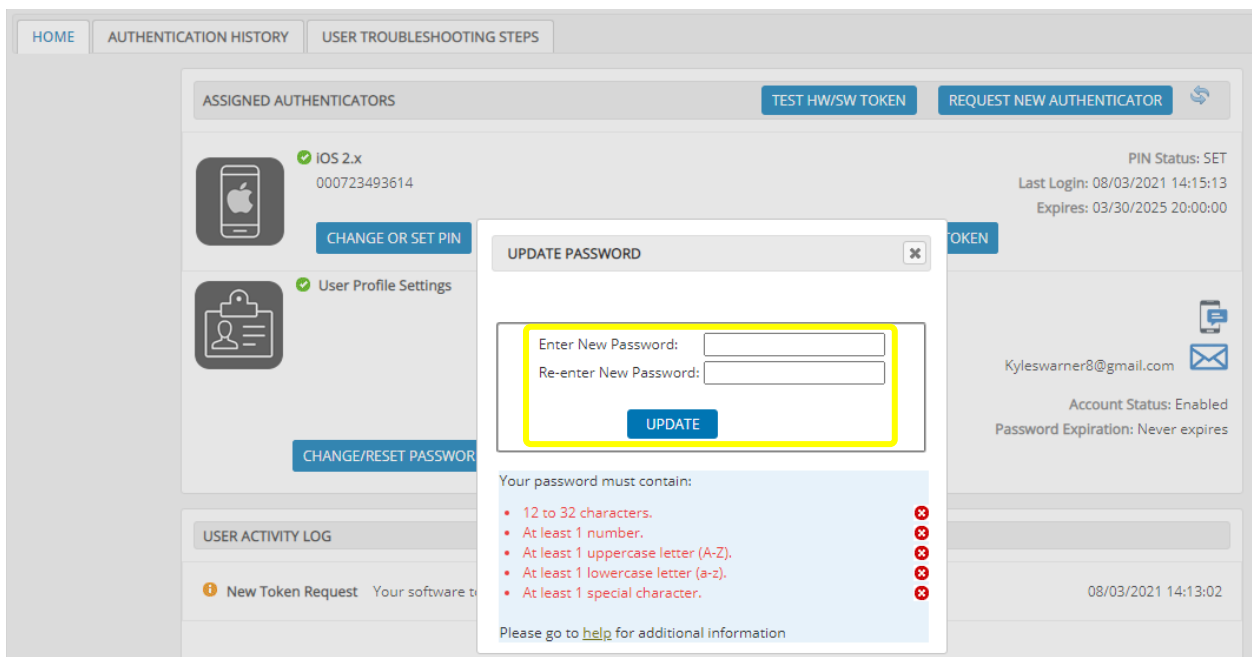
Note: Your authenticated device is now added under Assigned Authenticators. Your user email is presented on the screen, and your username appears in the top right corner.



The screenshot shows the RSA SecurID Self-Service Portal interface. At the top right, it says "Logged in as: jdoe@hfb00001". The main header is "RSA SecurID® Self-Service Portal". Below the header are tabs: "HOME", "AUTHENTICATION HISTORY", and "USER TROUBLESHOOTING STEPS". The "HOME" tab is active. The main content area is titled "ASSIGNED AUTHENTICATORS". It shows a list of authenticators: "iOS 2.x" with a green checkmark and a PIN "000723493614". Below this are buttons: "CHANGE OR SET PIN", "REPORT TOKEN AS LOST", "REPLACE EXISTING TOKEN", and "RESYNC TOKEN". To the right of these buttons, it says "PIN Status: SET", "Last Login: 08/03/2021 14:15:13", and "Expires: 03/30/2025 20:00:00". Below the authenticators list is a "User Profile Settings" section with a green checkmark. To the right of this section, it shows the email "jdoe@hfbny.com" and "Account Status: Enabled", "Password Expiration: Never expires". At the bottom of the "ASSIGNED AUTHENTICATORS" section, there are two buttons: "CHANGE/RESET PASSWORD" (highlighted with a yellow box) and "TEST AUTHENTICATION".

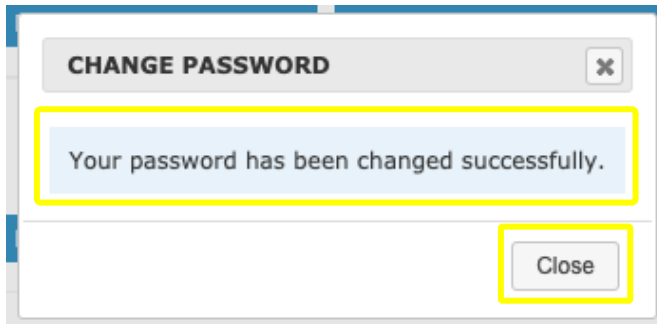
- B. Enter your new password and re-enter the password to confirm, then select **[UPDATE]**.

IMPORTANT: Please note this will be your new login password for the system.



The screenshot shows the same RSA SecurID Self-Service Portal interface, but with the "UPDATE PASSWORD" dialog box open. The dialog box has two input fields: "Enter New Password:" and "Re-enter New Password:". Below these fields is an "UPDATE" button. To the right of the dialog box, it says "Your password must contain:" followed by a list of requirements: "12 to 32 characters.", "At least 1 number.", "At least 1 uppercase letter (A-Z).", "At least 1 lowercase letter (a-z).", and "At least 1 special character." Each requirement is followed by a red "X" icon. At the bottom of the dialog box, it says "Please go to [help](#) for additional information". The background of the portal is dimmed, showing the same "ASSIGNED AUTHENTICATORS" section as before.

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



*Note: You will receive an "**Important changes to your password**" email after successfully updating your password.*

From: 1LinkSecurityServices@fhlbny.com
Date: August 3, 2021 at 2:17:57 PM EDT
To: jdoe@fhlbny.com
Subject: Important changes to your password



Doe, John (jdoe@hfb00001)

This email is being sent to notify you that your password has been updated successfully.

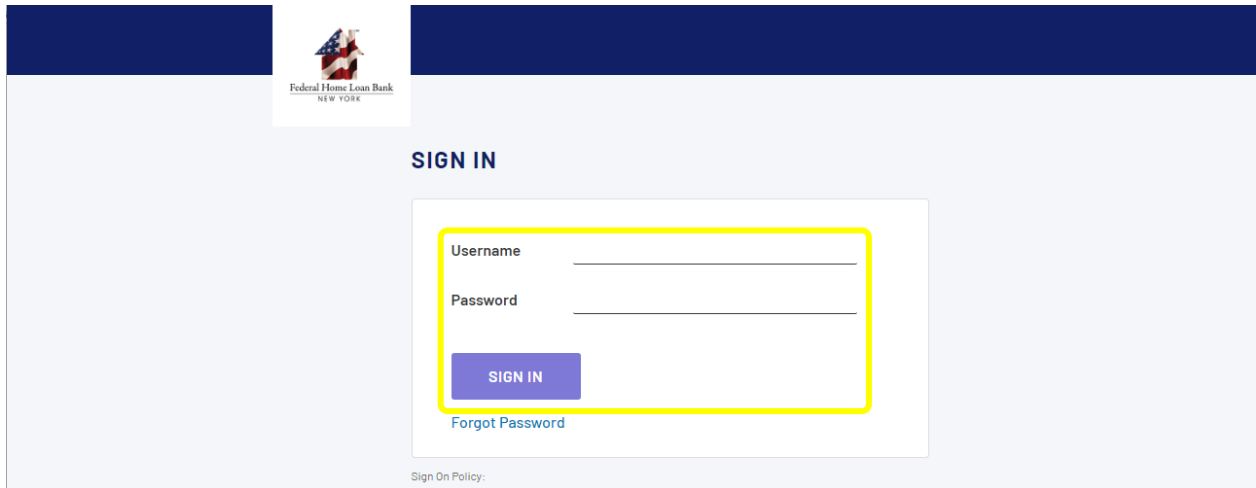
If you did not make this change, please contact your security administrator.

Confidentiality Notice: The information contained in this e-mail and any attachments (including, but not limited to, any attached e-mails) may be legally privileged and confidential. If you are not an intended recipient, you are hereby notified that any dissemination, distribution or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender and permanently delete the e-mail and any attachments immediately. You should not retain, copy or use this e-mail or any attachment for any purpose, nor disclose all or any part of the contents to any other person.

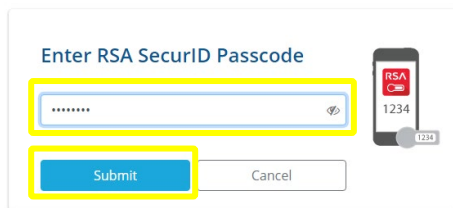
- D. You are now ready to log into the system: <https://1Link-IPR.fhlbny.com>.

4. Logging in Using your Token

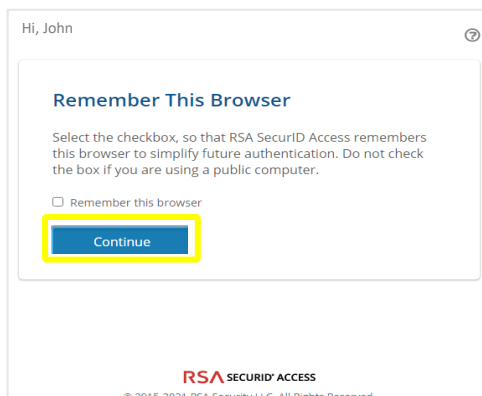
- A. Enter your Username and Password, then select **[SIGN IN]**."



- B. Enter your RSA SecurID Passcode generated from the Token you imported using the previous steps, then select **[Submit]**.
- Enter RSA PIN into your newly imported Token
 - Enter the generated Passcode into the below field



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



You are now successfully logged in.