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

1. Set PIN and Password

A. From the System site, select [**Forgot Password**].
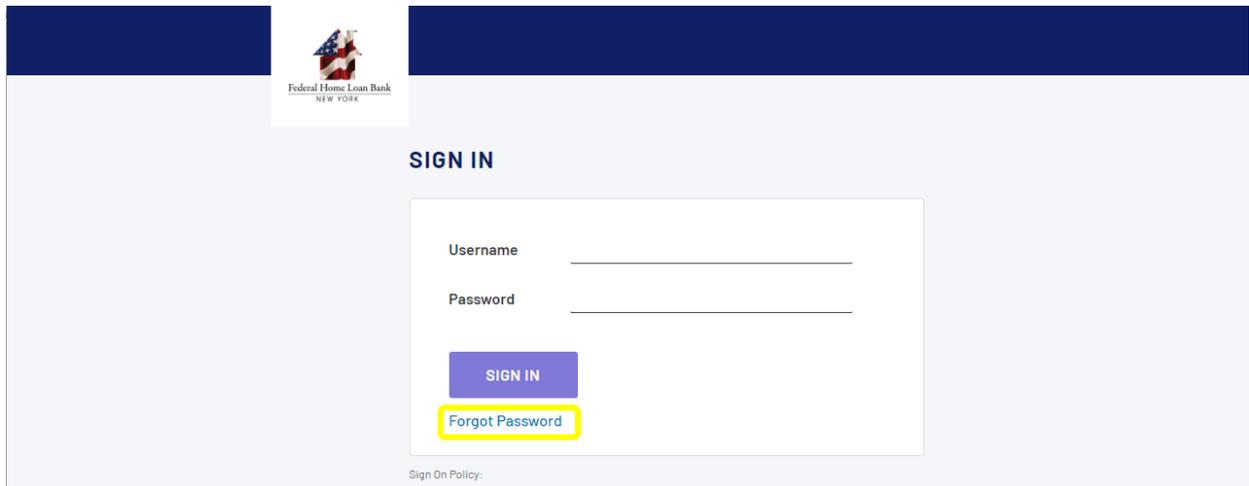
B. Enter your User ID and select [**LOG ON**].

C. Select [**RSA SecurID**] as the Authentication Method.
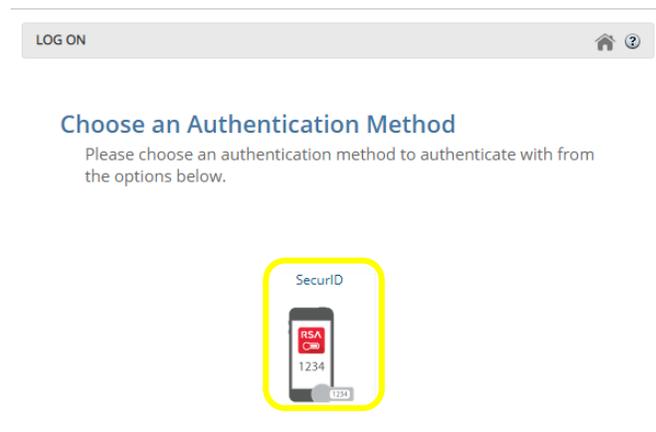
D. Enter your RSA SecurID Passcode as shown on your device, then select [**AUTHENTICATE**].
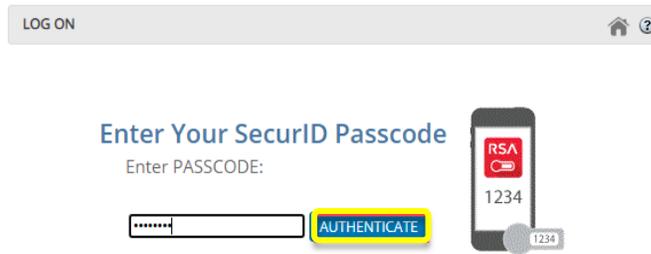
E. Set your new PIN and confirm the PIN. **IMPORTANT: Your PIN cannot start with 0!** *Please note this will be the new PIN for your Token moving forward.*

F. Now that you have set your PIN, re-authenticate yourself by entering the new PIN followed by the RSA SecurID Passcode.
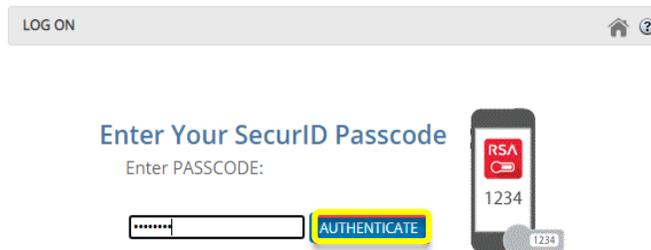
G. Enter your new password and re-enter the password, then select [**UPDATE**].
   IMPORTANT: Please note this will be your new login password for the system.
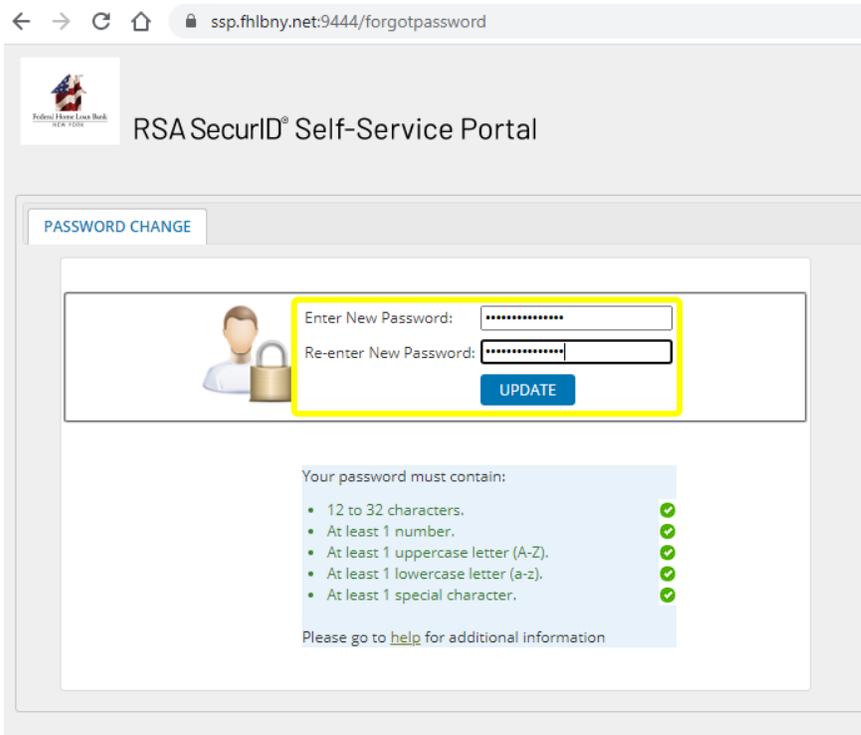
H. A message, "**Your password has been changed successfully**" displays. Select [**Close**] and you will be redirected to the System Login page.
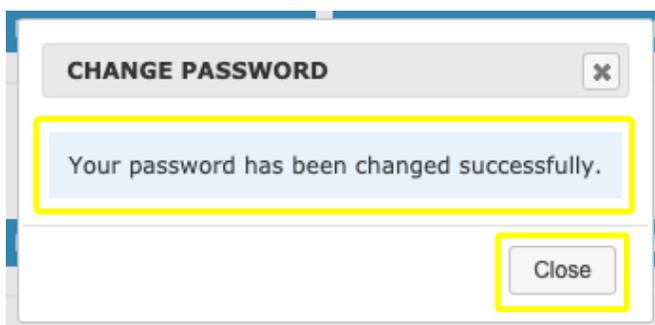
Your Hard Token is now activated. You can Log into the System.

2. Logging In

A. Enter your Username and new Password, then select [**SIGN IN**].
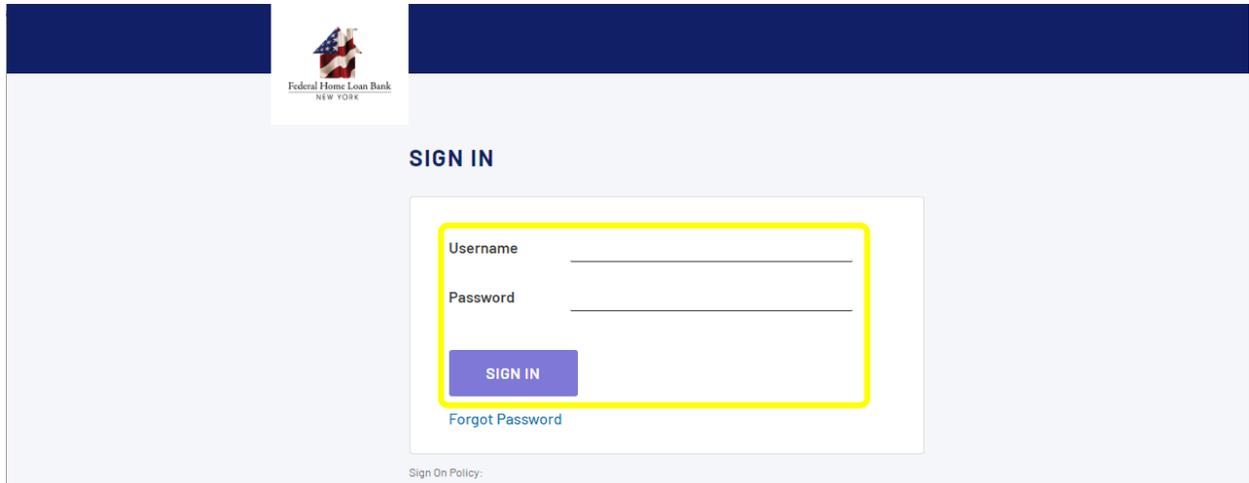
B. Enter your RSA PIN followed by the RSA SecurID Passcode, then select [**Submit**].

C. Select [**Continue**].

You are now successfully logged in.