



Federal Home Loan Bank  
NEW YORK

# Instructions for Establishing a PIN for Your RSA Security Device

April 2018





Upon the receipt of your RSA Security Device, you must establish a PIN in 1Link to transact wires using the instructions in the referenced User Guide below.

## User Guide Instructions

Please note the below process is for creating a new wire transaction. The process for setting a new PIN will follow the same general steps (5-9) if you approve a wire instead of create one.

### Login to 1Link

Log on to the 1Link Application using login credentials previously provided:

- Company ID
- Login ID
- Password



#### Login

Enter your login information to access your online accounts.

\* Required Field

Secure Login:

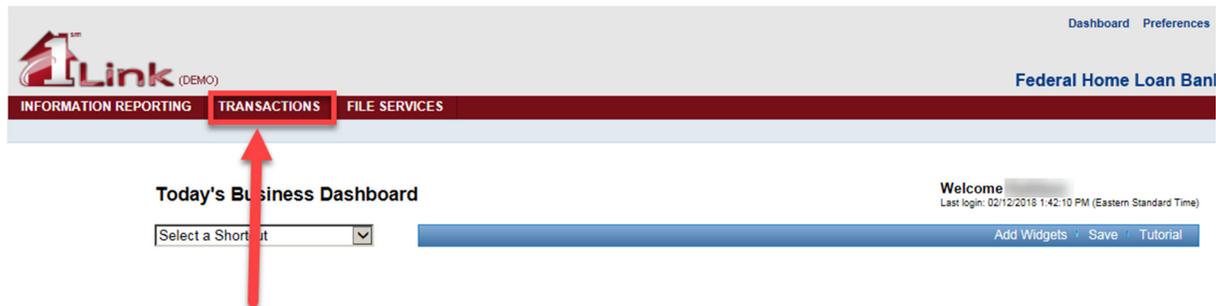
Company ID:	HLB000000	*
Login ID:	JDOE	*
Password or Passcode:	●●●●●●	*

[Access Accounts](#) ▾

Sign On Policy: I agree to take all actions necessary to preserve the security and confidentiality of all information related to 1Link. I agree to protect the confidentiality of my employer's (a customer of the Federal Home Loan Bank of New York) accounts and account numbers and my personal identification information, and shall not reveal any such information to any other individual or entity. I understand that my User Password and Logon ID are intended to provide security against unauthorized entry and access to my employer's accounts. If I become aware of the unauthorized use of any information regarding 1Link, including, but not limited to, any unauthorized use of my User ID and/or Password, or if I suspect that any unauthorized use may occur, then I must immediately instruct the Federal Home Loan Bank of New York ("FHLBNY") to revoke authority for said User ID and/or Password to use 1Link. I understand that data transferred via 1Link shall be encrypted in an effort to provide transmission security. However, notwithstanding the FHLBNY's efforts to insure that 1Link is secure, I acknowledge that all data transfers, including electronic mail, occur openly on the Internet and potentially can be monitored and read by others. I understand that the HLB cannot and does not warrant that any or all data transfers utilizing 1Link, or e-mail transmitted to and from the HLB, will not be monitored or read by others.

### Create a Wire Payment

Once logged in, select Transactions from the top menu.





## Choose Create a New Wire

Once in the transactions menu:

- Mouse over the [Wires] section
- Select [New Wire Payment]

The screenshot shows the 'Link (DEMO)' interface for the Federal Home Loan Bank of New York. The 'TRANSACTIONS' menu is open, and 'New Wire Payment' is highlighted. Below the menu is a table of wire payments.

Select All/None	Sequence Number Sender's Ref	Value Date Last Modified By	Bene Name Bene ID	Bene Bank Name Bene Bank ID	Debit Acct Number Debit Acct Name	Payment Type	Status	Created By Template	Debit Amount Credit Amount
<input type="checkbox"/>	4088002	02/12/2018			Demand Master	Fedwire	Pending Add Approval		\$100,001.00

## Enter Wire Information

Follow the standard wire entry process adding the information for your wire including amount, debit account, beneficiary information, and any other information necessary for your bank. Then click [Preview Payment] to continue.

The screenshot shows the wire entry form. It includes sections for 'Reference for Beneficiary', 'Ordering Customer Information', 'Beneficiary Information', and 'Additional Information (Optional)'. The 'Preview Payment' button is highlighted with a red box and a red arrow pointing to it.



## Enter Wire Information

Follow the standard wire entry process

- At the Preview Payment page, update the field [Enter Passcode]
- The first RSA passcode required for this process is the current number displayed on the RSA hard token as seen below. Enter this into the Passcode box.
- Select [Submit Payment] at the bottom right hand corner of the screen

**Preview Payment: Fedwire**  
Use this screen to preview a Fedwire payment.

**Payment Information**

Payment Type: Fedwire

Debit Account: [REDACTED]  
Debit Amount: \$1,000,002.00  
Value Date: 02/12/2018  
Send Date: 02/12/2018

Sender's Reference:  
Reference for Beneficiary:  
Details of Payment:

Frequency: One Time Only

**Beneficiary Information**

Beneficiary ID Type: Account Number  
Beneficiary ID: [REDACTED]  
Beneficiary Name: [REDACTED]  
Address: [REDACTED]

Bank ID Type: ABA (Wire)  
Bank ID: [REDACTED]  
Bank Name: [REDACTED]  
Address: [REDACTED]

**Options**

Save as Template: No  
Approval: Submit this Payment for Later Approval

**Auth**

 Enter Passcode:  *To complete this transaction, enter your RSA passcode.*

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## Warning Error

After the RSA token number is entered the following warning regarding creating a PIN will be displayed:



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**Preview Payment: Fedwire**  
Use this screen to preview a Fedwire payment.

 **Warning:**  
Your passcode has been accepted but you are required to create a new PIN for your token. Please follow the instructions below for creating your new PIN.

**Payment Information**

Payment Type: Fedwire



### Creating a New PIN

- Review instructions to establish a new PIN at the bottom of the preview page
- Establish a new PIN using between 4 and 6 characters – **Important! The pin cannot start with 0!**
  - Create the new PIN in the field [Enter PIN]
  - Verify (retype) the PIN in the field: [Confirm PIN]
- **Please NOTE this will be the new PIN for your hard token going forward**
- Select [Submit Payment] to complete the creation process

The screenshot shows the 'Preview Payment: Fedwire' interface. At the top, there is a warning banner: "Warning: Your passcode has been accepted but you are required to create a new PIN for your token. Please follow the instructions below for creating your new PIN." Below this, the 'Payment Information' section displays details like Debit Account, Debit Amount (\$1,000,002.00), Value Date (02/12/2018), and Send Date (02/12/2018). The 'Beneficiary Information' section includes Beneficiary ID, Name, Address, Bank ID, and Bank Name. In the 'Authorization Required' section, there is a red-bordered box containing two input fields: 'Enter PIN:' and 'Confirm PIN:'. A red arrow points to the 'Enter PIN' field, and another red arrow points to the 'Submit Payment' button at the bottom right. The 'Submit Payment' button is also highlighted with a red border.

### Authenticating the New PIN

- A second warning will be displayed confirming the PIN has been accepted
- You will then be prompted to enter the next RSA hard token number to re-authenticate your new PIN

This screenshot shows the 'Preview Payment: Fedwire' interface after the PIN has been accepted. A red-bordered box highlights a warning banner: "Warning: Your new PIN has been accepted by the RSA server. Please wait for the next token value and re-authenticate using your new PIN." Below the warning, the 'Payment Information' section is visible, showing 'Payment Type: Fedwire'.



### Enter PIN and RSA Token code

Please **NOTE** the following step is required for all wire transactions going forward:

- Enter the newly established PIN immediately followed by the RSA Token number displayed on the RSA device in the field [Enter Passcode]. This differs from the last RSA Passcode entered in step 5, as the pin is now also required.
  - Example:
    - PIN: 1234
    - RSA Token: 567890
    - **Enter RSA Passcode:** 1234567890

Frequency: One Time Only

Beneficiary Information

Beneficiary ID Type: Account Number  
Beneficiary ID:  
Beneficiary Name:  
Address:

Bank ID Type: ABA (Wire)  
Bank ID:  
Bank Name:  
Address:

Save as Template: No  
Approval: Submit this Payment for Later Approval

To complete this transaction, enter your RSA passcode.

Enter Passcode: Pin+Passcode

Submit and Create Another | Submit Payment

### Final Step

- Confirmation the wire was *Successfully Submitted* with the corresponding transaction details will be provided.
- Please **NOTE** your PIN for future transactions.



- Please contact the FHLB NY Help desk for assistance with resetting the RSA PIN

**1Link (DEMO)**

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**Wire Pending Payments**  
Use this screen to view, modify, delete, approve and reject wire payments.

**Successful Submit:**  
 The Wire Payment  
 Sequence Number: 4088003  
 Payment Type: Fedwire  
 Debit Account:  
 Beneficiary ID Type: Account Number  
 Beneficiary ID:  
 Debit Amount: \$1000002.00  
 Value Date: 02/12/2018  
 was successfully created.

Search for Sequence Number:  Status

Select	Sequence Number	Value Date	Bene Name	Bene Bank Name	Debit Acct Number	Payment Type
All/None	Sender's Ref	Last Modified By	Bene ID	Bene Bank ID	Debit Acct Name	
<input type="checkbox"/>	4088003	02/12/2018				Fedwire

If you need further assistance, contact the 1Link Helpdesk at (800) 546-5101, and after the prompt, press 2 - 3 - 3 for 1Link Security Services or e-mail us at [1LinkSecurityServices@fhlbny.com](mailto:1LinkSecurityServices@fhlbny.com).\*

\* For spam filtering purposes, please ensure [1LinkSecurityServices@fhlbny.com](mailto:1LinkSecurityServices@fhlbny.com) are permitted senders.