

Authorising beneficiaries and payments Using your security token

Each time you add a new beneficiary or create a single payment you are required to authenticate the request, in the **Confirmation Details** section, using your security token.

The screenshot shows a 'Confirmation Details' form. At the top, there is a field 'Number to enter into your security token' with the value '12345678' highlighted in an orange box. Below it is a 'Security token passcode' field. To the left is an image of a security token. The main area contains 'Security token step by step instructions' with a numbered list of six steps. At the bottom right, there are 'Back' and 'Confirm' buttons.

- Press the **OK** button to switch on your security token
- Enter your four-digit **PIN**

Please note: Do not press the OK button after entering your PIN

- Enter the eight-digit number (located in the orange box in the **Confirmation Details** section) into your security token

Please note: The number in the orange box should end with the last four digits of your beneficiary's account number. If it does not, please do not proceed with the transaction and contact Computer Banking Services on 0845 603 2921 (lines are open 8am-6pm Monday to Friday, excluding Bank Holidays).

- Press **OK**

Your security token will now display a new eight-digit number:

- Enter the eight-digit number displayed on your security token into the box provided.
- Click the blue **Submit** or **Confirm** button to continue

The screenshot shows the same 'Confirmation Details' form. The 'Number to enter into your security token' field still shows '12345678'. The 'Security token passcode' field now has a red arrow pointing to it, indicating where to enter the new eight-digit number. The 'Security token step by step instructions' list is updated to reflect the second step. At the bottom right, there is a blue 'Confirm' button with a red arrow pointing to it.

A message will be displayed when your details have been confirmed (authenticated) successfully.

It is vital the status of all payments is checked after submission and any required approval.

Navigate to the Payment Summary screen. Payments successfully submitted will have a 'Success' status.