

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.

Confirmation Details

Number to enter into your security token **12345678**

Security token passcode

Security token step by step instructions

1. Please check that the last four digits of the beneficiary account match the last four digits of the number in the orange box (if they don't please contact the Customer Contact Centre).
2. Press the OK/power button on your security token.
3. Enter your PIN.
4. Enter the number from the orange box above and then click the OK/power button.
5. Type the passcode from your security token's screen into the white box above.
6. Click the blue 'Confirm' button on screen below.

If you need any further help please view our [common enquires](#) or [online demo](#).

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- 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

Confirmation Details

Number to enter into your security token **12345678**

Security token passcode **12345678**

Security token step by step instructions

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2. Press the OK/power button on your security token.
3. Enter your PIN.
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[Confirm](#)

A message will 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.