



Reference Guide: Enabling Hard Token

Purpose

Setting up Hard Token to process ACH and Wire transactions.

Registering the Hard Token

1. This token must be registered for the first time **during the approval of an ACH or Wire transaction**.
2. When approving an electronic transaction (ACH Batch, ACH Collection, Payroll, Wire, etc.) and being prompted for the token, push the button on the front of the token and enter the **6-Digit code** that is displayed.

****NOTE:** There is no PIN requirement to be entered prior entering the number displayed on the token**



3. Enter a **second 6-Digit Code** number from the token
4. After entering, the token is fully registered.

If you have any questions, contact our Customer Care Center:

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