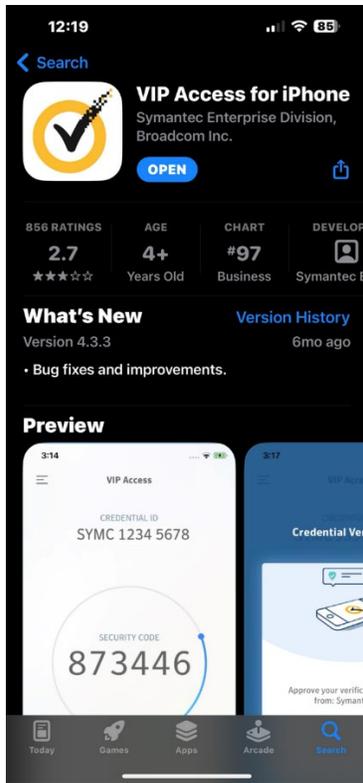


## Adding VIP Token to Business Online Banking

1. Visit the App Store on your mobile device and search for VIP Access. The app (shown in the screenshot below) has a gold circle with a black check mark in the middle.



2. Log into your South Shore Bank Business Online Profile and click on “my settings”, the top right-hand corner of the online banking home page.

[My Settings](#) | [Help](#) | [Support](#) | [Logout](#)

3. Find “Security Options” and click the blue hyperlink edit

## Login & Security

Username | [Edit](#)

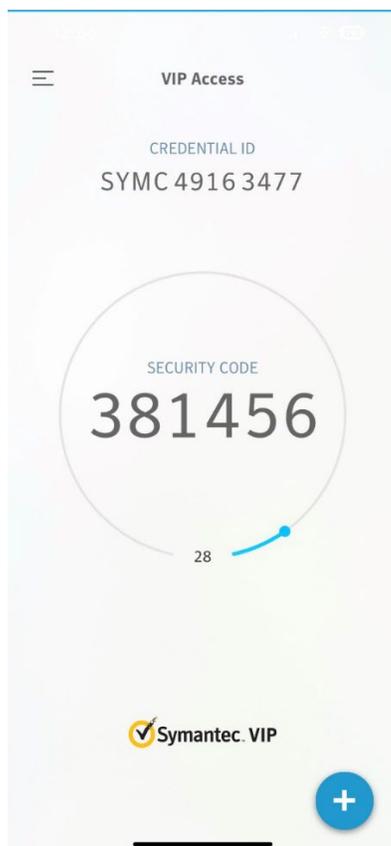
Password | [Edit](#)

Security options | [Edit](#)  Enable for text [v](#)

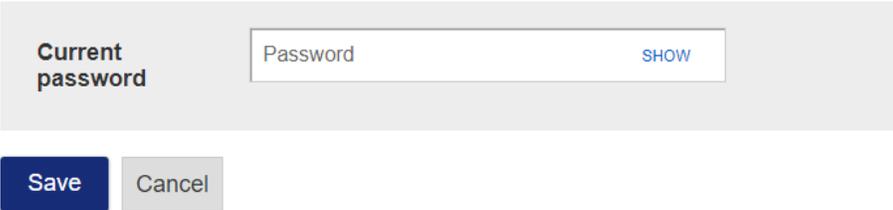
4. Find “By security token” and enter the Credential ID found on the VIP Access App. Enter the code as seen, capitals and no spaces.

**By security token** Use a VIP Access™ token to confirm your identity.

- ▶ [Where can I find the credential ID?](#)
- ▶ [What is VIP Access™ token, and how does it work?](#)
- ▶ [How do I get a VIP Access™ token?](#)



5. Scroll to the bottom of the page and enter your online banking password.

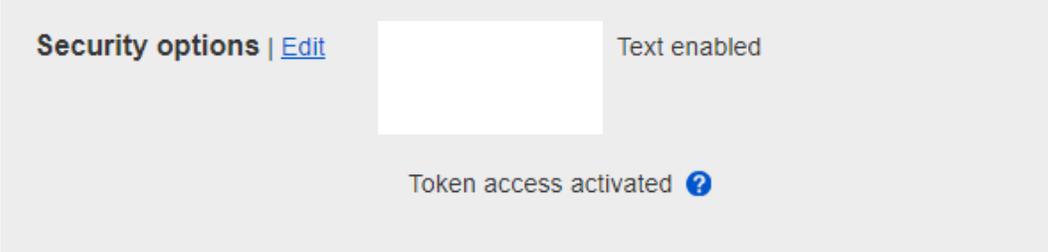


Current password

Password [SHOW](#)

[Save](#) [Cancel](#)

6. After these steps are completed, back on the My Settings page under Security Options, you will see an additional line under your phone number that says Token Access Activated.

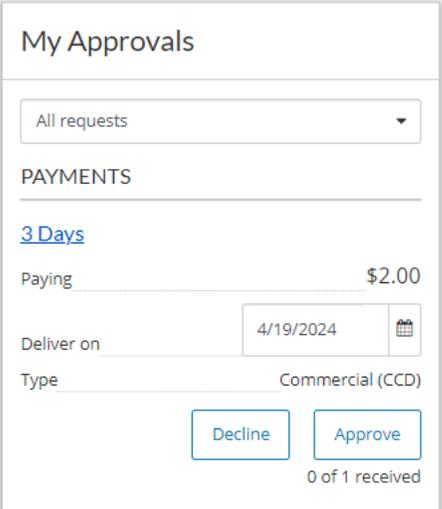


Security options | [Edit](#)

Text enabled

Token access activated [?](#)

7. Tokens are required for all users who have access to ACH and Wire Payments.
8. When an ACH or Wire payment is initiated, approval will be needed by another admin or business user. The token is used as an MFA for approving ACH and Wire Payments.
9. The approver will login to online banking and see the transaction under “My Approvals”.



My Approvals

All requests

PAYMENTS

[3 Days](#)

Paying \$2.00

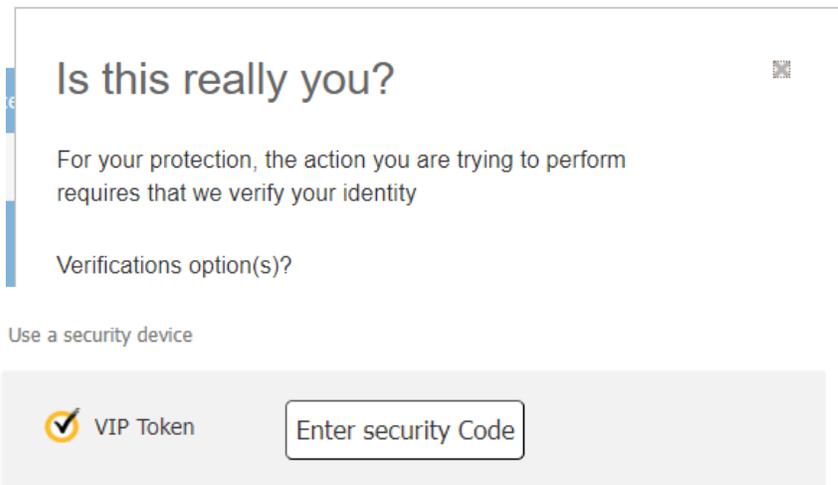
Deliver on 4/19/2024

Type Commercial (CCD)

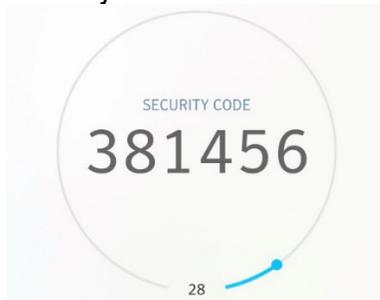
[Decline](#) [Approve](#)

0 of 1 received

10. The approver will then press approve and the following screen will appear.



11. Open the VIP Access App and enter the 6-digit security code found in the circle; this security code will refresh every 30 seconds.



12. Once the code has been entered, the ACH or Wire will be approved.