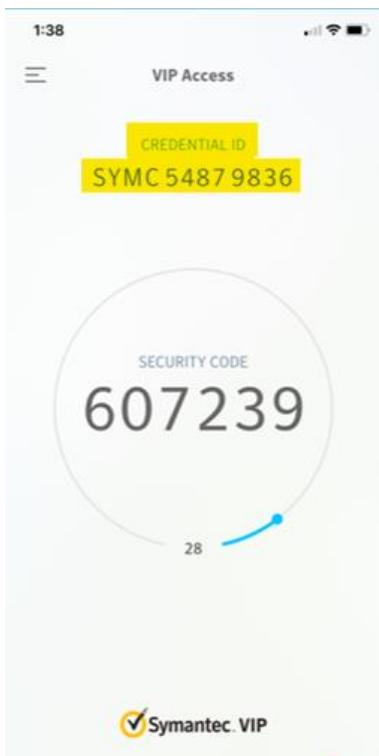




Step 1. From the Appstore on your mobile device, download the VIP Access application (pictured above)



Step 2. Open VIP Access. The screen should look very similar to the one pictured above.



SOFT TOKEN INSTRUCTIONS

The screenshot shows the Liberty Bank online banking interface. At the top, there is a navigation bar with the Liberty Bank logo on the left and a user profile dropdown labeled "Welcome Bank User" on the right. Below the navigation bar, there are tabs for "Home", "Accounts", "Transfers", "Cash Management", and "Statements". The "Home" tab is selected, and the page displays a "Home" header with a "Transfer" button. Below the header, there are two tabs: "ALL ACCOUNTS" and "FAVORITES". A "Sort By" dropdown is set to "Account Number". A table lists several checking accounts with their available balances and previous day balances. On the left side, there is a notification panel showing "5 of 11 Unread Messages" with a list of messages, including "New Access Granted!" and "Transaction Pending Approval".

Checking	Available	Previous Day
Checking 11 ☆	\$1.48	\$1.48
Checking *0616 ☆	\$8.57	\$8.57
Checking *1111 ☆	\$3.00	\$3.00
Checking *3123 ☆	\$6.40	\$6.40
TOTAL	\$19.45	\$19.45

Step 3. Sign into online banking and click on the “Welcome User” dropdown highlighted above.

The screenshot shows the "Welcome Bank User" dropdown menu. The menu is open, displaying several options: "Update Nickname", "Change Access ID", "Change Passcode", "Change Contact Information", "Change Security Questions", and "All Services & Settings". The "All Services & Settings" option is highlighted in yellow.

Step 4. Click on “All Services & Settings”

Services & Settings

Quick Links - *Get the help you need faster*

Change passcode
Stop check payment

Change phone, email or address

Reorder checks

All Services & Settings

Security Actions

Stop check payment

Security Settings

Change phone, email or address

Change your:

Access ID

Passcode

Security questions

Security code delivery

Request security token

Activate token

Preferences

Transaction categories

ACH batches - items per page

Display Settings

Account nicknames

Default history configuration

List sorting

Banking Services

Request documents

Reorder checks

Other

Email marketing preference

Step 5. Click on “Activate Token”

Services & Settings

Activate Your Security Token

For security reasons you are required to use a VIP Security Token as additional authentication to access your online accounts.



You must have your Security Token in order to activate the Security Token services. Locate your Security Token and follow the steps below. If you do not have a Security Token, please contact Liberty Bank at 360-779-4567.

Step 1: Locate the Security Token ID printed on the token device (typically 12 alpha-numeric characters) and enter in the Security Token ID field below.

Step 2: Generate Security Code

Press the button on the credential to generate a security code number. Security codes are valid for only 30 seconds. After 30 seconds, a new security code must be generated.

Step 3: Enter Security Code

Enter the security code in the field below.

Security Token ID:

Security Code:

Step 6. From your mobile device, open the VIP Access App and enter the Credential ID and 6-digit Security Code from the App to the “Activate Your Security Token” screen in Online Banking.

Services & Settings

Activation Response

Activation Successful!

Congratulations! Your VIP security token has been activated and you now have an additional layer of security to protect your identity.



[Continue to your account](#)

Step 7. Success! Your token has been activated. You can now approve and send ACH and Wire transactions by entering the Security Code when prompted.