

## Getting Started

**Step 1:** If you access Remote Check Deposit via Digital Banking, this new MFA solution does not apply to you. This only applies to users that access the Remote Check Deposit site directly.

**Step 2:** On your personal mobile device open your Apple App Store or Google Play Store and search for VIP Access and install.

**Step 3:** Log into SmartPay Business using your login credentials

**Step 4:** You will then be prompted to register your Secure Token. Click Yes to register!

**Step 5:** Access your VIP Access App on your device. You will be provided with a Credential ID and Security Code. Enter your Credential ID where it's asking for Device Serial Number and enter the Security Code in the Token Code and click Submit.

**Step 6:** Your Token has been registered. Next time you log into SmartPay you will only be asked to provide a Secure Token.

**Note:** If at anytime the VIP Access App needs to be re-installed on an existing device or installed on a new device, please contact our Commercial Services team at 844.238.4228 ext. 2570