

Converting to a Soft Token

These instructions are for existing Business Online customers currently using a token to access Online Banking. The instructions will provide steps to convert your existing token to a soft (virtual) token on your mobile device using the Digipass mobile app.

Note: It is important that your mobile device does not turn off or go into sleep mode during this process. It is recommended to turn off the sleep settings temporarily until you have completed the token activation process.

First, go to the App Store or Play Store and search for “**Digipass for business banking**” and download the app shown on the right.



Next, log in to Online Banking from your computer and choose **Profile** from the top navigation.



Under the **Token** section you should see the message “Tokens are now available as an app on your device.”

① Tokens are now available as an app on your device. You can switch to using the app instead of your physical token.

Click **Switch to app** to continue.

Switch To App

Next, enter your 4 digit PIN and click **Begin verification**

Note: You may be prompted for a challenge question. If prompted, complete the challenge response and submit.

Verify your identity

Password or PIN *

* Indicates required field

Begin verification

Next choose **Begin activation** from the **Activate token** screen.

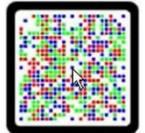
Begin Activation

Next launch the Digipass app from your mobile device and select **Begin activation**

Note: Your mobile device may request you to enable your camera for use with the Digipass app. This is required in order for you to scan the image to begin activation.



Scan the image on your computer to begin activation. To scan the image simply hover over the image with your mobile device until it is able to successfully read the image shown.



Next, enter the code provided on your mobile device into the Device code field along with a Device Nickname on Online Banking and click **Continue**

Activation

Here is the device code. Enter this code in the online application and press the button below to continue.

1234567890123456

Device code * 1234567890123456 HIDE

Device nickname * Georges Phone

* Indicates a required field

Continue **Cancel**

Go back to your mobile device and select **Scan Image**

Note: If available, you may then be prompted to enable biometric protection when using your token. We recommend enabling this feature.



Next, scan the image shown on your computer again with your mobile device to produce a one-time password

Enter the **One-Time Password** shown on the app into the **One-time password** field on Online Banking and click **Complete Activation**.

Activation

Your first One-Time Password is:

123456

One-time password * 123456

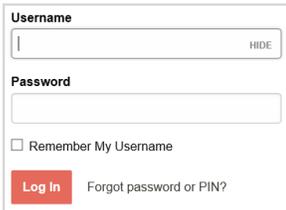
* Indicates a required field

Complete Activation **Cancel**

That's it! You have successfully converted your token to a soft (virtual) token. Please drop off your original token at a local branch at your earliest convenience.

These instructions are for Business Online customers requiring a token for access to Business Online Banking. Below are steps to log in after you have successfully enabled your token.

1. To log in, go to minnwestbank.com and click **Login** in the upper right corner. Change Account Type to **Business** from the Login drop down to be re-directed to the business login page.



Enter your **Username**

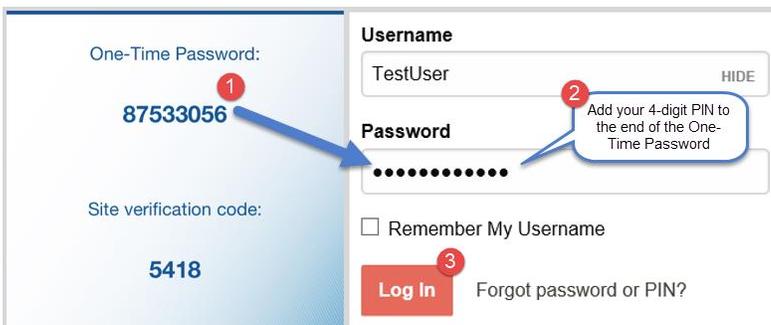
For **Password**, follow the instructions provided below

As a token user you will not use a standard password to access Business Online Banking. Passwords will be unique during each login and will utilize a one-time password generated by the Digipass app you previously downloaded on your mobile device along with your 4 digit PIN. Follow these procedure below to generate your password.

2. Launch the Digipass app from your mobile device and select **One-Time Password**



3. Enter the 8-digit One-Time Password shown on the app in the **Password** field along with your 4-digit PIN. The password will be a total of 12 digits. Once complete click **Log In**.



4. You will then be presented with a site verification pop-up. The **Site Verification** value presented on your online banking session should match the **Site verification code** displayed on your mobile device. If these values match, select **Verified**. You have completed the token login to Business Online Banking.

Note: If these values do not match, try logging in again. Contact the bank if you consistently see a non-matching Site Verification value.

