

RSA Software Token

Request for Additional Users

Follow these step-by-step instructions to log in to BankNow® with an RSA software token.

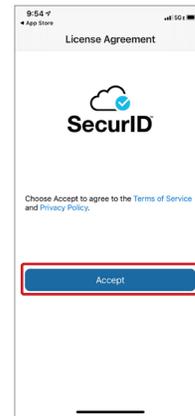
Please note: “Binding ID” may be referred to as “Device ID” for Android users.

 = To be completed by the new User  = To be completed by the Primary System Administrator (PSA)

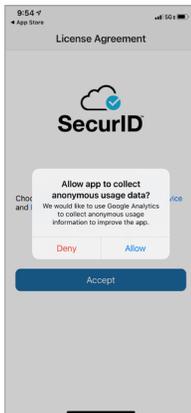
-  1. Navigate to the app store on your mobile device and download the **SecurID Software Token** app (Developed by RSA Security).



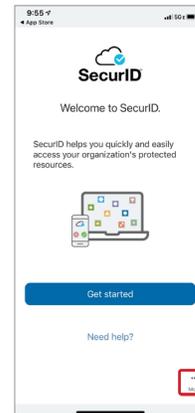
-  2a. Open the SecurID Software Token app and accept the app Terms and Conditions.



-  2b. Select your user preference on anonymous data collection.

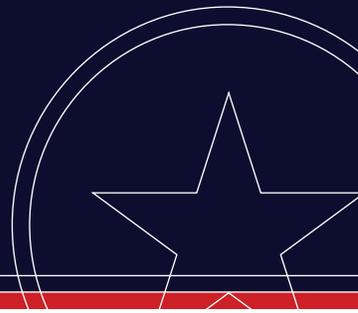


-  3a. Ignore the **Get Started** button and select the “More...” link, bottom right.



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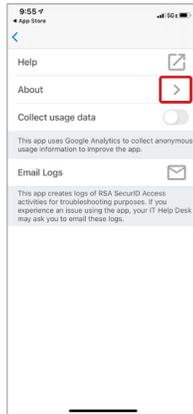
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 3b. Select **About**.



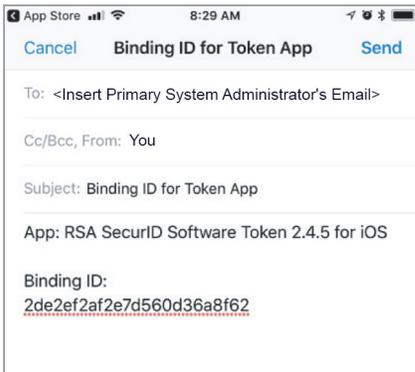
 3c. Click on the icon shown to initiate email of Binding ID.

Please Note: 'Binding ID' may be referred to as 'Device ID' for Android users

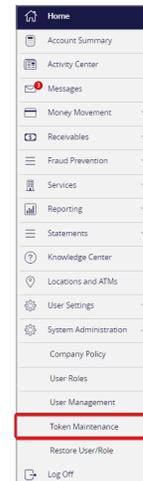


 4. Email the Binding ID to your company's Primary System Administrator (PSA).

Please Note: The PSA can navigate in BankNow to the following pages to order token for requested user. 'Binding ID' may be referred to as 'Device ID' for Android users.

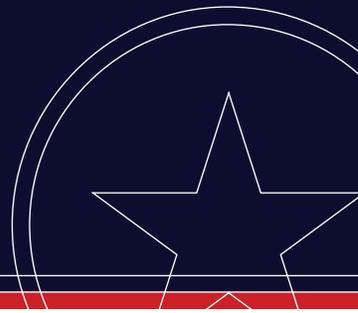


 5. PSA should navigate to "Token Maintenance" within the System Administration menu.



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PSA

6. PSA can select a user to issue a token to.

Token Maintenance

Select a user ▼

PSA

7. PSA orders a Mobile Token.

Token Maintenance

Logan Baranowski 2 (lobaraz) ▼

This user has no tokens assigned

Order Mobile Token

PSA

8. PSA fills out form using Binding ID.

Please Note: 'Binding ID' may be referred to as 'Device ID' for Android users.

Order Mobile Token

User
lobaraz

Device

iOS

Binding ID

Email
logan.baranowski@gmail.com

CC

Cancel
Order Mobile Token



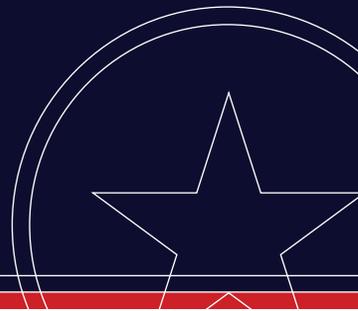
9. Token is distributed via email.

Note: If required, the PSA can redistribute a token by selecting the "Send Activation" link next to the token.

Serial #	Device	Assigned Date	Enabled	PIN Set	
001878885605	iOS	05/15/2022	Yes	Yes	<div style="display: flex; align-items: center; gap: 5px;"> </div> <div style="background-color: #003366; color: white; padding: 2px 5px; font-size: x-small; margin-top: 2px;">Send Activation</div>

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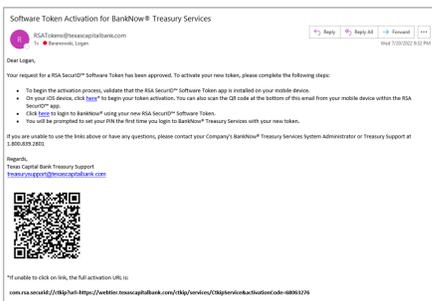
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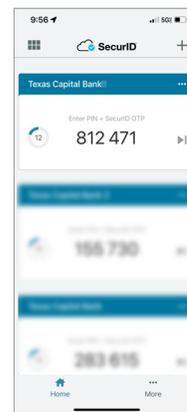
10. You can do one of the following to get token imported from the email received.

- Click “here.”
- Open the SecurID app and choose “Get Started.” The app will ask to access your camera. Locate activation email on your desktop or tablet and use your phone to take a picture of the QR Code.
- Copy & Paste and/or type the URL at bottom of email into the SecurID app.



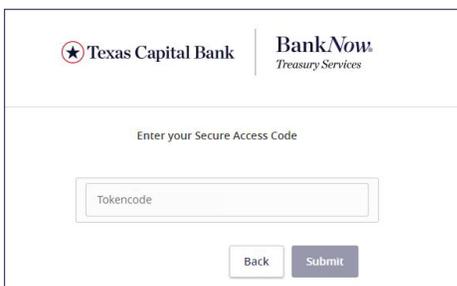
11. Upon successful activation, a 6 digit token code will appear in the SecurID app.

Please Note: Token codes are one-time use.



12. At next BankNow logon, you will be prompted to enter the 6-digit token code from the SecurID mobile app. Once entered, follow the prompts to create a 4-digit PIN. Subsequent logons will require the PIN and the Tokencode.

Please Note: This step needs to be completed on a desktop computer, not a mobile device.



13. Once your PIN is set, allow your token passcode to reset at least once and then log in to BankNow using your PIN + Tokencode.

Please Note: You can now log on to Desktop or BankNow Mobile app using your new software token.

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