As your company’s Business Suite Service Administrator, you play a critical role in the proper implementation and maintenance of security tokens used for the approval of Wire and ACH payment transactions.

**Set up Security Tokens for Payment Approver Users**

When creating a new user with the function to approve Wire and ACH payments, the user must also be entitled for tokens.

1. **Request security tokens**
   
   We will send you the number of security tokens you request as a part of the enrollment procedures. To request additional security tokens, please contact Treasury Management Client Services.

2. **Entitle all Wire and ACH approvers with Tokens.**
   
   Users are entitled for tokens during the Assign Roles and Services step.

3. **Assign users approve permissions for wires and/or ACH**
   
   Ensure users that should approve payments have the approve entitlement.
4. Provide the user with the token device
For instructions on how to activate and safely manage their security tokens, refer your users to the Security Token Activation and User Guide <insert link>.

Disconnecting security tokens from users
If a user no longer requires a security token, the security token may be disconnected from the user. Disconnected security tokens may be reassigned to new users.

1. Deactivate or remove Wire and/or ACH payment approve permissions
Deactivate the user or remove their payment permissions as appropriate.

2. Request that the security token(s) be deleted from the user
Contact Treasury Management Client Services to request that all security tokens be deleted from the user. Client services will delete tokens from the user’s profile.

3. Re-activate the security token for a new or different user
If you still have the token, you can provide the security token to a new user by following set up procedures above.

Special note:
To safeguard the security tokens and all devices used for banking activities, instruct your users to keep their security token locked or hidden, and to password-protect their computers and mobile devices.

Treasury Management Client Services
Monday – Friday (excluding holidays)
5:30 a.m. – 7:00 p.m. Pacific Time
(800) 599-0020