



# Treasury Manager

## Token User Guide

### HW Secure – IOS Mobile Token

1. Login to [Treasury Manager](#) using the credentials you received from the bank.
2. On the Token Entry pop-up, click the link **Register mobile device** to activate your token.

A screenshot of a web-based 'Token Entry' pop-up window. The window has an orange header with a warning icon and the text 'Authorization Required'. Below the header, the text 'Token Entry' is displayed. There is a label '\* Token Code' next to an empty input field. To the right of the input field are two links: 'Register hard token' and 'Register mobile device', with the latter being highlighted by an orange rectangular box. At the bottom of the window are two buttons: a green 'Submit' button and a white 'Cancel' button.

3. Go to the Apple App store and download the HW Secure Application.

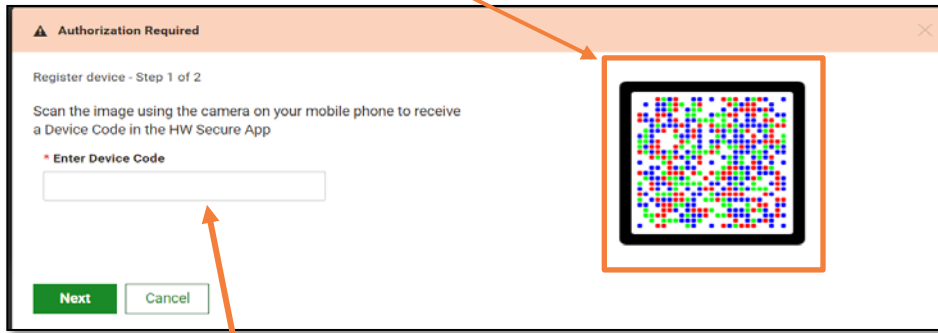


4. Open the HW Secure App on your mobile device. The following will appear Allow “HW Secure to use your location”? Allow while using app “HW Secure would like to Access the Camera, click ok.

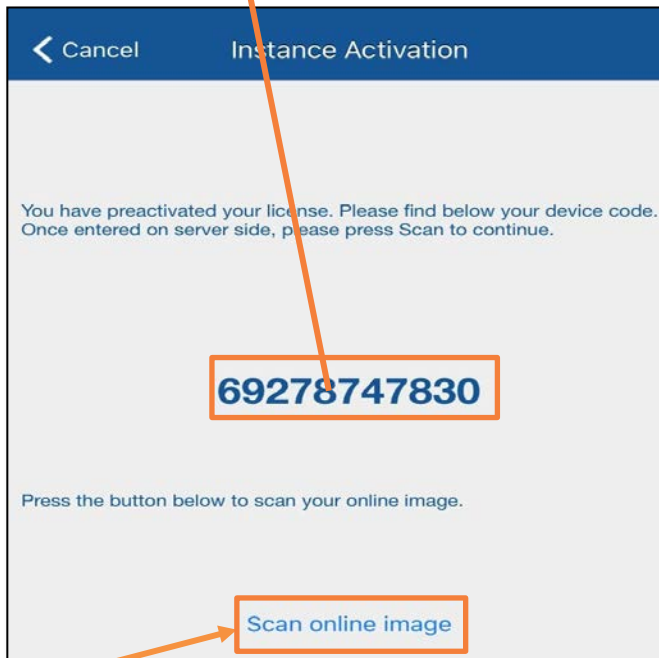
A screenshot of the HW Secure app's activation screen. The screen is light gray and has the text 'Activation mode:' at the top. Below this, there are two large, rounded rectangular buttons. The first button features a blue checkmark icon and the text 'Scan message for offline activation'. The second button features a blue question mark icon and the text 'Offline Help'. Below the buttons, the word 'Help' is written in blue.

5. Click on “scan message for offline activation” on your mobile device.

- Using your mobile device camera, **scan the image** on your computer screen to receive a Device Code in the HW Secure App.

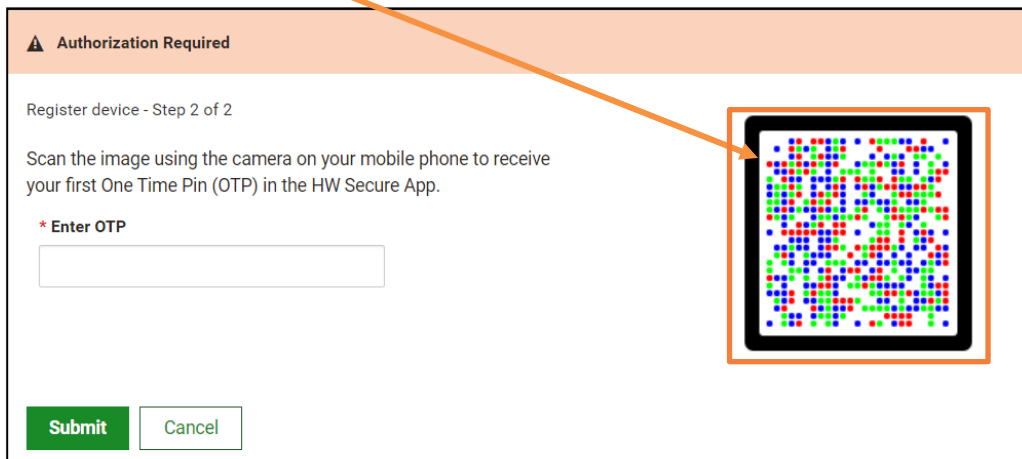


- Enter the instance activation number in the **Enter Device Code** box on your computer and click **Next**.

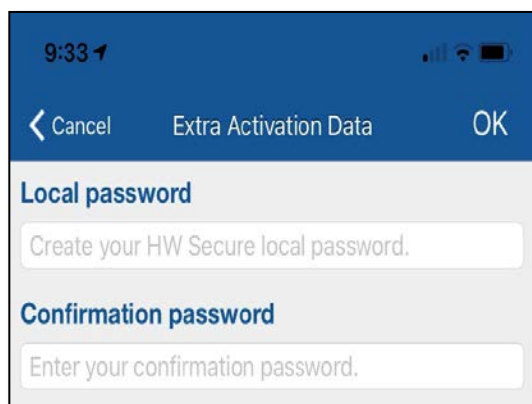


- Click the message on the bottom of your mobile device to “**Scan online image.**”

- Using your mobile device camera, scan the image on your computer screen.

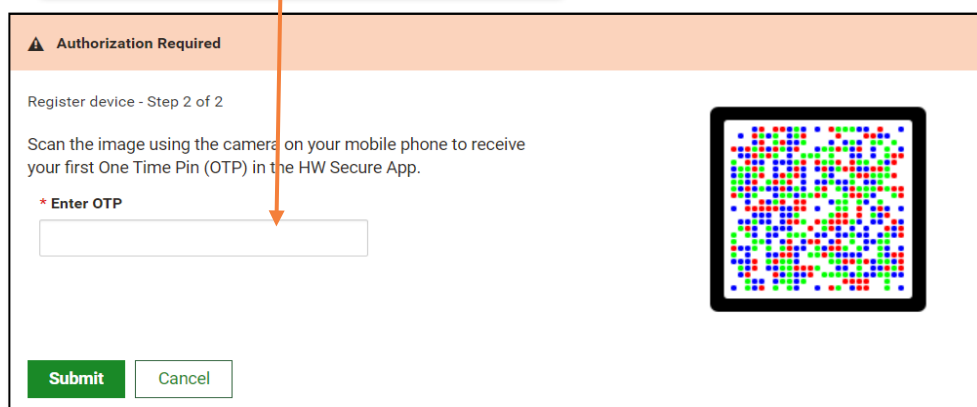
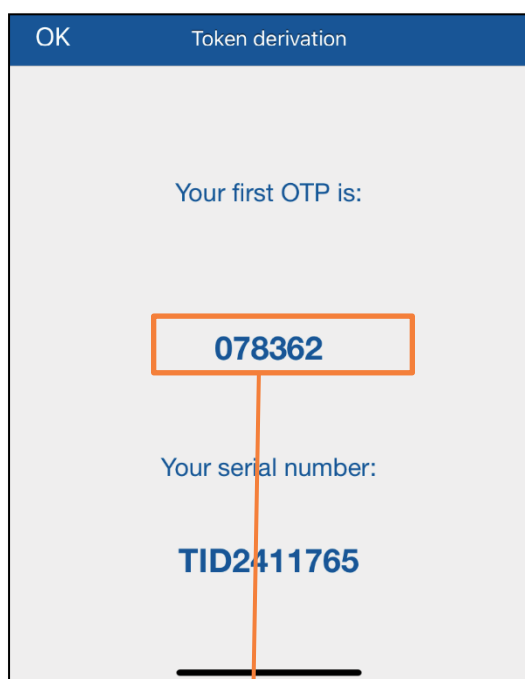


10. After scanning, you will enter a password (for the HW Secure application) and then confirm your password, press OK. Password must be a minimum of six characters.

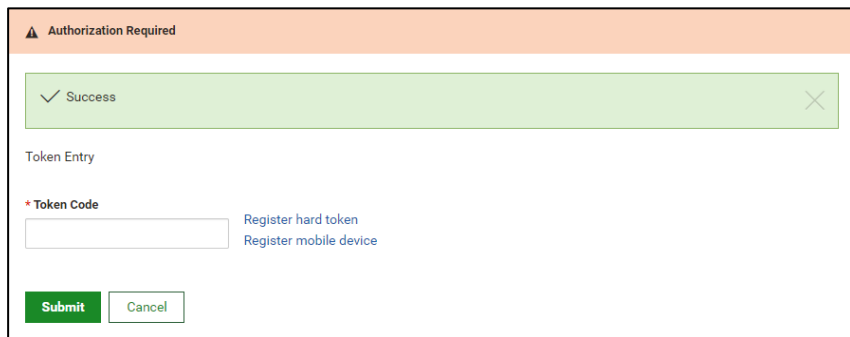


11. If your device has biometric sensor, the following message will appear, "Your device has a biometric sensor. Do you want to activate? Yes or No. If No is entered, the user will have to enter the above password each time the HW Secure app is used.

12. OTP code will appear on your mobile device. Enter the OTP code in the authorization required screen then click submit.

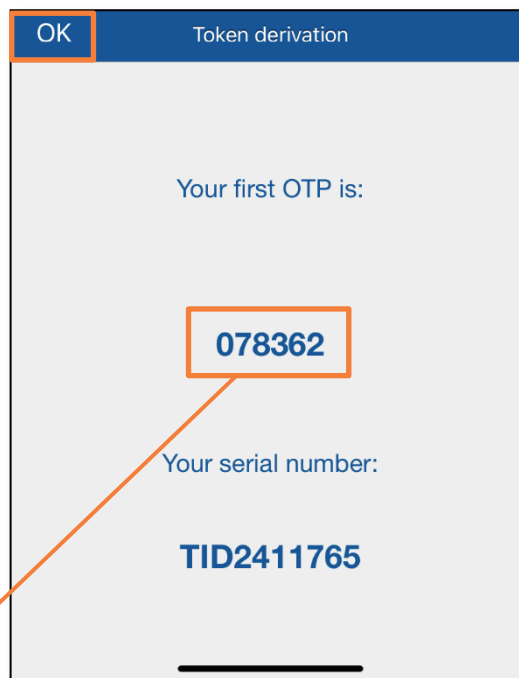
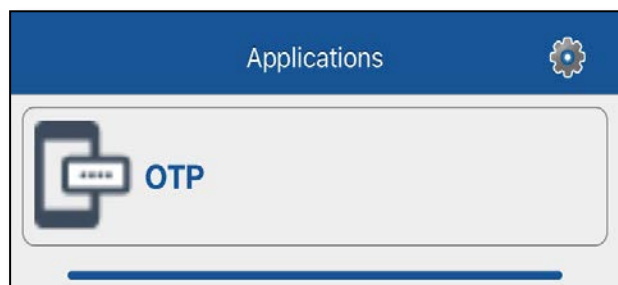


13. The success screen appears. Your registration is complete.

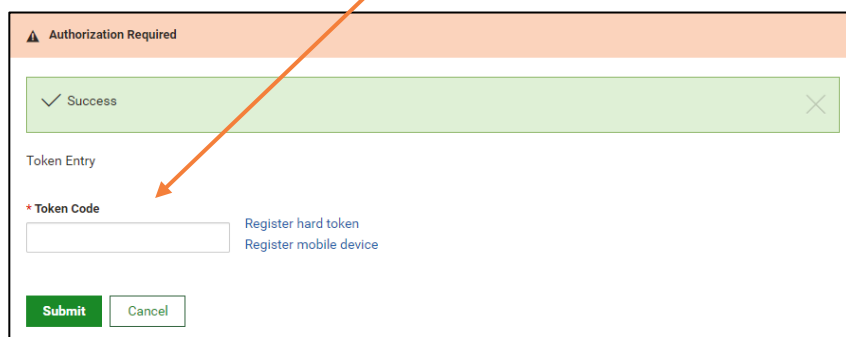


14. On your mobile device, click OK at the top of your screen.

15. On your mobile device, click the OTP button. You will have to authenticate by either entering your password for the HW Secure app or the biometric recognition will appear.

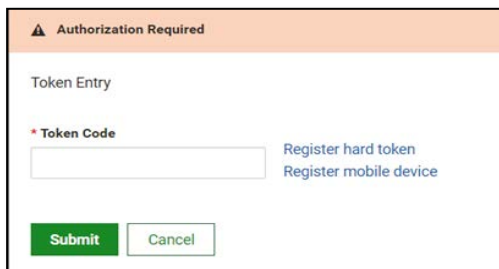


16. The One Time Password will appear on your mobile device, enter it into the token code space before the time expires and click **Submit**. Treasury Manager Home page will open. Please ensure the app generated a new code and it is different from the previous OTP code entered.

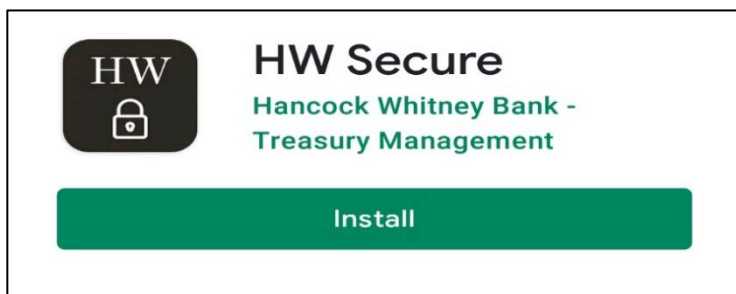


## HW Secure – Android Mobile Token

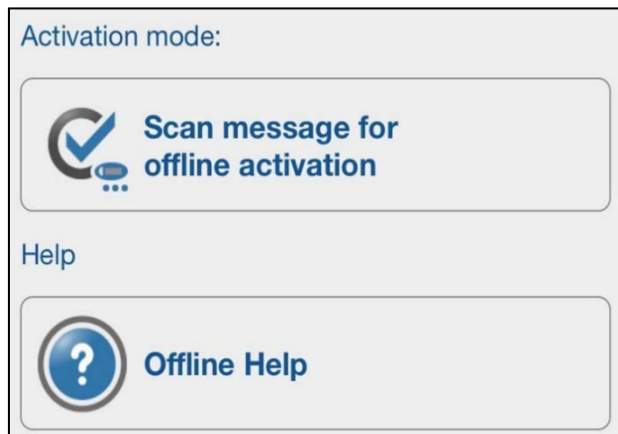
1. Login to [Treasury Manager](#) using the credentials you received from the bank.
2. On the Token Entry pop-up, click the link **Register mobile device** to activate your token.



3. Go to the Google Play Store and install the HW Secure Application.



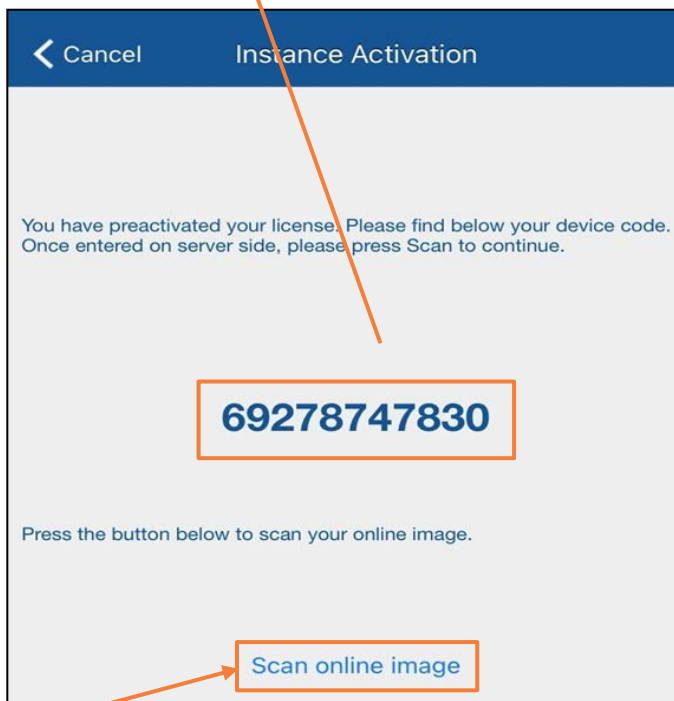
4. Open the HW Secure App on your mobile device. There will be several security questions to follow, click OK and Allow to all.
5. Click on “scan message for offline activation” on your mobile device.



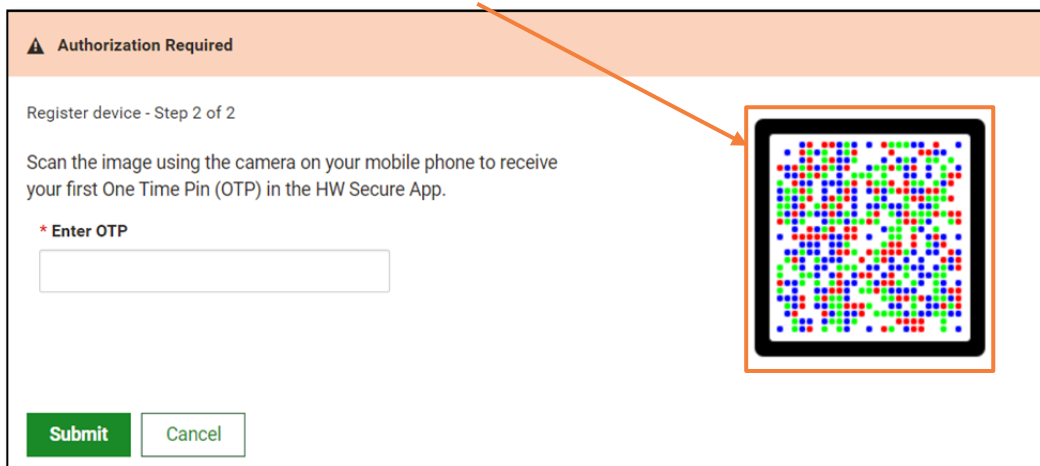
- Using your mobile device camera, **scan the image** on your computer screen to receive a Device Code in the HW Secure App.



- Enter the instance activation number in the **Enter Device Code** box on your computer and click **Next**.



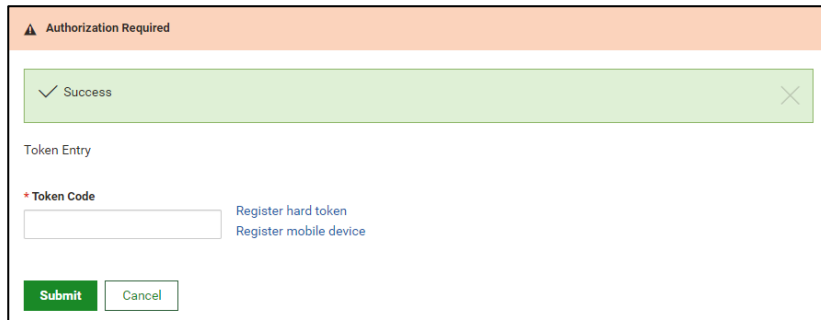
- Click the message on the bottom of your mobile device to “**Scan online image**”.
- Using your mobile device camera, scan the image on your computer screen.



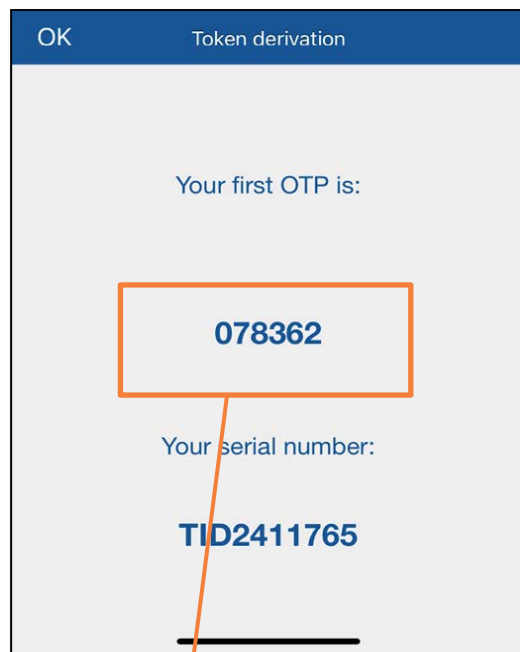
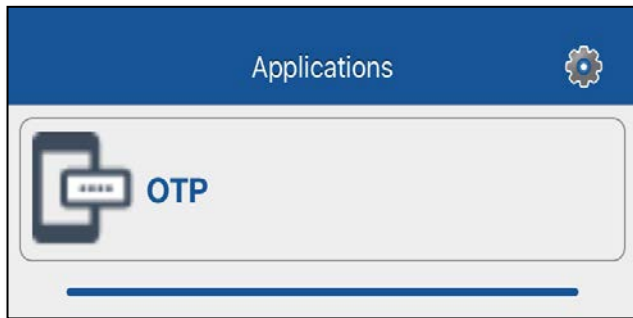
10. After scanning, you will enter a local password (for the HW Secure app) and then confirm your password, then press OK. Password must be a minimum of six characters.

11. If your device has biometric sensor, the following message will appear, "Your device has a biometric sensor. Do you want to activate? Yes or No. If No is entered, the user will have to enter the above password each time the HW Secure app is used.
12. OTP code will appear on your mobile device. Enter the OTP code in the authorization required on then click **submit**.

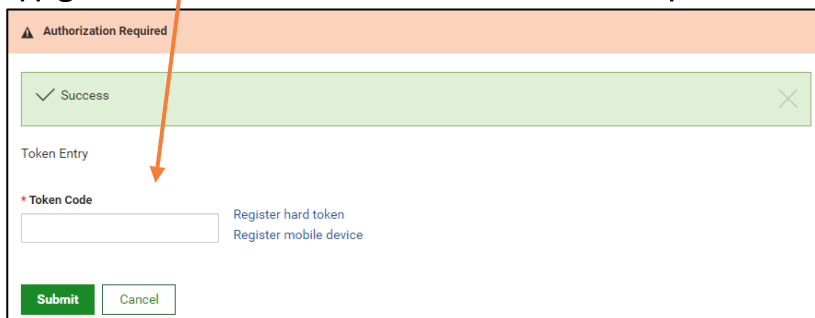
13. The success screen appears on your PC. **Click OK on the bottom of your mobile screen.**



14. From your mobile device, click on the OTP button. Either you will have to enter your password or the biometric recognition will appear.



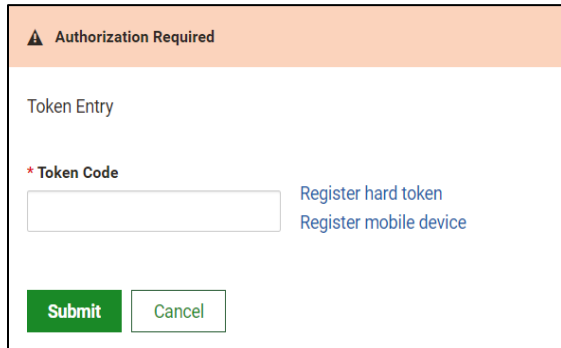
15. The One Time Password will appear on your mobile device. Enter the token code on your PC and click **submit** before the time expires. Treasury Manger Home page will appear. **Please ensure the app generates a new code and it is different from the previous OTP code entered.**





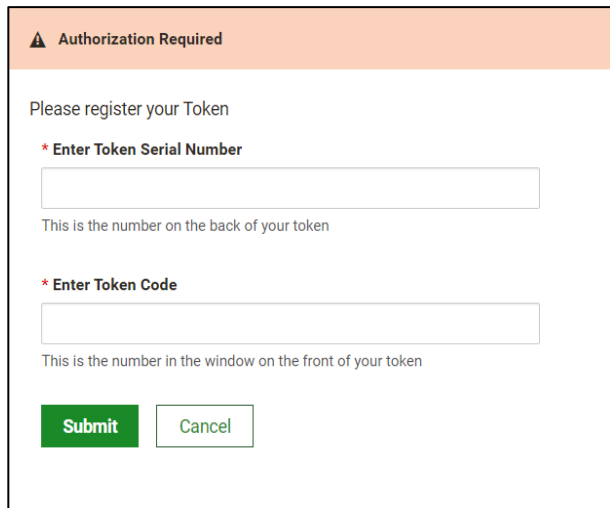
## Hard Token Registration

- 1: Access Treasury Manager at [hwtreasurymanager.com](http://hwtreasurymanager.com).
- 2: Login to Treasury Manager using the credentials you received from the bank.
- 3: On the Token Entry pop-up, click on Register hard token.



The screenshot shows a dialog box titled "Authorization Required" with a warning icon. Below the title bar, the text "Token Entry" is displayed. There is a field labeled "\* Token Code" with a text input box. To the right of the input box are two links: "Register hard token" and "Register mobile device". At the bottom of the dialog are two buttons: "Submit" (green) and "Cancel" (white).

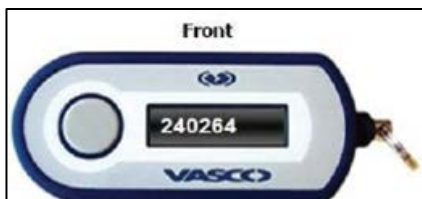
- 4: Enter the Token Serial Number – 10-digit number located on the **back** of the token. Do not include the hyphens or spaces.



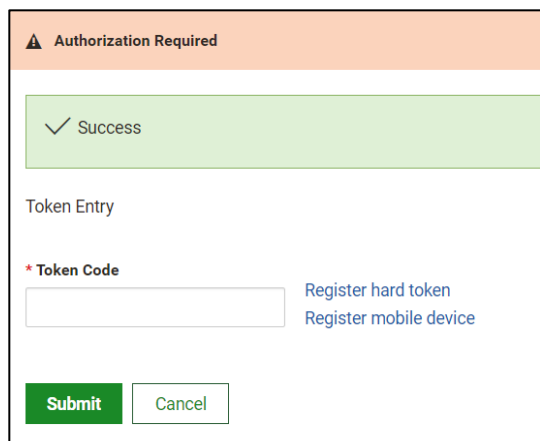
The screenshot shows a dialog box titled "Authorization Required" with a warning icon. Below the title bar, the text "Please register your Token" is displayed. There are two fields: "\* Enter Token Serial Number" with a text input box and a note below it stating "This is the number on the back of your token"; and "\* Enter Token Code" with a text input box and a note below it stating "This is the number in the window on the front of your token". At the bottom of the dialog are two buttons: "Submit" (green) and "Cancel" (white).



- 5: Press the button on the **front** of your token and enter the Token Code in the box provided. This token code must be entered upon each login and when approving payments.



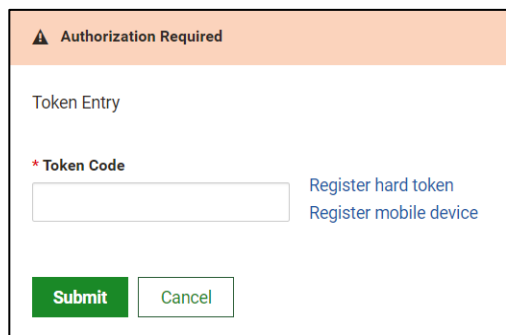
- 6: Click the Submit button. Success will show up in a green box. Click the button on the token again to get a token code to login to Treasury Manager.



The screenshot shows a web interface titled "Authorization Required". At the top, there is a green bar with a checkmark and the word "Success". Below this, the text "Token Entry" is displayed. A red asterisk is followed by the label "\* Token Code". To the right of the input field are two blue links: "Register hard token" and "Register mobile device". At the bottom, there are two buttons: a green "Submit" button and a white "Cancel" button.

## Using your Hard Token for Authentication

- 1: Access Treasury Manager at [hwtreasurymanager.com](http://hwtreasurymanager.com).
- 2: Login to Treasury Manager using the credentials you received from the bank.
- 3: When the token entry page appears.



This screenshot is identical to the one above, showing the "Authorization Required" screen with the "Token Entry" section. It highlights the input field for the "Token Code" and the "Submit" and "Cancel" buttons.

- 4: Press the button on the front of your token and enter the Token Code in the box provided. This token code must be entered upon each login and when approving payments.



- 5: Click submit and the home screen will appear.

