Soft Tokens
User Guide

An AFT user proceeds as follows to log in to *Payment Stream* AFT with a soft token for the first time

1. Enter your user ID and temporary password. The system will prompt you to change your password. Characteristics of secure passwords are as follows:

- Must be a minimum of eight characters

- Can contain opposite case characters, non-alphanumeric characters, or numeric characters

- Cannot be the same password used as one of the last six passwords

  Note: It is recommended to use a passphrase as these are harder to guess (e.g., "deskchairphonemug").

- Select **Enable** on the Register for 2-Step Security page.

- Ensure that the Google Authenticator mobile app is installed on the mobile device. After the app is installed, select **Next** on the Enable 2-Step Security page.

- Open the Google Authenticator app on your mobile device and allow the application to access your camera.

- Use the camera on your mobile device to scan the QR code shown on the left side of the screen.
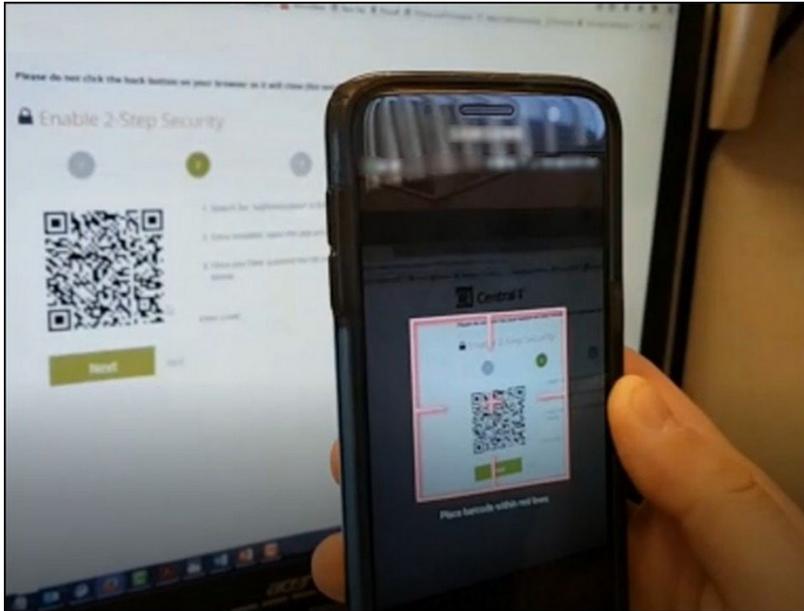
- Enter the 6-digit code that is displayed in the app in the Enter Code field on the Enable 2-Step Security page. Enter the code without spaces. Select **Next**.
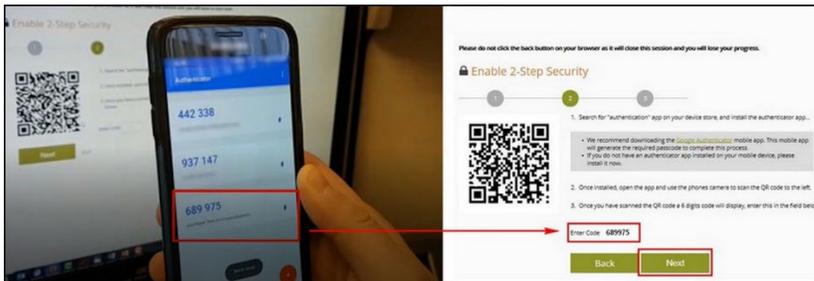
- Select **Done** on the confirmation page.