CORPORATE
BANKING

HOW TO ACTIVATE A HARDWARE TOKEN IN MILLENET FOR CORPORATES (INSTRUCTIONS)

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I. HARDWARE TOKEN – AN INTRODUCTION

I. HARDWARE TOKEN – AN INTRODUCTION

Dear Client,

A hardware token is a modern way to safely and conveniently authorise operations for Clients using **Millenet for Corporates**, which is Bank Millennium's online banking system.

This guide will help you to start using the hardware token as an authorisation tool. It will walk you through the configuration of the device up to the very performing of a transaction authorisation. This short description will prompt you to use a hardware token in practice in a way which will become simple and effective.

II. FIRST-TIME TURNING ON AND ASSIGNING A PIN

- To turn on a token keep the OK button pressed for 3 seconds
- When you turn it on for the first time, the token will enforce the assignment of a PIN code. You must then use the numerical keyboard on the device to enter an own sequence of 4 digits
- Use the OK key to accept the entered PIN

II. FIRST-TIME TURNING ON AND ASSIGNING A PIN

- The device will ask you to re-enter the PIN code and confirm it with the OK key. The PIN code will then be assigned to the device
- If the PIN is correctly entered, the display will show the **PIN changed** message, and the device will then move into the standby mode (a Menu will appear on display with options)
- After the PIN has been assigned the token is ready to authorise operations

PLEASE NOTE! A PIN code must be known to the token's user only. It should not be disclosed to other persons.

The token shuts down automatically after 30 seconds of inactivity or can be switched off manually, by keeping the OK key pressed for 3 seconds.

III. LOGIN AUTHENTICATION

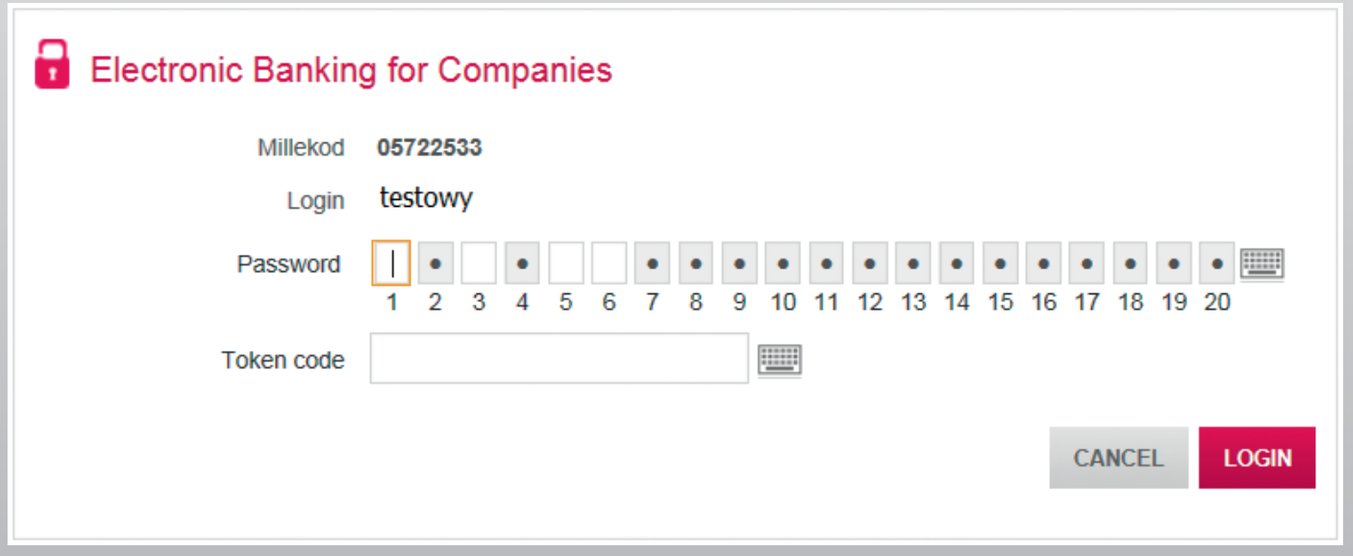
- Follow the below mentioned instructions:

  a. Turn on the token

  b. Enter the four-digit PIN

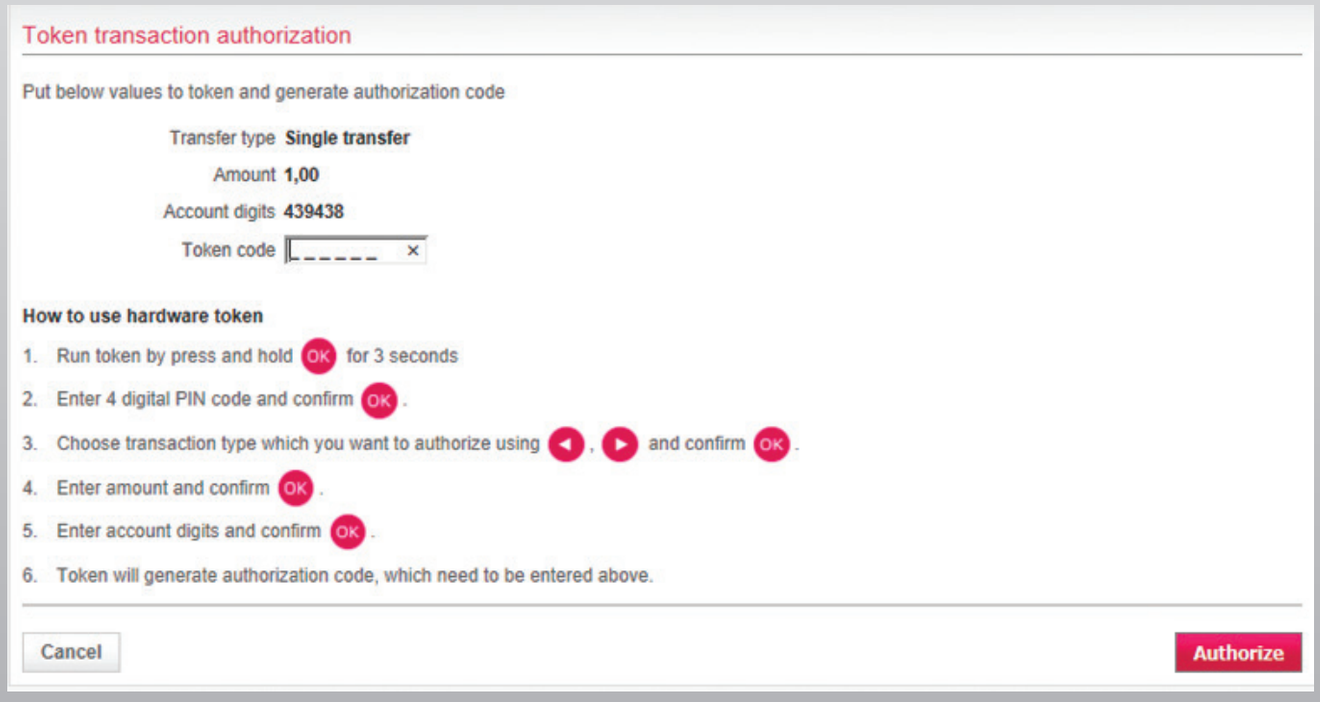
  c. Use the OK button to accept option **Login**

  d. Fill the **Token code** field with displayed **Login password**



IV. AUTHORISATION OF AN INDIVIDUAL TRANSFER

- Select the **Payments – Domestic Transfer** option
- Complete all the required fields, such as account and name of the recipient and title of payment
- Select the **Authorise and Send** action and then OK to confirm
- On the next screen, which presents details of the transfer, verify the earlier entered data, and then press OK to confirm
- The authorisation screen will be displayed as below:



IV. AUTHORISATION OF AN INDIVIDUAL TRANSFER

- Follow the instructions shown on the authorisation screen, namely:

  a. Turn on the token

  b. Enter the four-digit PIN

  c. Use ◄ and ► to indicate the required transaction type (in this case this is the **Single Transaction** option) and accept OK

  d. Enter the amount in the token and accept OK

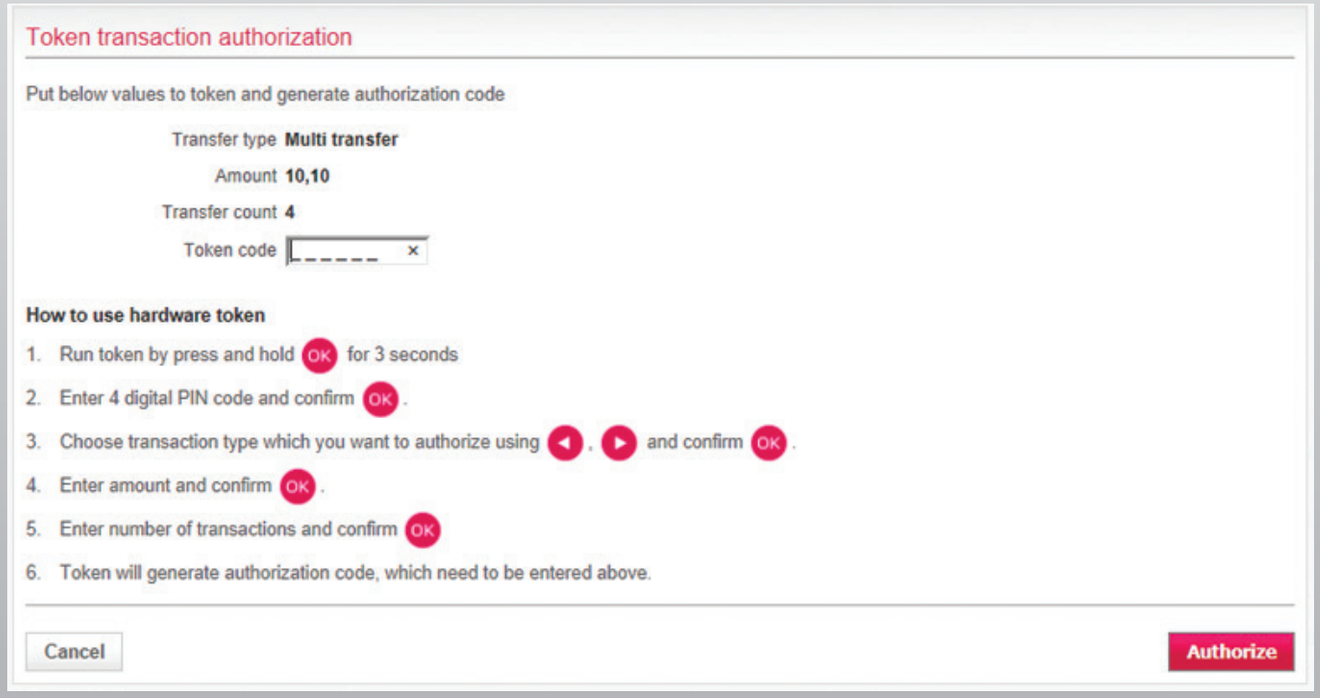
  e. Enter the digits of the account in the token and accept OK

  f. The authorisation code displayed on the token's screen should be entered in the field on the computer screen and the **Authorise** option selected

Use the same authorisation pattern also for other individual transactions, such as a transfer to ZUS (Social Security Authority), transfer to the Tax Office, a foreign transfer, etc.

V. HOW TO AUTHORISE MANY TRANSFERS

- In the **Orders Management** option select several transfers at the same time
- Select the **Authorise and Send** action and then press OK to confirm
- On the next screen, which presents transfer details, verify the earlier entered data, then accept OK
- The authorisation screen will be displayed as below:



V. HOW TO AUTHORISE MANY TRANSFERS

- Follow the instruction given on the authorisation screen, namely:

  a. Turn on the token

  b. Enter the four-digit PIN

  c. Use ◄ and ► to indicate the required transaction type (in this case this is the **Many transactions** option) and accept OK

  d. Enter the amount in the token and accept OK

  e. Enter the number of transactions in the token and accept OK

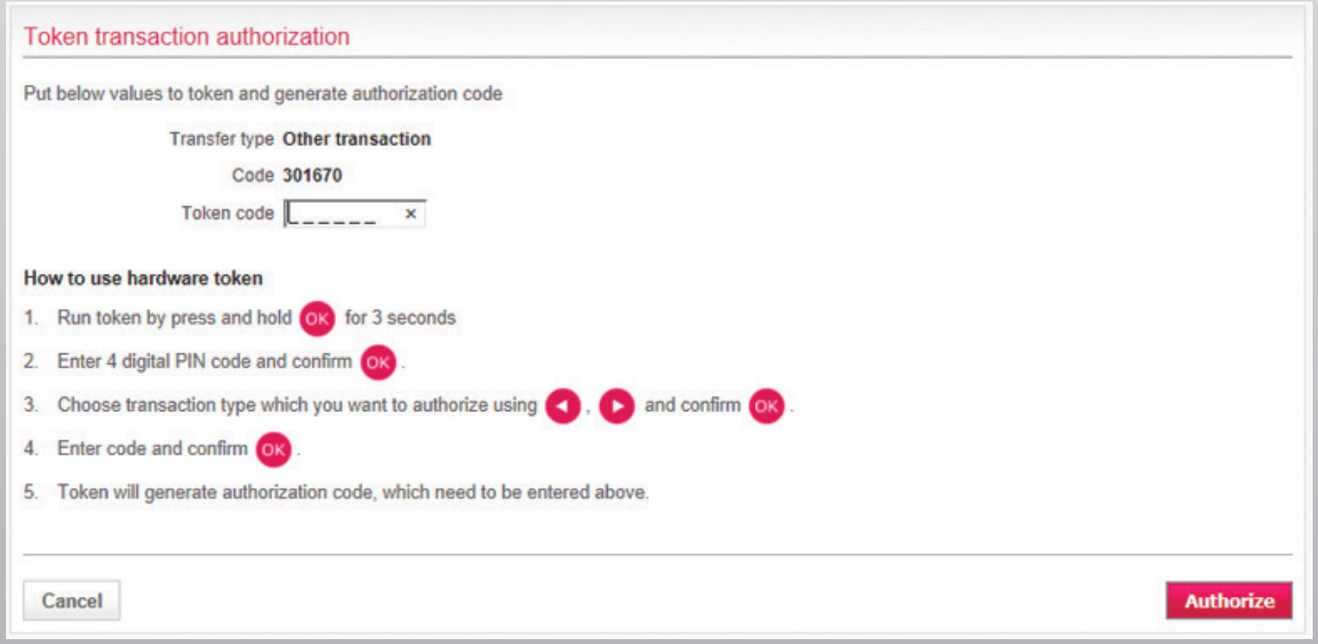
  f. The authorisation code displayed on the computer screen should be entered in the field on the computer screen and the **Authorise** option selected

VI. AUTHORISING OTHER OPERATIONS

In Millenet for Corporates other operations than transfers must also be authorised. They include the setting up of an account or standing order, or administrative operations, such as e.g. a change of user privileges.

To authorise such operations with a token, proceed as follows:

- After selecting the **Authorise** option for a given operation, the authorisation screen will be displayed, such as below:



VI. AUTHORISING OTHER OPERATIONS

- Follow the instruction shown on the authorisation screen, namely:

  a. Turn on the token

  b. Enter the four-digit PIN

  c. Use ◀ and ▶ to indicate the required transaction type (in this case this is the **Other** option) and accept OK

  d. Enter the code in the token and accept OK

  e. The authorisation code displayed on the token's screen should be entered in the field on the computer screen and the **Authorise** option selected

VII. USEFUL TIPS

How to enter an amount in a token

- A token's keyboard has no comma, so enter the amount of a transfer in one sequence including the grosze
- The grosze should be entered even if their value is zero

  Examples:

  - *For the amount of 1500,20 – enter in the token the following digits in this order: 1 5 0 0 2 0*
  - *For the amount of 0,30 – enter in the token the following digits in this order: 3 0*
  - *For the amount of 0,05 – enter in the token the following digits in this order: 5*
  - *For the amount of 250,00 – enter in the token the following digits in this order: 2 5 0 0 0*

Quick selection of options

- The menu's options can be selected by entering in the token the option's assigned number, instead of using the ◄ and ► keys for this purpose.

  E.g. at the Menu level press 3, to select the **Other** *transaction type.*

VIII. CHANGE OF PIN

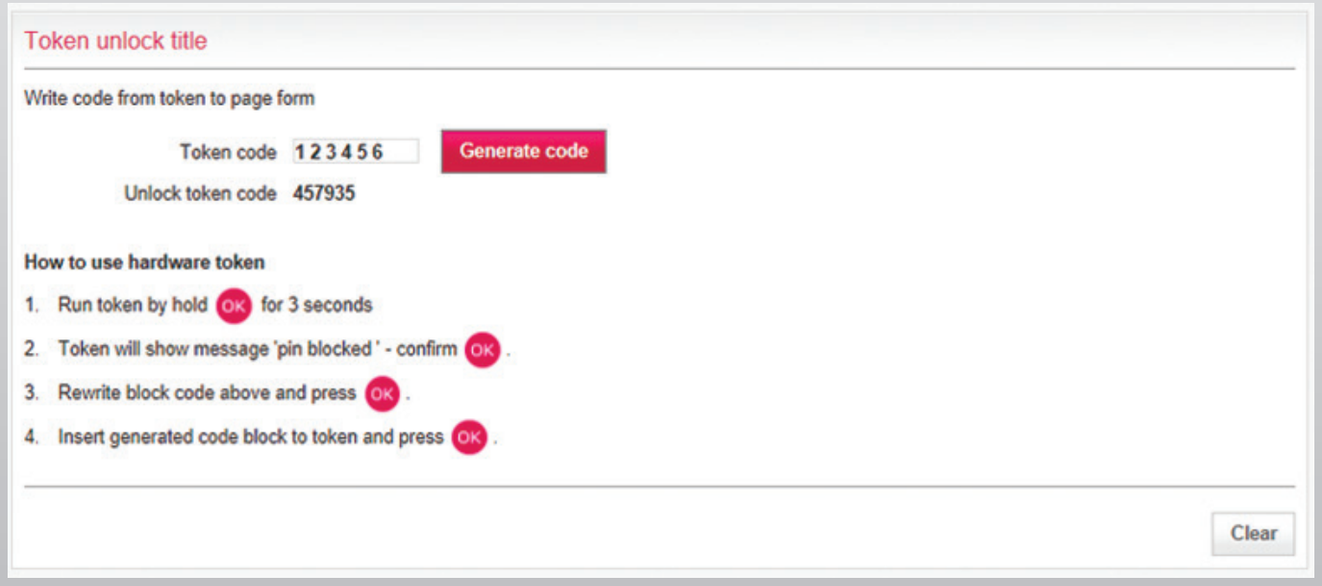
To change the token's PIN:

- Turn on the token
- Enter the old PIN
- Use ◀ and ▶ to the select **5. Settings** and accept OK
- Use ◀ and ▶ to select **2. Change of PIN** and accept OK
- Enter the old PIN in the token and accept OK
- Enter the new PIN in the token and accept OK
- Re-enter the new PIN and accept OK
- If the PIN is correctly entered, the display will show the PIN changed message

IX. HOW TO UNLOCK THE TOKEN AND TOKEN'S SETTINGS

If the PIN is incorrectly entered five times, the token will be locked out. To unlock:

- Log on to the Millenet for Corporates application
- Select **Settings – Token Unlocking**



IX. HOW TO UNLOCK THE TOKEN AND TOKEN'S SETTINGS

- Turn on the token
- Copy the code displayed on the token screen to the computer screen to the **PIN Lock Code** field and select **Generate Code**
- On the computer screen the token unlocking code will be displayed
- Copy the token unlocking code to the token and accept OK

The 5. Settings option in addition to changing the PIN also allows:

1. Change of language – Polish and English are available
2. Change of display contrast
   – values from 00 to 05 are available

X. INFORMATION

Select option **6. Information** to see the following data:

1. Serial number of device
2. Battery charging status
3. Bank's technical helpline numbers
4. Current date and number registered in the device
5. Token's software version

If you have questions or doubts please contact the Bank – no 801 632 632 or +48 22 598 40 31.

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