

MULTI-FACTOR AUTHENTICATION SET-UP

DepositPartner Web Application

FIRST TIME ENROLLMENT

1. Enter your User ID and click *Login*.

J <u>OHNSON</u> Deposit Partner	Language US English 💙
Please enter your user name and click "Login"	Care to enroll? If you haven't yet enrolled, you can enroll in Multi-Factor Authentication today.
User ID: Login	
To protect your personal information, we collect your password of	n a separate page.

2. Click *Begin Setup* to continue or *Sign Off* to cancel this process and exit the application.

J <u>OHNSON</u> b a n k.	Deposit Partner
	Set Up Secure Authentication
	Secure Authentication is a service to help protect you from fraudulent online activity. It provides you with visual cues when you sign on so you know that you are on our website and it is safe to enter information. Secure Authentication also helps us ensure that only authorized individuals can access financial information online.
	Setup is easy. You simply:
	 Set up a picture and personal phrase. These visual cues are displayed when you sign on and are your assurance that it is safe to enter information. Set up confirmation questions. These questions may be asked during the signon process to confirm that an authorized individual can access financial information online. Register your personal computer (optional). We ask that you register computers you commonly use to access your financial information online. This authorization helps us ensure that only recognized locations are accessing your information online.
	Begin Setup Sign Off

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3. Choose a category from the dropdown and then click on a picture as an addition to your Multi-Factor Authentication information.

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	Set Up Secure Authentication Here's a list of pictures. Click a picture to select it and return to the setup process. Category: Autors Food & Fruits Nature & Outdoors Travel Image: Pool & Fruits Nature & Outdoors Nature & Outdoors Nature & Outdoors Nature & Outdoors Nature & O

Enter a personal phrase corresponding to the selected picture and then click *Continue Setup* to continue the Confirmation Question selections screen.
 NOTE: In addition, you can also change the previously chosen picture on this screen.

J <u>OHNSON</u> Deposit Partn	er	
	Set Up Secure Authentication	
	Step 1 of 3 - Set up a picture and personal phrase	
	A picture has been selected for you. Please create your personal phrase and click "C	ontinue setup."
	User ID: testuser2	
	Enter a personal phrase: Your personal phrase will be displayed next to your picture when you sign and cannot include more than 40 characters.	on or change your password. It must be at least 1 character
	Continue Setup	
	Want to use a different picture? Select one of the pictures shown below.	
	🌌 🔹 🍫 💥 💝 😂 11 🐼 😂 🕼 🦟 📣	
	Want to view other pictures? Select another picture category.	
	Category: Abstract V	
	Need to cancel? Secure Authentication is vital in our efforts to prevent fraudulent acti need to start this process again. <u>Click to cancel</u>	vity. If you cancel, you'll lose the information you set up and v
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5. Choose four confirmation questions from the dropdown lists and enter your answers. Click *Continue Setup* to proceed to the computer registration screen.

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		Set Up Secu	are Authentication
		Step 2 of 3 -	Set up confirmation questions
		Select your confirm These questions m When asked, you n	nation questions. When you have provided answers for the questions, dick "Continue setup." my be asked when you sign on to confirm that an authorized individual is trying to access financial information online. must correctly answer these questions to sign on.
		Question: Answer:	Please select a question
		Question: Answer:	Please select a question V
		Quartier	Disease select a supplier
		Answer:	r nesse seeci a question v
		Question:	Plasse select a question
		Answer:	•
		Continue Setup	
		Need to cancel? So need to start this p	ecure Authentication is vital in our efforts to prevent fraudulent activity. If you cancel, you'll lose the information you set up and will rocess again. <u>Click to cancel</u>

 You have the option to "Register this computer" or "Do not register this computer". Select "Register this computer" and click *Continue Setup*.
 NOTE: If you do not select "Register this computer" you will be asked to validate your security credentials at each subsequent login.

Set Up Secure Authentication	
Step 3 of 3 - Register your personal computer	
We ask you to register personal computers that you commonly use to access DepositPartner. Computers are registered using a cookie. A cookie is a small text file that we save on your hard drive to help us ensure that only authorized individuals can access DepositPartner.	
On a registered computer, you are not asked to answer questions when you sign on - making it faster to access DepositPartner. We don't recommend registering public computers or computers you use infrequently. When you use these computers, we will ask you additional questions before you sign on to protect your information.	
Please select an option for this computer and click "Continue setup."	
Register this computer. Check this option if you commonly use this computer to access your financial information online. We will save a cookie to this computer to identify it as a registered location for accessing your financial information.	
Do not register this computer. Check this option if you do not want to have this computer identified as a registered location for accessing your financial information. Instead, additional questions will be asked when you sign on to protect your personal information.	
Continue Setup	
Need to cancel? Secure Authentication is vital in our efforts to prevent fraudulent activity. If you cancel, you'll lose the information you set up and will need to start this process again. Click to cancel	

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7. Preview and, if necessary, change any data previously entered. Enter the temporary password listed in the email sent from CIC Cash Management and click *Submit* to continue to the Secure Authentication Contact screen.

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		Set Up Secure Authentication		
		Secure Authentication has not yet been set up. Please verify your setup information, confirm your p make changes, click "Change" for the setup information you want to change.	assword, and then click "Sub	bmit."To
		Picture and personal phrase		Change
		test (
		Confirmation questions		Change
		What is the first name of your first niece/nephew?	Your Answer	
		Who was your childhood hero?	Your Answer	
		What is your father's first name?	Your Answer	
		What is your Zodiac sign?	Your Answer	
		Personal computer registration		Change
		Register this computer. We will save a cookie to this computer identifying it as a registered location for acce	ssing Direct Merchant.	
		Confirm password		
		To protect your personal information, we ask you to re-enter your password before setup is complete. Password: @		
		Submit		

8. Enter up to three phone numbers that can be used for future security verification. Click *Save and Continue* to finalize the Multi-Factor Authentication enrollment process.

Secure Authentication Contact In future, we will need your contact number to complete an a verification. It is important that you leave your contact with u verification process.	dditional layer of security s to enable us to complete the
Please take a moment to tell us where to reach you. Enter a valid phor to proceed.	1e number and click "Save and Continue"
Home V US - UNITED STATES (1) V	
Work US - UNITED STATES (1) V () - - extn (Optional)	
Mobile V US - UNITED STATES (1) V () extn (Optional)	
Save and Continue	
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a. When prompted enter a new password, confirm the new password, and click *Change Password*.

NOTE: the e-mail address will be prefilled with the E-mail that was provided on the DepositPartner Schedule. Once the password has been updated, a password confirmation e-mail will be sent as confirmation.



Change Password

This is a new account and the password must be set.



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UNREGISTERED ENROLLED USER

You will be required to go through the Multi-Factor Authentication process prior to login if your cookies have been cleared, you are accessing the DepositPartner application from a different PC, or you did not register your computer upon the initial Multi-Factor Authentication enrollment.

1. Enter your User ID and click *Login*.

J <u>OHNSON</u> Deposit Partner	Language US English 💙
Please enter your user name and click "Login"	Care to enroll? If you haven't yet enrolled, you can enroll in Multi-Factor Authentication today.
User ID:	

2. Verify that your Multi-Factor Authentication picture and personal phrase match what you chose at enrollment. If correct, answer your confirmation questions and click *Continue* to proceed. You may click the *Cancel* button to exit the application.

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		Sign in to Direct Merchant
		To protect your personal information, please answer the questions and click "Continue."
		Test This picture and personal phrase are displayed every time you access this page. If you don't recognize them, please contact us before you continue.
		What is your father's first name?
		Who was your childhood hero?
		Register this computer. Check this option if you commonly use this computer to access Direct Merchant. We will save a cookie to this computer to identify it as a registered location and you will not be asked to answer questions when you sign on - making it faster to access your account information.
		Forgotten the answers to your Challenge Questions? Click here
		Continue Cancel

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3. Select a contact phone number and Preferred Method of Contact to receive your One-Time Security Code.

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	One-Time Security Code
	Tell us where to reach you
	Work +1 (xoq) xoo-2836
	O Work +1 (xoo) xoo-2715 O Mobile +1 (xoo) xoo-1199
	Preformed Method of Contact: Phone Call or Text Message (SMS)
	To confirm login with SMS cod e:
	 Receive 1 message inquest Text STOP to 83018 to optout. Text HELP to 83018 to support.
	MsgåData Rates May Apply. Paricipating Carries includ e: Alle II. AT & T., Metro PCS, Crick et T-Mobile, U.S. Cellular, Sprint, Google Voice, Boost, Viigin Mobile, Verizon Wireless and others.
	By selecting Text Message (SMS), you certify that you:
	 are the account holder, or have the account holder's permission to do so
	SMS code delivery is subject to the Terms & Conditions of the financial institution.
	Customer SupportOptions
	Call 1-000-000-00000 Email@mybark.com
	Select Phone Callor TextMessage (SMS) for account authentication. Selecting TextMessage (SMS) sends a stand and note a lent.
	ev Phone Call O Text Message (SMS)
	Continue

4. If Text Message was selected as the preferred method of contact, you will receive a text message at the chosen contact number with the One-Time Security Code listed. Enter the code received from your cell phone into the open field on the One-Time Security Code screen and click Continue.

J <u>ohnson</u> b a n k.	Deposit Partner				
		One-Time Securit Please enter one-time securit Once you entered the code	t y Code y code that is sent on +1-2624		_
		Continue Back			
		Need to cancel? Secure Aut information you set up and v	hentication is vital in our efforts to will need to start this process again	o prevent fraudulent activity. If you cancel, you'll lose the n. <u>Click to cancel</u>	-
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- 5. Enter your password and click *Login* to proceed or *Cancel* to exit the application.
- 6. If Phone Call was selected as the preferred method of contact, you will receive a phone call asking for the One-Time Security Code which will be listed on the computer screen. Once the phone call is successful, press 1 and then key in the One-Time Security Code listed on your computer using your telephone key pad. Once the code has been successfully entered, you can disconnect the phone call and click *Phone Call Completed* on your computer screen.

J <u>OHNSON</u> b a n k.	Deposit Partner	
		One-Time Security Code
		Please wait for your phone call. We are now calling +1-262 During the call, you will be asked to enter the one- time security code displayed below.
		Once you complete the phone call, click Phone Call Completed
		713634
		Phone Call Completed Back
		Need to cancel? Secure Authentication is vital in our efforts to prevent fraudulent activity. If you cancel, you'll lose the information you set up and will need to start this process again. <u>Click to cancel</u>

7. Enter your password and click *Login* to proceed or *Cancel* to exit the application.

J <u>ohnson</u> Bank.	Deposit Partner			
		Sign on to Direct	: Merchant d and click "Login"	
		Test This picture and them, please co	d personal phrase are displayed en ontact us before you continue.	very time you access this page. If you don't recognize
		Password:	Ð	
		Login Cancel Forgot your password? If y here to reset your passwor	ou've forgotten your password, you d	u can reset it yourself and get signed on quickly. <u>Click</u>
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UNREGISTERED ENROLLED USER FORGOTTEN CHALLENGE QUESTIONS

If your cookies have been cleared or you are accessing the DepositPartner application from a different PC and you have forgotten the answers to your Multi-Factor Authentication confirmation questions.

1. Enter your User ID and click *Login*.

J <u>OHNSON</u> Deposit Partner	Language US English V
Please enter your user name and click "Login"	Care to enroll? If you haven't yet enrolled, you can enroll in Multi-Factor Authentication today.
User ID:	

 You will be prompted to answer two out of four confirmation questions. If you do not know your answers, please choose the "click here" hyperlink in the phrase "Forgotten the answers to your Challenge Questions? <u>Click here</u>"

NOTE: If you are not able to successfully answer your security questions after three attempts you will be locked out of the DepositPartner application.

J <u>ohnson</u> b a n k.	Deposit Partner			
		Sign in to Direct Merchant To protect your personal information, please answer the ques	stions and click "Continue."	
		Test This picture and personal phrase are displayed them, please contact us before you continue.	every time you access this page. If you don't recognize	
		What is your father's first name? Who was your childhood hero?		
		Register this computer. Check this option if you comm will save a cookie to this computer to identify it as a regis questions when you sign on - making it faster to access y Forgotten the answers to your Challenge Questions? <u>Click he</u>	nonly use this computer to access Direct Merchant. We tered location and you will not be asked to answer your account information.	8
		Continue		
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3. You will be locked out and receive the following screen:

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		If you have forgotten answers to your challenge questions contact your system administrator to get your password reset. You will be required to reenroll using your reset password to access your application.
		Click here for home page

4. Contact your DepositPartner Administrator or your DepositPartner supervisor to have your Multi-Factor Authentication confirmation questions reset.

NOTE: DepositPartner Administrators will need to contact the Treasury Management Support Center at 877.236.2739 to be unlocked and have their Multi-Factor Authentication confirmation questions reset.

5. Once you have been unlocked and had your Multi-Factor Authentication questions reset, please follow the instructions under First Time Enrollment.

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