

# Cash Vault: First Time Log In

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Please note: If you don't log in within 15 minutes of receiving your welcome email, you may need to follow the on-screen prompts to send a refreshed activation email.





You will receive an email directing you to activate your account. Click on the **Activate User** button in that email to start the process.

You will then be prompted to create a new password. Create a new password according to the guidelines that will be displayed on the screen. Click **Activate User** when completed.

## Activate Account

Enter password for your new account.

New password \*

Confirm password \*

Activate User



When you have successfully created your password, you will receive a message confirming your user profile has been activated successfully. Click **Sign In** to proceed.

## Activate Account

Enter password for your new account.

New password \*

Confirm password \*

User activated successfully.

[Sign In](#)



## Loomis Direct

Enter your **Username** and **Password** and click **Sign On**.

Please note, your username will be your email address.

A screenshot of the Loomis Direct login interface. At the top is the Loomis logo. Below it is a login form with two input fields: "USERNAME" and "PASSWORD". The "PASSWORD" field is masked with dots. To the right of each field is a red button with three dots. Below the fields is a blue "Sign On" button and a blue link for "Forgot Password".

LOOMIS

USERNAME

PASSWORD

Sign On

[Forgot Password](#)



Next, you will be prompted to setup Multi-Factor Authentication (MFA). Click **Setup** to continue.



### Setup MFA


To enhance the security of your account, you will need to enroll in multi-factor authentication (MFA). You will receive security codes via email or text message that you will use to authenticate with.

Setup

Cancel




You will be asked to select your preferred method to complete the MFA process. Select your preferred method. On the following pages, you will see the process for each method.




### Select Method


To enhance your account security against unauthorized access, you may select one of the following second-factor authentication methods to pair with your account..




Voice  
Receive a phone call with a passcode to authenticate.



Email  
Receive an email with a passcode to authenticate.



Text message  
Receive a text message with a passcode to authenticate.



Authenticator App  
Use an authenticator app (like Google) to authenticate.

[Cancel](#)



## Loomis Direct

The screenshot shows a Loomis Direct interface for entering a phone number. At the top is the Loomis logo. Below it, a text prompt asks the user to enter a phone number for receiving authentication codes, specifying to include a country code (1 for US). A text input field with a placeholder "\_\_\_\_\_" is provided. Below the field are two buttons: a light blue "Next" button and a blue "Cancel" link.

When selecting **Voice** for MFA, enter your mobile number into the field. Click **Next** to continue



## Loomis Direct

A screenshot of the Loomis Direct voice pairing interface. At the top is the Loomis logo. Below it, the text "Enter the passcode you heard to complete the voice pairing." is displayed. A text input field is shown with a blurred passcode. Below the input field, the text "Calling:" is followed by a blurred phone number. A "Call again" button is positioned below the number. At the bottom, there is a large blue "Finish" button and a smaller, light blue "Cancel" link.

LOOMIS

Enter the passcode you heard to complete the voice pairing.

[Blurred passcode field]

Calling:

[Blurred phone number]

Call again

Finish

Cancel

You will receive a code via a phone call. Enter that code into the text field and click **Finish**.





## Loomis Direct



Enter the email you would like to receive  
authentication codes with.

Next

Cancel

When selecting **Email** for MFA,  
enter your email address into the  
field. Click **Next** to continue



## Loomis Direct

A screenshot of the Loomis Direct email pairing screen. At the top is the Loomis logo. Below it, the text reads "Enter the passcode you received to complete the email pairing." There is a text input field for the passcode. Below the input field, it says "Email sent to:" followed by a blurred email address. A "Resend" button is located below the email address. At the bottom, there is a large blue "Finish" button and a smaller "Cancel" link below it.

LOOMIS

Enter the passcode you received to complete the email pairing.

Email sent to:

Resend

Finish

Cancel

You will receive a code via email.  
Enter that code into the text field  
and click **Finish**.



## Loomis Direct


The screenshot shows a mobile application interface for Loomis Direct. At the top is the Loomis logo. Below it, a text prompt asks the user to enter a phone number for receiving authentication codes, specifying to include a country code (1 for US). A text input field with a dashed line placeholder is provided. Below the field are two buttons: a light blue "Next" button and a blue "Cancel" link.

When selecting **Text Message** for MFA, enter your mobile number into the field. Click **Next** to continue



## Loomis Direct

A screenshot of the Loomis Direct mobile app interface for SMS pairing. The screen has a white background with a thin purple border. At the top is the Loomis logo. Below it, the text "Enter the passcode you received to complete the text message pairing." is displayed. A grey rectangular input field for the passcode is centered below the text. Underneath the input field, the text "Message sent to:" is shown above another grey rectangular field. A small "Resend" button is located below the second field. At the bottom of the screen, there is a large blue "Finish" button and a smaller, light blue "Cancel" link below it.



Enter the passcode you received to complete the text message pairing.

Message sent to:

Resend

Finish

Cancel

You will receive a code via SMS Text Message. Enter that code into the text field and click **Finish**.



## Loomis Direct

The image shows a mobile application screen for Loomis Direct. At the top is the Loomis logo. Below it, the text reads: "Scan the QR Code using your authenticator app, then enter the code displayed to finish." A QR code is displayed in the center. Below the QR code is a grey rectangular area labeled "Pairing Key:". Underneath is a white rectangular input field. At the bottom are two buttons: a blue "Finish" button and a blue "Cancel" link.

When selecting an **Authenticator App** for MFA, scan the QR code into your Authenticator and use the code provided in your app. Click **Finish** to continue



My Apps

My Account

## Welcome to Loomis Direct



### ICO PLUS

Loomis Currency and Coin system provides the ability to order online based on pre set lead days, configurations and limits.

When you finish setting up your MFA code, you will be taken to the homepage where you can enter ICO Plus to start an order or shipment. See separate user guides on cash ordering or shipping for specific instructions on how to complete those tasks.

# Thank You

## Additional Resources and Support

For additional resources, including “how-to” guides, please visit our online Client Resources page at <https://www.johnsonfinancialgroup.com/client-resources>

If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com).

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

