

How to register your Hard Token

New and Existing VPN Users

Registering your Hard Token

- You must be connected to the Banks network to register your Hard token
- Navigate to <https://crs.iam.bns/crs/login.bns> then enter your **Scotia ID** (Sxxxxxxx) & your Windows Password and click **Log On**

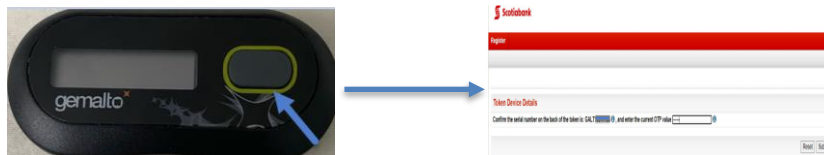


- Verify that the serial number on the back of your Hard Token device matches the serial number from the Registration site.

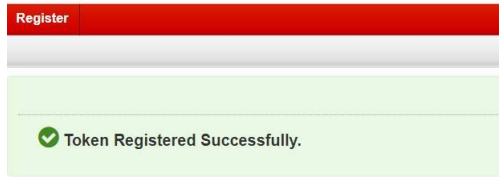


Note: If your serial number does not match the screen, open a Service Now Ticket: [VPN MFA IS&C Form](#).

- If Serial Numbers match, press the **Grey button** on your Hard token device and enter the numbers displayed (One Time Pass code) as the OTP value and click **Submit**



4. Once the **“One Time Passcode” (OTP) value syncs**, you should see a **“Token Registered Successfully”** Message. Exit out of this window.



NOTE: Please always keep this device safe. If you lose the Hard Token, you will need to request another, via Service Now Store: [VPN MFA IS&C Form](#) . Shipping can take anywhere from 5-7 business days