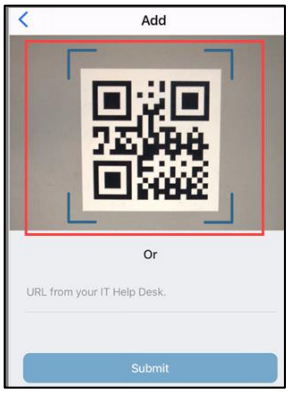
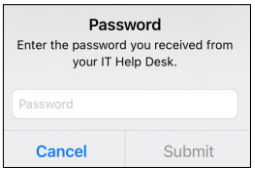
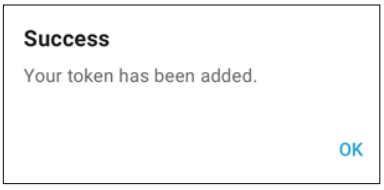
1. How to import the FIS Software Token on your mobile device

1. Open the **SecurID** Token app on your mobile device.	
2. Prepare to import the file: a. If you have never used the SecurID application, click **Get Started** and select **OK** if prompted for permission to use your mobile device camera. b. If you have used the application, click the **Plus icon (+)** in the top right-hand corner to begin the import process.	
3. Import the file: On your computer, open the email that contains your QR code and use your mobile device to scan the code.	
4. When prompted for a password, enter your FIS User ID, (e or lc number) and click **Submit**.	
5. You'll receive a success message that your token has been imported. Click **OK**.	

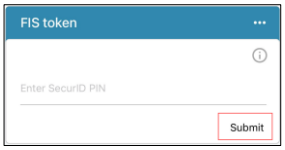
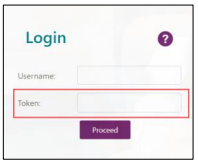
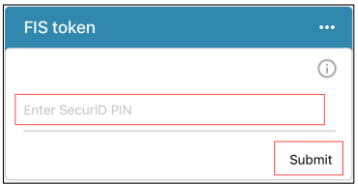
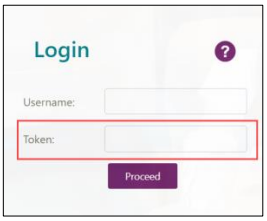
2. How to create your SecurID PIN

The next step is to create your PIN.

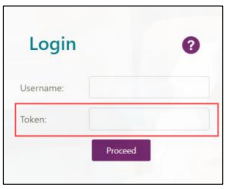
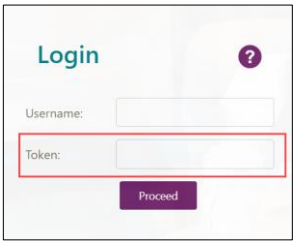
If you are a new colleague, wait until your start date to set your PIN. If you receive a company PC, you'll be able to set your PIN following the instructions for logging into the company network, or you can follow the instructions below on your first day of employment using a personal computer or any internet enabled device.

2.1. How to Create and Use a SecurID PIN for your Software Token via SSP

If you have a physical token (key fob), see Section 2.2 for instructions on how to set your PIN

1. Navigate to https://ssp.fnfis.com/login 2. Enter your FIS User ID, (e or lc number) in the **Username** field.	
3. Open the **SecurID** application on your mobile device.	
4. Leave the SecurID PIN field blank and click **Submit**. You'll see a randomly generated series of numbers displayed on your mobile device for 30 seconds.	
5. On your computer, enter the 8-digit number displayed on your mobile device into the **Token** field.	
6. Enter an 8-digit PIN in the **New PIN** field. ***Note***: the PIN cannot start with the number 0. 7. Enter the PIN again in the **Confirm New PIN** field. 8. Click **Proceed** to continue. You will automatically return to the login screen https://ssp.fnfis.com/login.	
9. Enter your User ID in the **Username** field.	
10. On your mobile device, enter the 8-digit pin you created in the **Enter SecurID PIN** field. NOTE: *You may need to close the RSA application and reopen it again to be prompted to enter your newly created PIN. 11. Click **Submit**.	
12. On the computer, enter the randomly generated 8 numbers displayed on your mobile device into the **Token** field on the website. 13. Click **Submit**.	
14. You have authenticated and will be logged into SSP.	

2.2. How to Create and use a SecurID PIN for your Physical (key fob) Token

1. Navigate to https://ssp.fnfis.com/login 2. Enter your FIS User ID, (e or lc number) in the **Username** field.	
3. Enter the 6 numbers displayed on your physical token into the **Token** field on the website.	
4. Enter an 8-digit PIN in the **New PIN** field. Note, the PIN cannot start with the number 0. 5. Enter the PIN again in the **Confirm New PIN** field. 6. Click **Proceed** to continue. You will automatically return to the login screen https://ssp.fnfis.com/login.	
7. Enter your User ID in the **Username** field.	
8. On the computer, enter your 8-digit PIN, followed by the randomly generated 6-digit numbers displayed on your physical token in the **Token** field on the website. 9. Click **Submit**.	
10. You have authenticated and are will be logged into SSP.	