

Adding an 'ACTIVE' eToken for Billing

This section provides instructions and screen shots describing the process involved in adding an 'ACTIVE' eToken into the billing application. Once an Administrator enrolls a new eToken using the SafeNet Authentication Manager they then must enroll the new token into the billing application.

Adding Active eTokens

1. Access eToken billing by opening Internet Explorer, and access the URL:

<https://billing.ekey.utoronto.ca/eTokenBilling/list.do>

2. Enter UTORid and password on web-login page.

The resource you requested requires you to authenticate.

UTORid / JOINid

UTORid


Password

PASSWORD

Log in

Alert: Completely exit your web browser when you are finished.

Steps you can take to protect your account:

- Before you begin, make sure the weblogin page (URL) starts with:
[https://weblogin.utoronto.ca/...](https://weblogin.utoronto.ca/)
- Check your browser for a valid "University of Toronto" or "Governing Council of the University of Toronto" security certificate:
 « Select your browser to see how
- When using a public computer, [close all windows](#) and exit the browser.
- Keep your password a secret at all times
Tip: U of T will **never** ask for your password or other personal information by e-mail.

Protect Your Account

- What is weblogin?
- Need a UTORid?
- How to Log Out
- Login Problems
- Finding Help
- Protect Your Email

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3. Enter the UTORid of the token that is being added as 'Active', enter all required billing fields: CFC Number, CC Number, Department Name and GL Number

**if applicable also enter any IO and/or Fund numbers for billing*

4. Select 'Active' from the drop down menu.

eToken Billing

User: UTORid of DA

UTORid	Status	CFC	Department
UTORid of user	ACTIVE	CFC NUMBER	Department name
	INACTIVE		
CC	ACTIVE	GL	Fund
CC NUMBER		GL NUMBER	
<button>Add an eToken User</button>			

5. Select 'Add en eToken User'.

eToken Billing

User: UTORid of DA

UTORid	Status	CFC	Department
	ACTIVE		
CC	IO	GL	Fund
<button>Add an eToken User</button>			

eToken Billing Records

UTORid	Status	CFC	Department	CC	IO	GL	Fund	Date
UTORid of user	ACTIVE	CFC NUMBER	Department Name	CC NUMBER		GL NUMBER		Date added

6. The token is now enrolled into the billing program.