## Deactivating an 'ACTIVE' eToken in Billing

This section provides instructions and screen shots describing the process involved in removing an eToken from the billing application. In the event of a UofT staff member leaving the university or moving to a different department the DA must unassign that token in the SafeNet Authentication Manager then proceed to remove that token from billing.

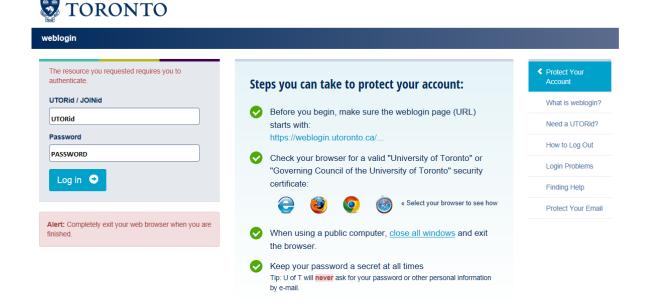
## Adding eTokens as inactive in billing

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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.



- 3. Enter the UTORid of the token that is being added as 'INACTIVE'.
- 4. Select 'Inactive' from the drop down menu.

## eToken Billing

User: UTORid of DA

UTORid	Status	CFC	Department
UTORid of user	INACTIVE ▼		
CC	IO	GL	Fund
			Add an eToken User

5. Select 'Add en eToken User'.



6. The token is now been removed from the billing program.