Adding an 'ACTIVE' eToken for Billing

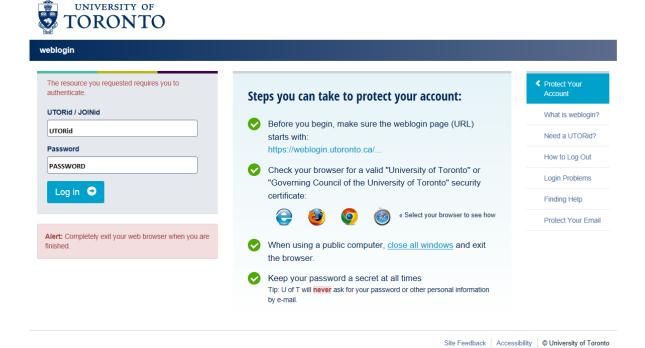
This section provides instructions and screen shots describing the process involved in adding an 'ACTIVE' eToken into the billing application. Once an Administrator enrolls a new eToken using the SafeNet Authentication Manager they then must enroll the new token into the billing application.

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.



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
CC	INACTIVE ACTIVE	GL	Fund
CC NUMBER		GL NUMBER	
			Add an eToken User

5. Select 'Add en eToken User'.



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