

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

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.

 UNIVERSITY OF
TORONTO

weblogin

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/...>
- ✓ 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 'INACTIVE'.
- 4. Select 'Inactive' from the drop down menu.

eToken Billing

User: UTORid of DA

UTORid

UTORid of user

Status

INACTIVE ▾

CFC

Department

CC

IO

GL

Fund

Add an eToken User

- 5. Select 'Add en eToken User'.

eToken Billing

User: UTORid of DA

UTORid

UTORid of User

Status

INACTIVE ▾

CFC

Department

CC

IO

GL

Fund

Add an eToken User

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
UTORid of User	INACTIVE							Date Deactivated

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