

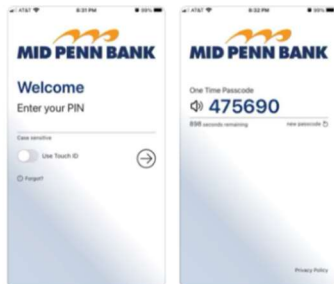


Commercial Center Soft Token Quick Reference Guide (End-User)

- Mid Penn Bank utilizes a soft token application that may be accessed via a mobile device or desktop computer. Both the mobile token and desktop token may be activated for a single user.
- The token app is dedicated to one user and is linked using the user's individual Activation Key, similar to business mobile banking.
- To use the soft token, the user must be able to download the app to their cell phone and/or have administrative rights to their computer.
- To use the desktop app, the user's profile must include both:
 - The last four digits of their Social Security number
 - The name of their favorite teacher or childhood friend
 - These are used for identity verification.

MOBILE TOKEN DOWNLOAD

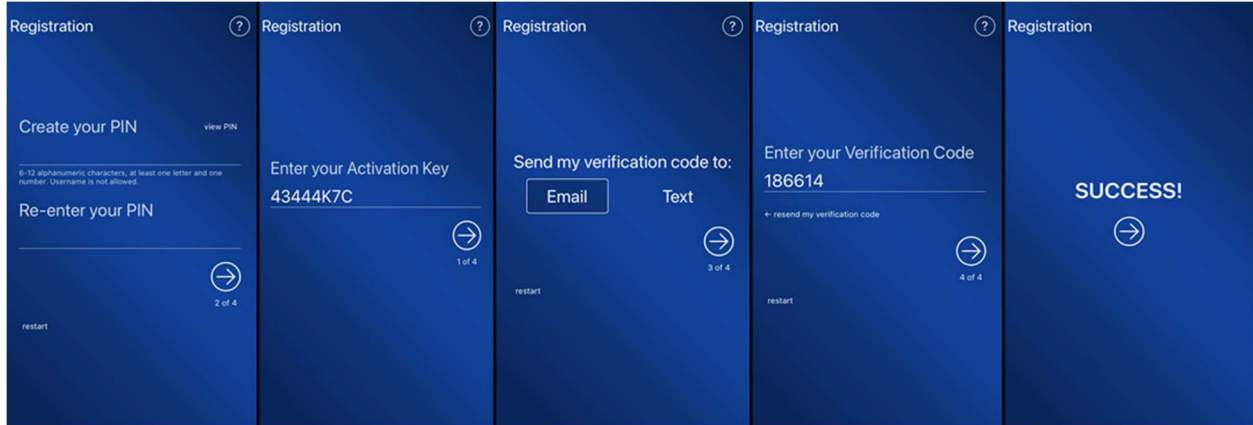
- 1) In the App Store, search for and download Mid Penn Bank's "MPB Security Token."



- 2) Once downloaded, open the app and enter your **Activation Key**.
 - The token app is connected to each individual user, established by the user's unique **Activation Key**.
 - To obtain your **Activation Key**, please call Cash Management Operations at 888-999-2644.
- 3) Create and Re-Enter your **PIN**.
 - This **PIN** must be different from any other PIN or Password used for Commercial Center. The **PIN** must consist of:
 - a. Between 6-12 characters.
 - b. One uppercase letter, one lowercase letter, and one number.

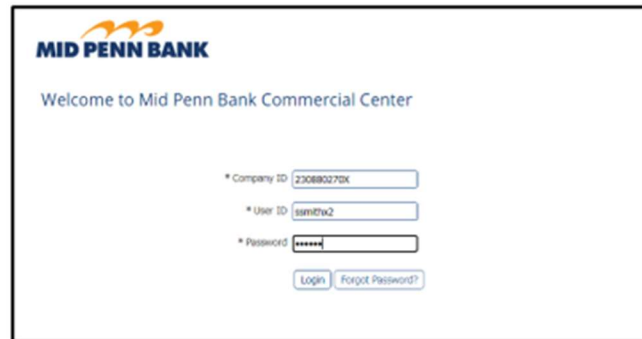
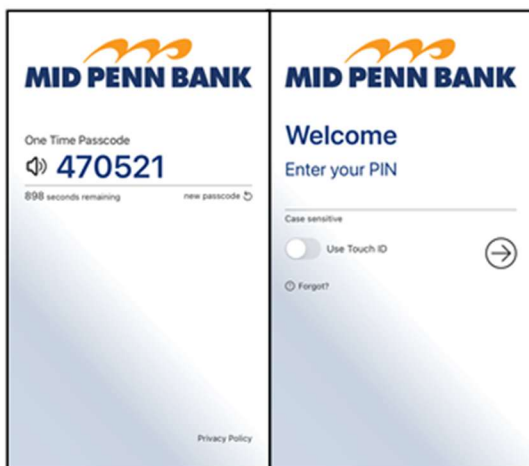
MID PENN BANK

- 4) Select **Email** to receive your **Verification Code**.
 - It is recommended to access your email on an alternate device, as leaving the application will restart the enrollment process.
- 5) Enter your **Verification Code**.



MOBILE TOKEN LOGIN

- 1) Open the mobile token app and enter your **PIN**.
 - Face ID and Biometric identification is available for quick, secure access.
- 2) The app will generate a **One-Time Passcode**. Enter the **One-Time Passcode** in the **Password** field to complete the log in process through Commercial Center.
 - The **One-Time Passcode** will change with each log in and re-verification through Commercial Center. Do not save this **One-Time Passcode**.





DESKTOP TOKEN DOWNLOAD

***NOTE:** To ensure successful enrollment, users must provide the last four of their social security number and the answer to our security question prior to proceeding with this set up. Additionally, users must have administrative rights, or an administrator must be available at the time of installation to complete the download.

- 1) Download the **Commercial Center Token Client** from the Commercial Center sign on page.
 - Only one user can be registered to a token per desktop.

Welcome to Mid Penn Bank Commercial Center

* Company ID

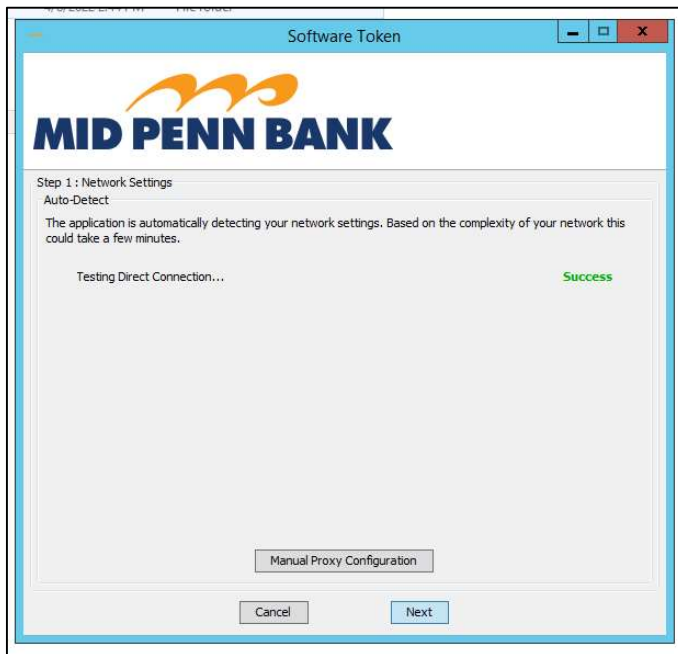
* User ID

* Password

[Click here to download Mid Penn Bank Commercial Center Secure Browser](#)

[Click here to download Commercial Center Token Client](#)

- 2) Proceed with the installation of the **Software Token**. The installation wizard will check your network connection. Select **Next** when the **Success** status appears.





3) Enter your credentials (**Company ID** and **User ID**) and **Activation Key**. Select **Next**.

- To obtain your **Activation Key**, call Cash Management Operations at 1-888-999-2644.

4) Create a name for your **Software Token** to readily locate on your computer. Enter and re-enter your **PIN** by selecting **Launch M-Secure Keyboard** at both locations. Select **Next**.

- This **PIN** must be different from any other PIN or Password used for Commercial Center. The **PIN** must consist of:
 - a. Between 6-12 characters.
 - b. One uppercase letter, one lowercase letter, and one number.

MID PENN BANK

- 5) To complete **PIN** registration, enter the security information exactly how it was provided for your user profile.

Software Token

MID PENN BANK

Step 4 : PIN Registration

MidPenn Bank PROD Software Token uses two-factor authentication and generates time sensitive one-time passcodes to ensure your identity, security, and privacy.

Registering PIN with Authentication Server... **User Registered**

Your encrypted PIN has been registered with the Authentication Server. Please confirm your secure user information to confirm your new PIN and complete the registration process.

Last Four Digits of SSN?

What was the name of your favorite teacher or childhood friend?

Why ask these questions? This is to enable your bank to verify who you are independent of this software registration process.

DESKTOP TOKEN LOGIN

- 1) Open the desktop **Software Token** application.
- 2) Select **Launch M-Secure Keyboard** and enter your **PIN**.
- 3) The app will generate a **One-Time Passcode**. Enter the **One-Time Passcode** in the **Password** field to complete the log in process through Commercial Center.
 - The **One-Time Passcode** will change with each log in and re-verification through Commercial Center. Do not save this **One-Time Passcode**.

Software Token

MID PENN BANK

Enter PIN:

Passcode

Passcode expires in 891 seconds

MID PENN BANK

Welcome to Mid Penn Bank Commercial Center

* Company ID

* User ID

* Password



Questions? Please Contact:

Cash Management

Monday-Friday, 8:00 a.m-5:00 p.m. ET (Closed weekends and government holidays)

Email: cashmanagementoperations@midpennbank.com

Phone: 888-999-2644