

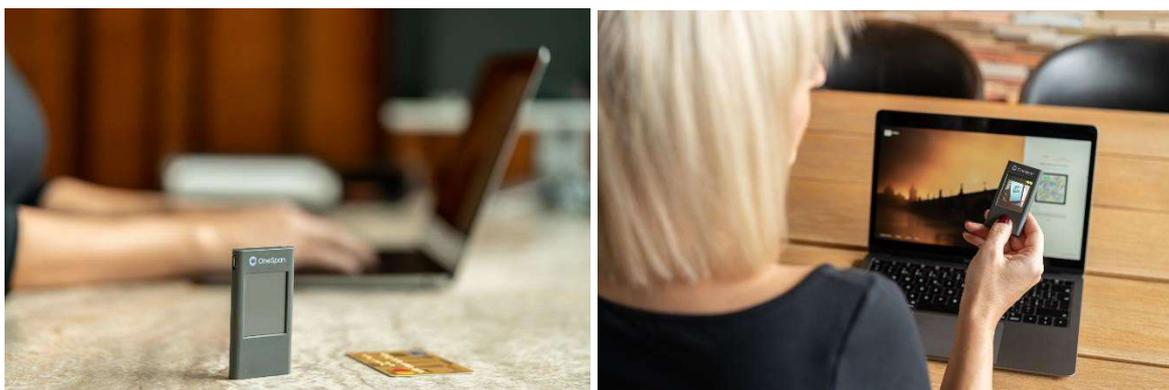
GUIDE FOR REGISTERING A TOKEN IN INTERNET BANKING

In the new internet banking (IB), in addition to SMS authorisation codes, you can also use a token for login authentication and payment order authorisation. If you choose to use the token, you have two options:

- a) you can install the **PPF banka e-Token app** in your smart phone from the App Store or Google Play, or from a QR code:



- b) you can use a **hardware device** allowing you to read Cronto codes.



On the following pages we will show you how to register your token: the process is the same for a soft token (the app) and a hard token (the device) (both referred to as a Token).

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1. REGISTERING A TOKEN FOR NEW USERS – FIRST LOGIN

- 1.1 On the <http://www.ppfbanka.cz/en> website, sign into the IB using your existing login information (IB Username and Password):

Login into internet banking

Username
.....

Password
.....

Sign in

- 1.2 Next, enter the **authorisation code** that you have received either in an SMS message or an email and click **Authorize**.

SMS:

SMS

TOKEN

Enter authorisation code

We sent you the code in an SMS message.
[Resend \(52\)](#)



Enter authorisation code

Authorize

[Back](#)

Email

Email

Enter authorisation code

We sent you the code in an email.
[Resend \(71\)](#)



Enter authorisation code

Authorize

[Back](#)

- 1.3 When signing in for the first time you will be asked to **change your Password** to sign into the IB. Enter the new Password twice and click “**Continue**”.

Set up new password

New password

Repeat password

The password must contain:

- ✗ At least 8 characters
- ✗ A maximum of 30 characters
- ✗ Only uppercase and lowercase letters and numbers
- ✗ The repeated password is a match

[Continue](#)

[Logout](#)

- 1.4 Once you have signed in successfully, there are two possible views:

- 1.4.1 If you have access to the accounts of more than one Client, you will first see an overview of all Clients. Choose for which Client you are registering a Token. Then, an overview of the accounts of the Client you selected will be displayed.

Select account holder

Personal accounts

- Kollmann Lukáš

Corporate accounts

- TEST - PPF BANKA

[Lukáš Kollmann](#) [Log out](#)

- 1.4.2 If you only have access to the accounts of one client, a detailed overview of all the accounts will appear automatically. Click on your name in the lower left-hand corner of the screen:

PPF Banka

TEST - PPF BANKA
All accounts

Accounts overview TEST - PPF BANKA ★

All accounts

Account	Balance	Field amount
229 PLATBY INTBANK (USD)	0,00 USD	0,00 USD
229 PLATBY INTBANK (EUR)	0,00 EUR	0,00 EUR
KLIENT 3 HB-IB (CZK)	0,13 CZK	0,13 CZK
KLIENT Č.1 IB (CZK)	80,24 CZK	77,24 CZK

[Show all](#)

Last transactions

Date	Description	Amount
22.10.2020	From account: 9504010019 CZK	-1,00 CZK
22.10.2020	From account: 9503010009/6000	-2,00 CZK
21.10.2020	To the account: 9504010019 CZK	1,50 CZK
21.10.2020	From account: 9504010019 CZK	-1,00 CZK

Single payment order

- Bulk payment order
- Import

Unprocessed payment orders in the last week

Payment orders for signature

Today's turnover: CZK +0,00 -3,00

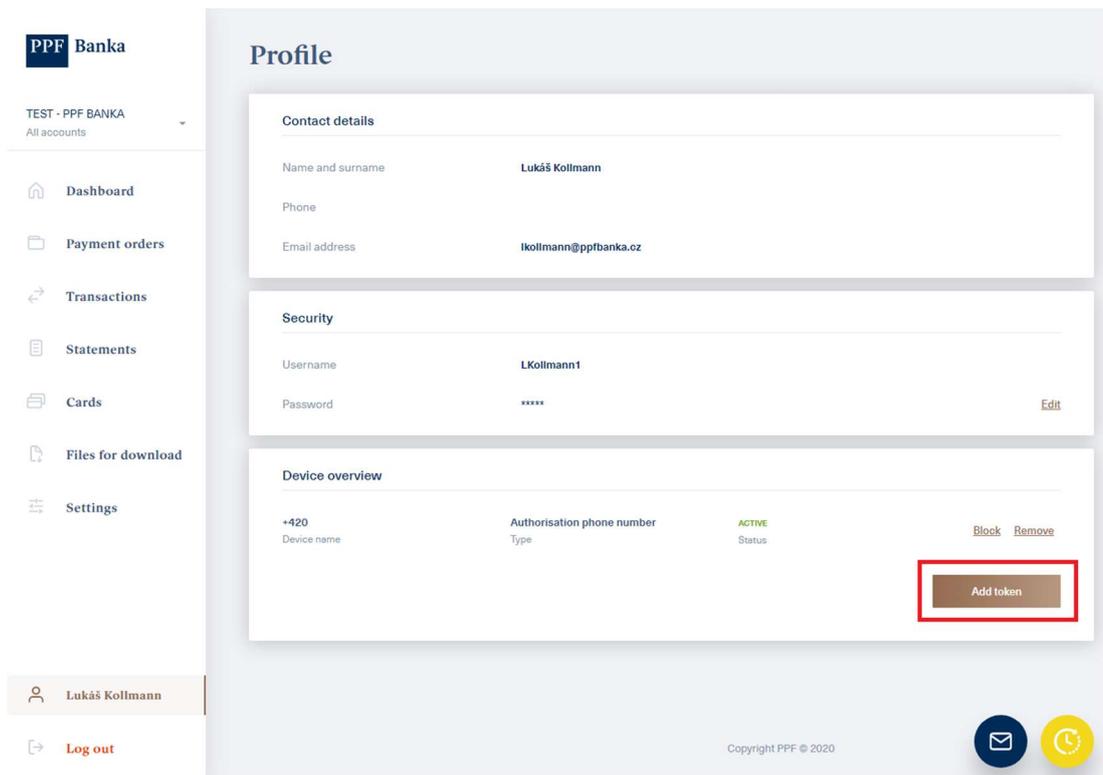
Files for download: seznam_tranzakci_19_10_2020_162008.xls

[Show all](#)

Lukáš Kollmann [Log out](#)

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1.5 Click “Add token” in the lower right-hand corner of the screen:



1.6 Now switch on your Token.

The **hard token** will first ask you to select a language.

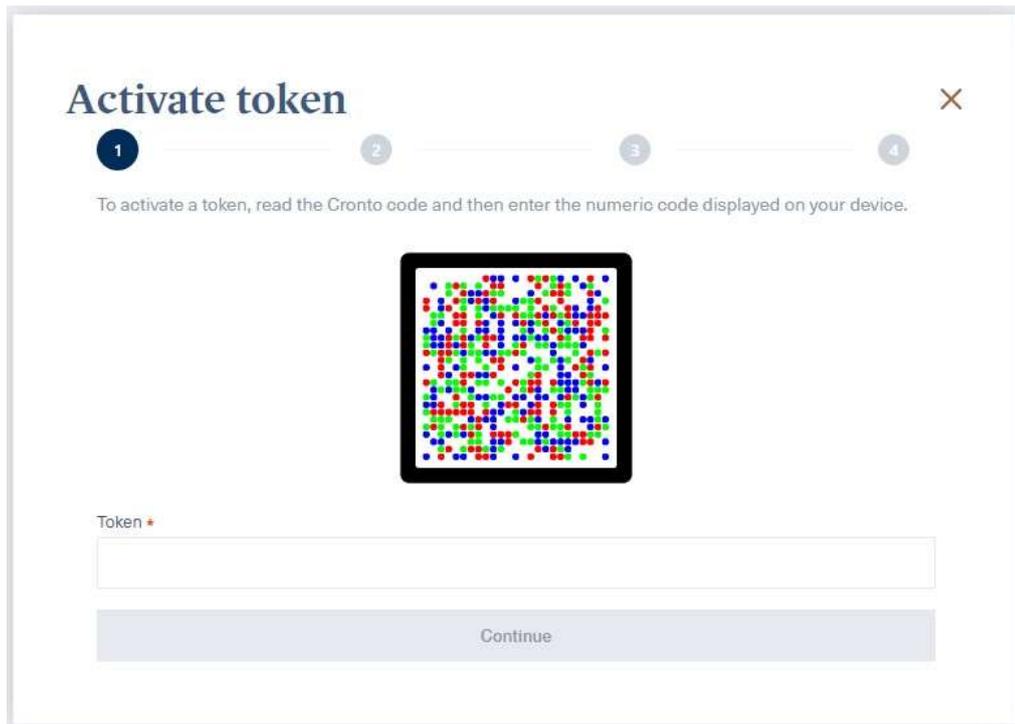
If you are using the **e-Token app** on your smart phone, you can change the language settings in the settings of the app.

Please note:

If you are using a hard token, which is displaying a low battery level, charge it using a micro USB charger.

The token will switch off automatically after 45 seconds of inactivity. If this happens at any point during the activation you will have to repeat the entire activation from the start. In order to avoid this, you can touch the screen of the token at intervals of less than 45 seconds. The 45 second automatic switch off time-lapse will start again.

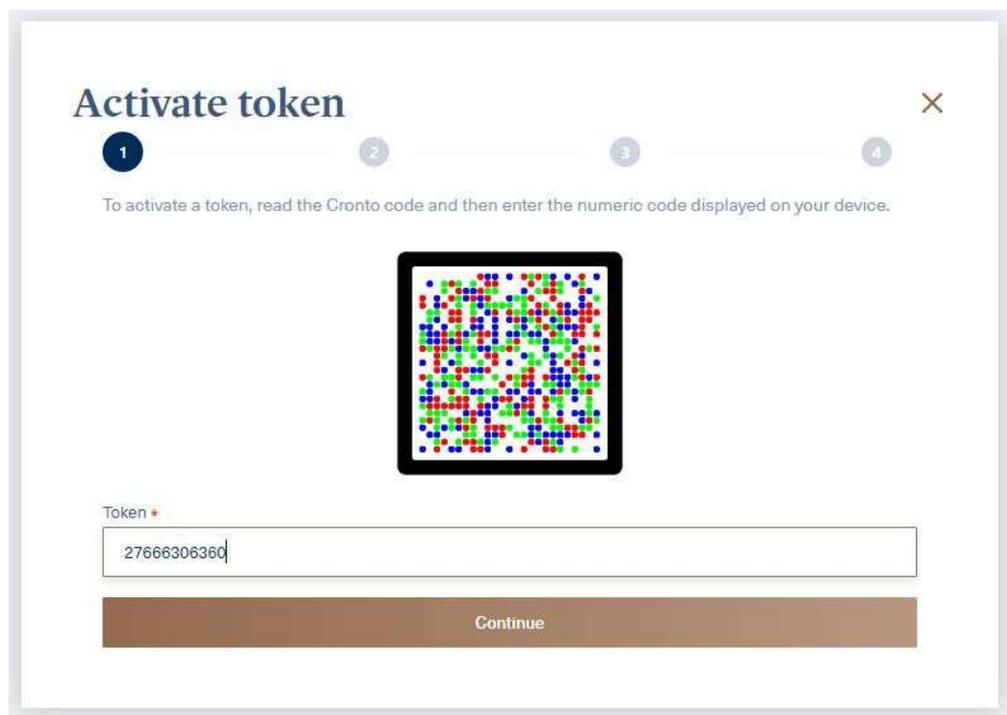
Next, point the Token towards the multi-coloured square containing the Cronto code on your screen.



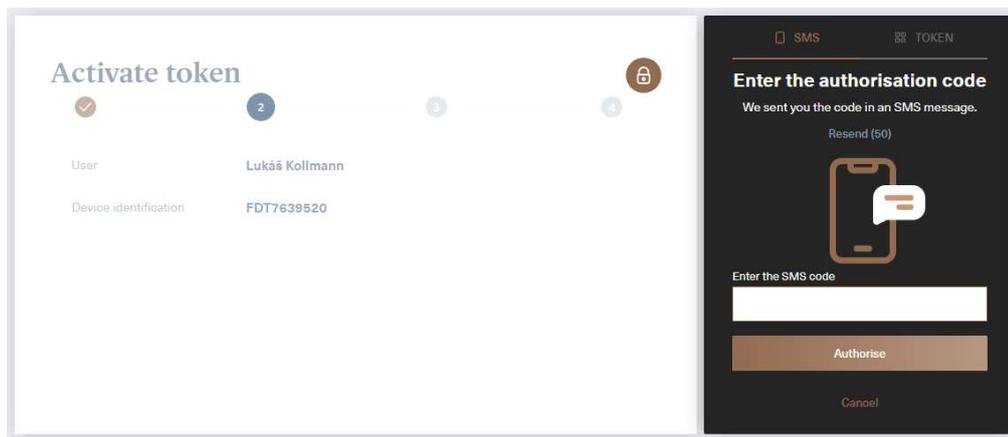
- 1.7 After having read the Cronto code, the Token will ask you to **set up a PIN**. Enter the PIN of your choice twice. If you are using the e-Token app, you can set biometric authentication instead of a PIN, for example, your fingerprint.

The Token then displays an **11-digit code** for you to copy to the "Token" field below the Cronto multi-coloured code square.

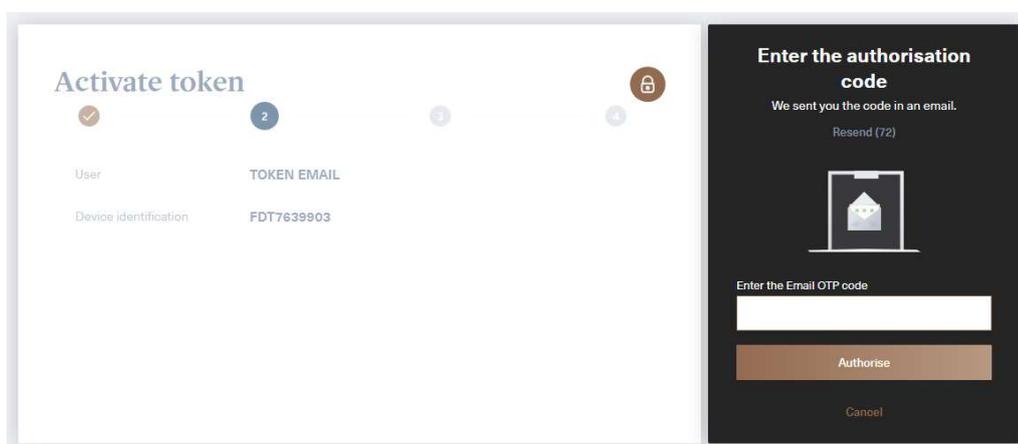
Next, click "**Continue**".



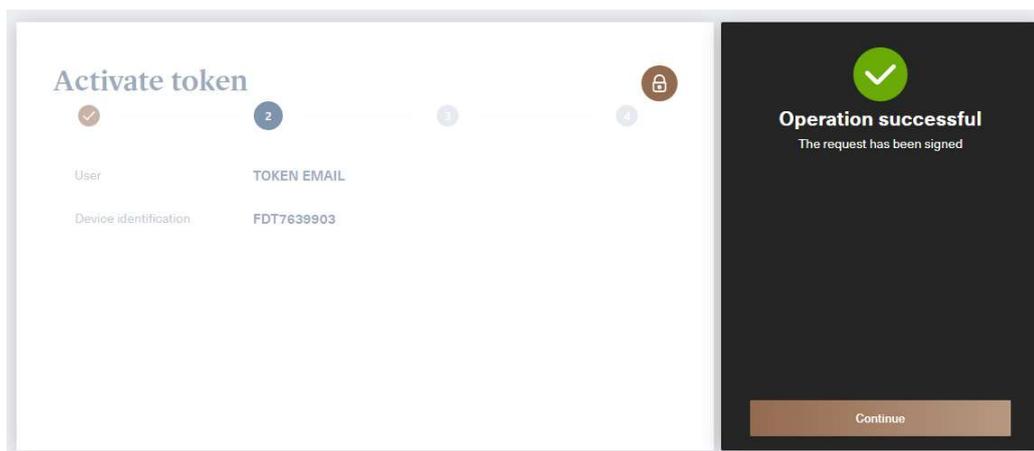
1.8 In the next step, **enter the code that you have received in an SMS**, and click **“Authorise”**.



Or, **enter the code that you have received in an email**, and click **“Authorise”**.



1.9 Next, click **“Continue”**.

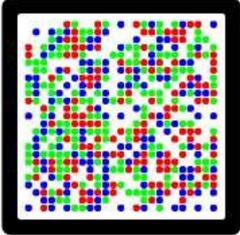


- 1.10 Point your Token towards the multi-coloured Cronto code square, type the code displayed on the Token into the respective field on the screen and click “**Continue**”.

Activate token ✕

✓ — ✓ — **3** — 4

To activate a token, read the Cronto code and then enter the numeric code displayed on your device.



Token +

Continue

- 1.11 If the activation was successful, the screen shown below will be displayed and you can use the Token the next time you sign in. If the activation failed, the entire activation process must be repeated.

Activate token ✕

✓ — ✓ — ✓ — **4**

✓ The token has been successfully activated

Finish

- 1.12 A registered Token appears in the overview of the devices used by the user. If the activation failed, you can remove the token from this list and repeat the activation again from point 1.4.

The screenshot shows the 'Profile' page of the PPF Banka internet banking interface. The page is divided into three main sections: Contact details, Security, and Device overview. The left sidebar contains navigation options: Dashboard, Payment orders, Transactions, Statements, Cards, Files for download, and Settings. The user's name, Lukáš Kollmann, and a 'Log out' button are visible at the bottom of the sidebar. The 'Device overview' section contains a table with two rows of device information. The 'Remove' button for the second device is highlighted with a red box.

PPF Banka

TEST - PPF BANKA
All accounts

Dashboard
Payment orders
Transactions
Statements
Cards
Files for download
Settings

Lukáš Kollmann
Log out

Profile

Contact details

Name and surname	Lukáš Kollmann
Phone	
Email address	lkollmann@pftbanka.cz

Security

Username	LKollmann1
Password	***** Edit

Device overview

+420 Device name	Authorisation phone number Type	ACTIVE Status	Block Remove
FDT7639520 Device name	Token Type	ACTIVE Status	Block Remove

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2. LOGGING INTO THE IB WITH A REGISTERED TOKEN

2.1 On the login screen, enter your Username and Password and click “**Sign in**”.

Login into internet banking

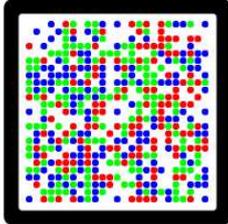
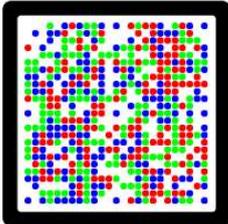
Username
User

Password
.....

Sign in

2.2 On the next screen, click the “**TOKEN**” tab and point the Token towards the multi-coloured Cronto code square. If you have not activated SMS authorisation, the “**TOKEN**” tab will be selected automatically.

Enter the PIN you have set up upon activation into the Token. The Token will generate an authorisation code that you will type into the respective field and click “**Authorise**”.

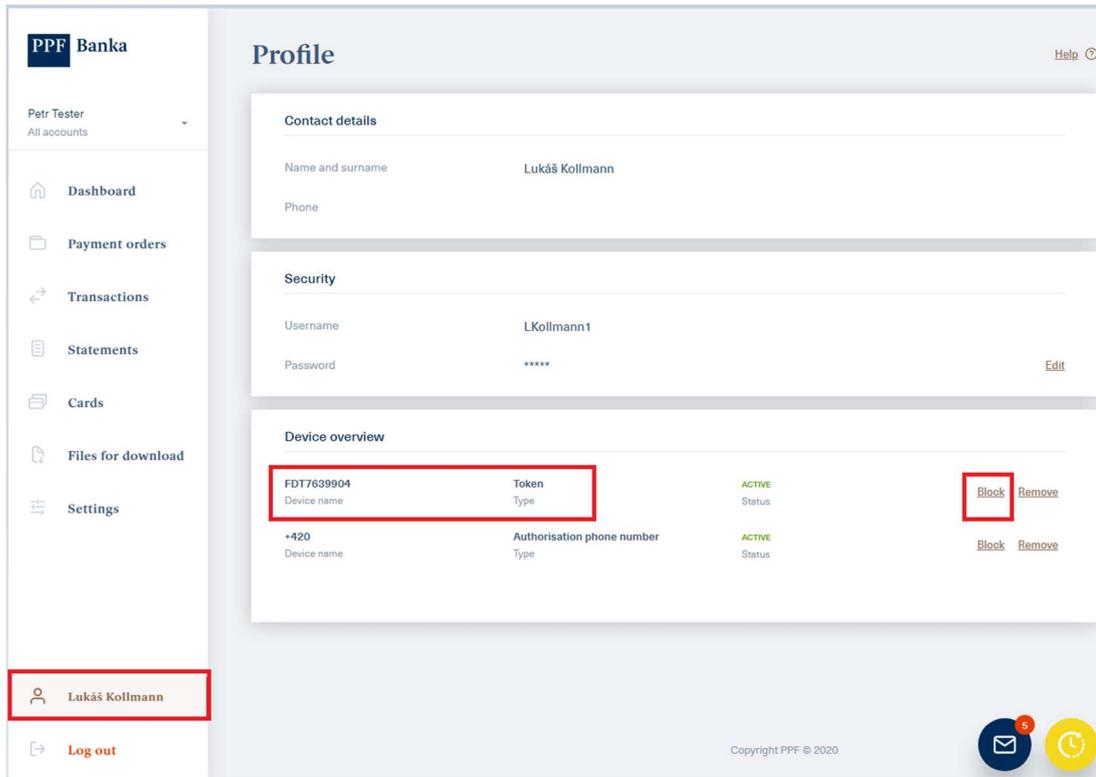
<p>SMS TOKEN</p> <h3>Enter authorisation code</h3> <p>Use your token to continue.</p>  <p>Enter authorisation code</p> <p>Authorize</p> <p>Back</p>	<p>SMS TOKEN</p> <h3>Enter authorisation code</h3> <p>Use your token to continue.</p>  <p>Enter authorisation code 1234 5678</p> <p>Authorize</p> <p>Back</p>
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2.3 If the login is successful, the screen with the overview of clients or, if you only have access to the accounts of one client, the overview of accounts, will be displayed.

3. BLOCKING, DELETING AND DEACTIVATING A TOKEN IN IB

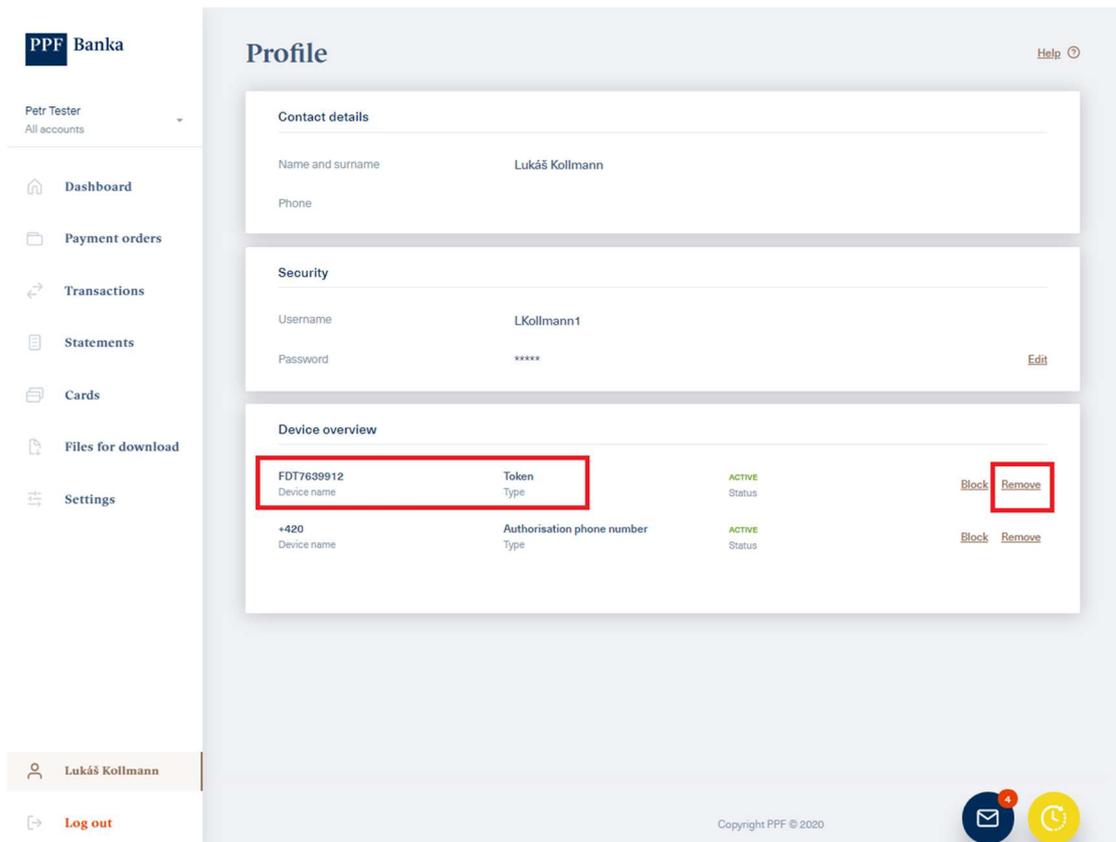
3.1 After logging in, click on your name in the bottom left-hand corner, the user's **"Profile"** will be displayed on the right.

If you need to block your Token temporarily, click on **"Block"**. You can unblock a blocked Token using the same procedure later.



The screenshot shows the PPF Banka Profile page. The left sidebar contains navigation options: Dashboard, Payment orders, Transactions, Statements, Cards, Files for download, and Settings. The main content area is titled 'Profile' and includes sections for Contact details, Security, and Device overview. The 'Device overview' section lists two devices: 'FDT7639904' (Token, ACTIVE) and '+420' (Authorisation phone number, ACTIVE). The 'Block' button for the first device is highlighted with a red box. The user's name 'Lukáš Kollmann' is highlighted in the bottom left corner.

3.2 If you need to remove a Token from IB, click on **"Remove"**.

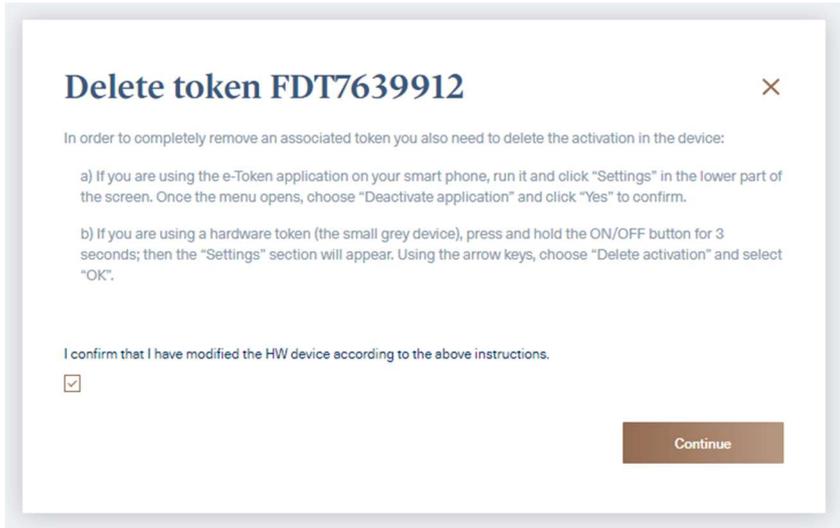


The screenshot shows the PPF Banka Profile page, similar to the previous one. The 'Device overview' section lists two devices: 'FDT7639912' (Token, ACTIVE) and '+420' (Authorisation phone number, ACTIVE). The 'Remove' button for the first device is highlighted with a red box. The user's name 'Lukáš Kollmann' is highlighted in the bottom left corner.

3.3 After clicking on **“Remove”**, information with instructions will be displayed to you; follow the instructions on your hard or soft Token (HW Token or e-Token).

Confirm completion of the instructions on a HW Token or e-Token with a tick as shown in the image below and click on **“Continue”**.

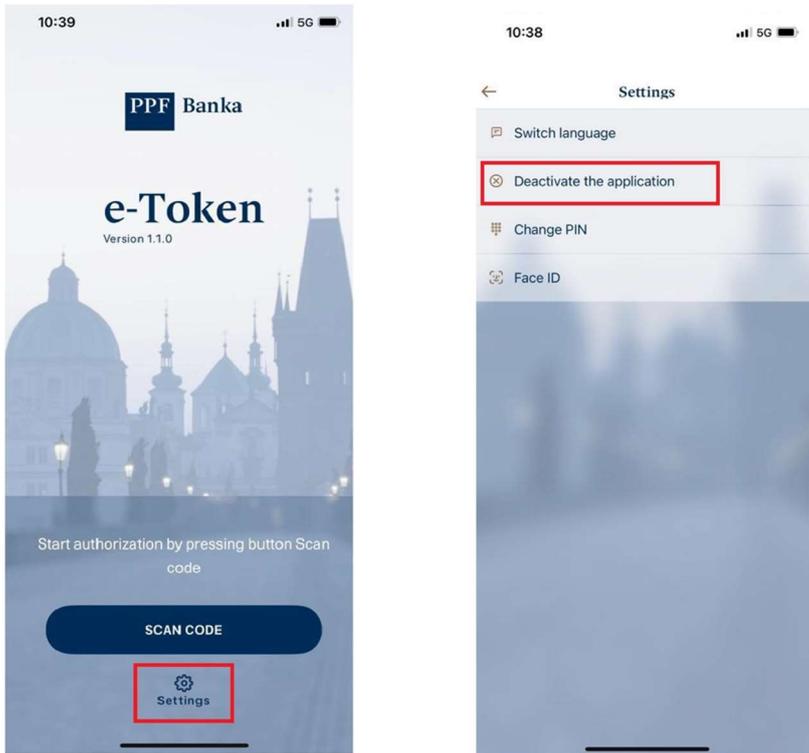
The hard Token is ready for the next activation and can be used for a new user.



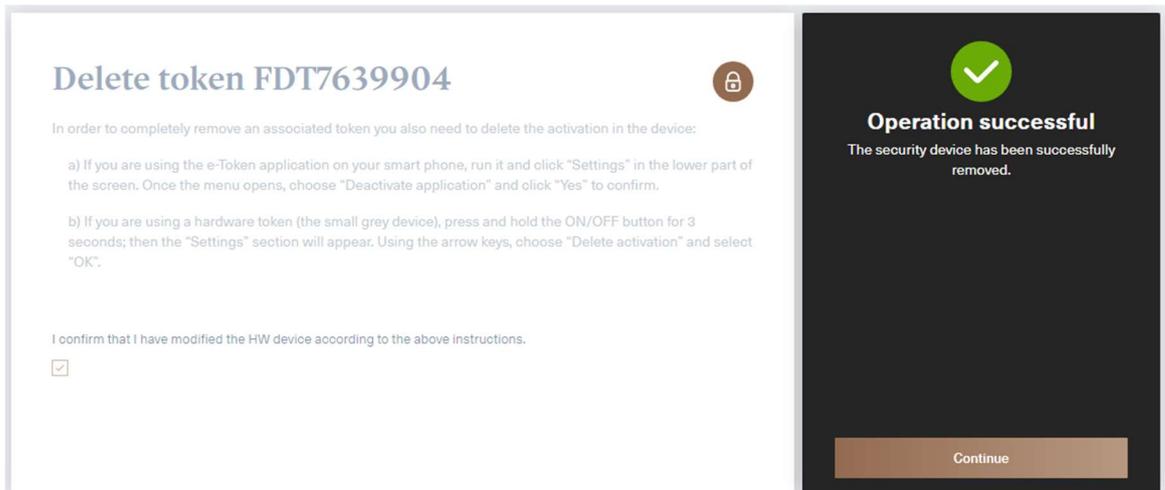
Deactivating a HW Token:



Deactivating the e-Token application:



If the Token was removed successfully, the system will display a confirmation; if not, the removal must be repeated again starting from clause 3.1.



3.4 After clicking on **“Continue”** in the previous image, the user’s **“Profile”** will be displayed without a registered Token.

