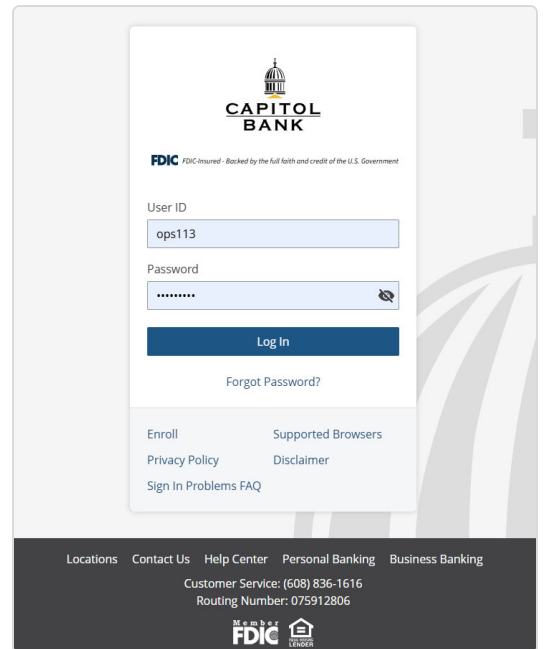


Activate and sign in with your Go 3 Hard Token

Your Go 3 key-fob token generates a one-time passcode at the press of a button. You'll activate it once, then use it each time you sign in to Online Banking.

FIRST TIME Activate your token

- 1 Sign in to **Online Banking** with your User ID and password.



- 2 Find the **serial number** on the back of your token.

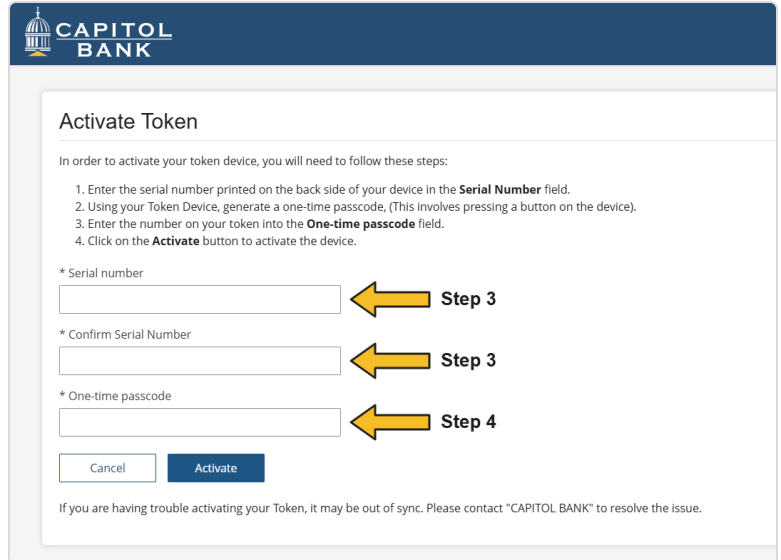


FIRST TIME Activate your token (continued)

3 On the **Activate Token** screen, enter the serial number in **Serial Number** and again in **Confirm Serial Number**.

Tip Leave out the dashes:

37-7723382-4 becomes 3777233824.



CAPITOL BANK

Activate Token

In order to activate your token device, you will need to follow these steps:

1. Enter the serial number printed on the back side of your device in the **Serial Number** field.
2. Using your Token Device, generate a one-time passcode. (This involves pressing a button on the device).
3. Enter the number on your token into the **One-time passcode** field.
4. Click on the **Activate** button to activate the device.

* Serial number **Step 3**

* Confirm Serial Number **Step 3**

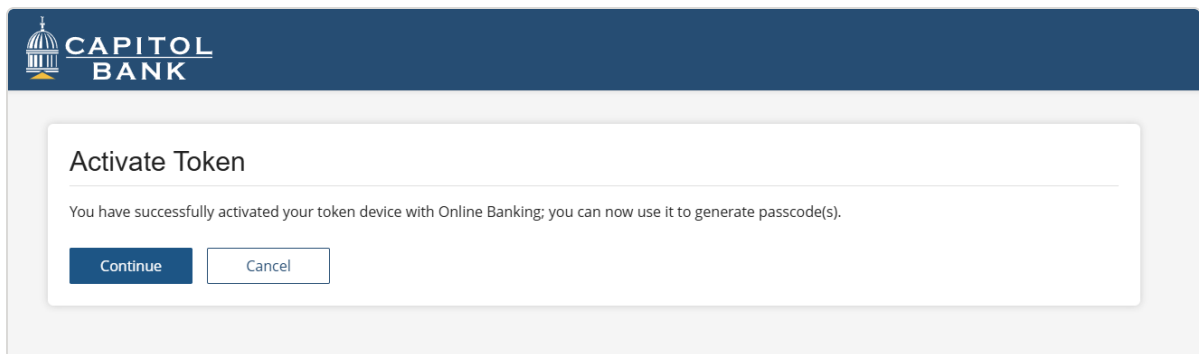
* One-time passcode **Step 4**

If you are having trouble activating your Token, it may be out of sync. Please contact "CAPITOL BANK" to resolve the issue.

4 Press the button on the front of your token. Enter the number on its display in the **One-time passcode** field (marked Step 4 in the screen above), then click **Activate**.



5 Click **Continue** to finish activating your token.



CAPITOL BANK

Activate Token

You have successfully activated your token device with Online Banking; you can now use it to generate passcode(s).

Need help? If your token won't activate, it may be out of sync. Please call us at (608) 836-1616.

Interested in a hard token? Contact us to get started.

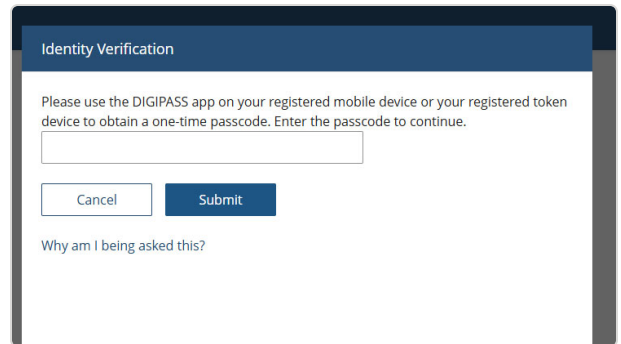
EVERY TIME Signing in after activation

1 Sign in to Online Banking with your User ID and password.

2 Press the button on your token to display a one-time passcode.



3 On the **Identity Verification** screen, enter the passcode and click **Submit**.

A screenshot of the Identity Verification screen. The screen has a blue header with the text "Identity Verification". Below the header, there is a message: "Please use the DIGIPASS app on your registered mobile device or your registered token device to obtain a one-time passcode. Enter the passcode to continue." Below the message is a text input field. At the bottom of the screen, there are two buttons: "Cancel" and "Submit". Below the buttons, there is a link that says "Why am I being asked this?".