



Token Approver Enrollment Form

Company InformationCompany Name: Primary Phone: Primary Contact

User Name	<input type="text"/>
Email	<input type="text"/>
Direct Phone	<input type="text"/>
Mobile Phone	<input type="text"/>

Token Credential ID	<input type="text"/>
<i>example</i>	<i>soft token: SYMC12345678</i>
	<i>hard token: serial number on back of token</i>

User Name	<input type="text"/>
Email	<input type="text"/>
Direct Phone	<input type="text"/>
Mobile Phone	<input type="text"/>

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	<i>hard token: serial number on back of token</i>

Signatures: By signing below, I hereby authorize United Community Bank to provide token access. I have received and agree to abide by the United Community Bank Treasury Management Terms and Conditions, incorporated herein by reference

Date: Signature Date: Signature **Bank Information to be completed by the bank**Date: Signature **Token Instructions**

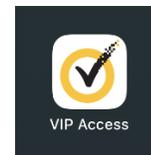
- The easiest way to use a token is through a mobile phone. Instructions to obtain the token app are:
1. Download the "VIP Access" application in the Apple App or GooglePlay store. If you have difficulty finding it, search for "Symantec VIP Access"
 2. Open the app and find the 12 Character "Credential ID" at the top of the screen
 3. Share this Credential ID with your Treasury Management contact, and we will complete your setup.

Soft Token App Instructions For iPhone

1. On your iPhone, search in the Apple App store for the **VIP Access** app and tap **Get** to install.



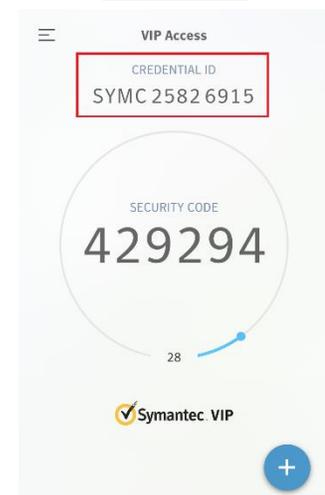
2. After installation, the following icon (*right*) will appear on your iPhone:



3. Open the **VIP Access** app. It should appear as follows (*right*):

As each Administrator/User opens the app, a new **Token Credential ID** will appear. (*Shown in the red rectangle*)

Please record the new **Token Credential ID** on the **Token Enrollment Maintenance Form**

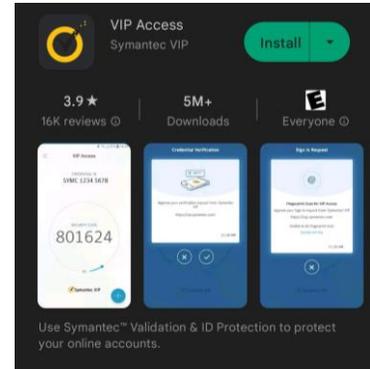


4. Once the **Token Enrollment Maintenance Form** is completed with each Administrator/User's new Token Credential ID, please return it to the Treasury Management Team by replying to our email with the initial instructions or sending it to TreasuryMgmt@ucbi.com. This will ensure the form has been returned securely.
5. Once the Treasury Management Team receives the completed form, we'll follow up to schedule a time to activate the tokens.

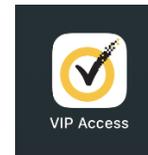
Please note: The new token activation process require up to 15 minutes to complete depending on the number of users. During this time, no user will be able to initiate wires or ACH transactions. We ask that you pick a time for us to activate your token when there are no urgent transactions that need to be submitted.

Soft Token App Instructions For Android Phones

1. On your Android phone, search in the Google Play store for the **Symantec VIP Access** app and tap **Install** to download.



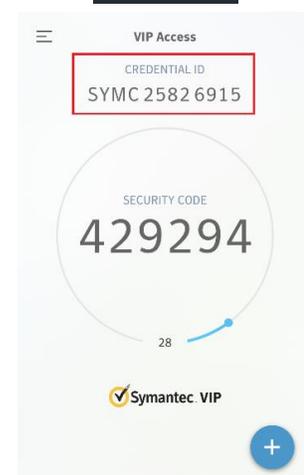
2. After installation, the following icon (*right*) will appear on your Android phone:



3. Open the **VIP Access** app. It should appear as follows (*right*):

As each Administrator/User opens the app, a new **Token Credential ID** will appear. (*Shown in the red rectangle*)

Please record the new **Token Credential ID** on the **Token Enrollment Maintenance Form**



4. Once the **Token Enrollment Maintenance Form** is completed with each Administrator/User's new Token Credential ID, please return it to the Treasury Management Team by replying to our email with the initial instructions or sending it to TreasuryMgmt@ucbi.com. This will ensure the form has been returned securely.
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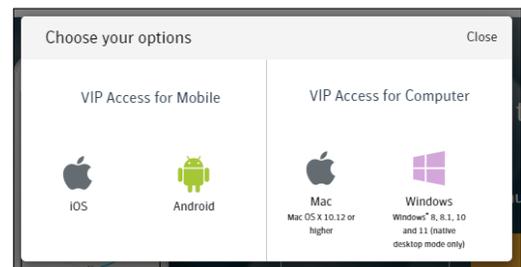
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Soft Token App Instructions for your Computer

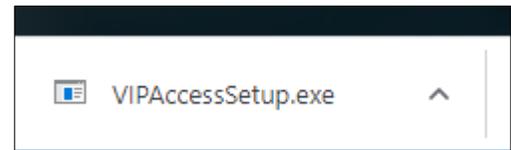
1. In your internet browser, go to **vip.symantec.com** and click **Download**.



2. The download options (*right*) will appear, select either **Mac** for Apple iOS operating systems or **Windows** for Windows operating systems.



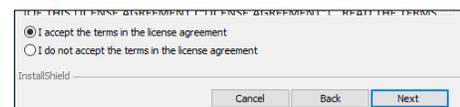
3. You will see the program download in the lower left corner of your browser as **VIPAccessSetup.exe**. It should appear as follows (*right*). Click this to begin the installation.



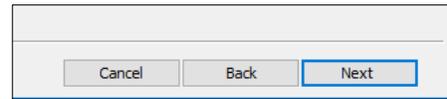
4. A new window will open (*right*), click **Next** to begin the setup.



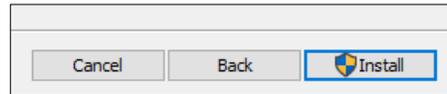
5. Review the License Agreement that opens on the next screen. Change the radio button to **I accept the terms in the license agreement** and click **Next** to proceed.



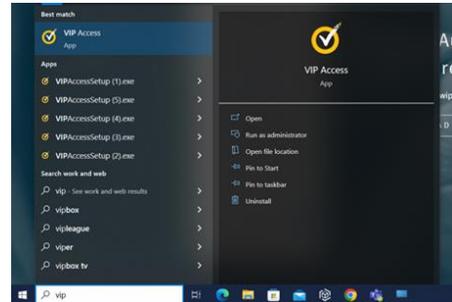
6. Select a location to install your program and click **Next** to proceed.



7. Select **Install** to complete your installation.



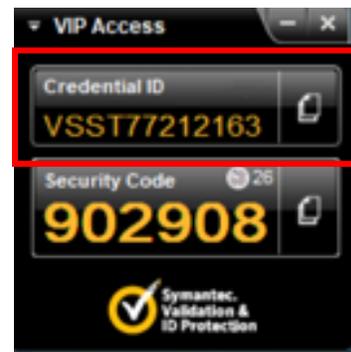
8. After you have installed the program, open the **VIP Access** app from your start menu.



9. The app will appear in the lower right corner of your screen.

As each Administrator/User opens the app, a new **Token Credential ID** will appear. (Shown in the red rectangle)

Please record the new **Token Credential ID** on the **Token Enrollment Maintenance Form**



10. Once the **Token Enrollment Maintenance Form** is completed with each Administrator/User's new Token Credential ID, please return it to the Treasury Management Team by replying to our email with the initial instructions or sending it to TreasuryMgmt@ucbi.com. This will ensure the form has been returned securely.
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