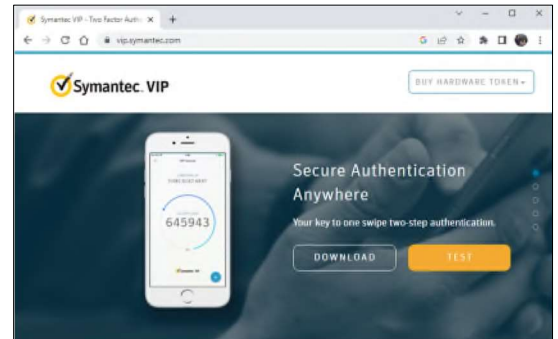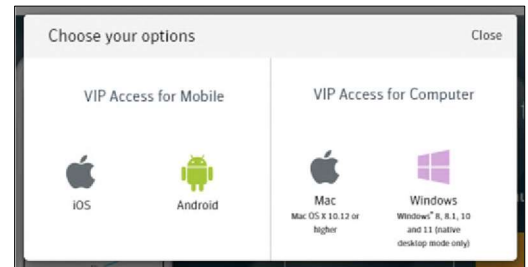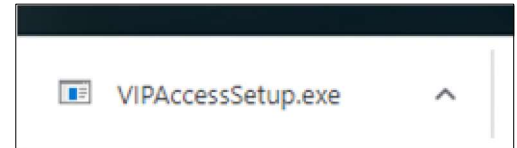1. In your internet browser, go to **vip.symantec.com** and click **Download**
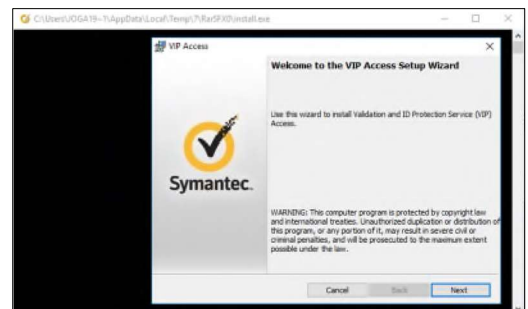

2. The download options *(right)* will appear, select **Windows** for Windows operating systems.
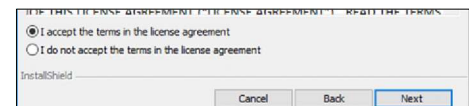

3. You will see the program download in the lower left corner of your browser as **VIPAccessSetup.exe**. It should appear as follows *(right).* Click this to begin the installation.
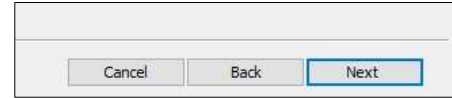

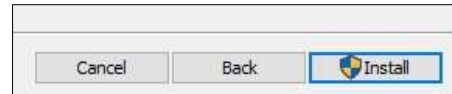4. A new window will open *(right)*, click **Next** to begin the setup.

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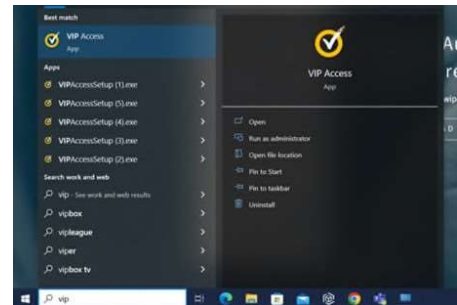
6. Select a location to install your program and click **Next** to proceed.

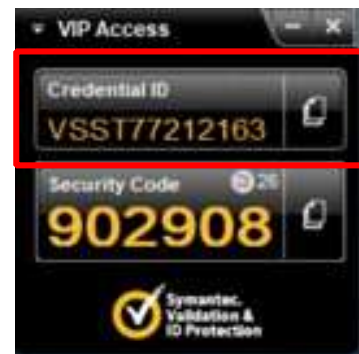7. Select **Install** to complete your installation.

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)*

10. **Send an Email to United**

    - Email: **ANBTokens@UCBI.com**
    - Include the following information in your message:
        - **Company Name**
        - **Your Full Name**
        - **Username**
        - **Contact Information**
        - **Credential ID** (from the VIP Access App)

11. Once the Treasury Management Team completes the request, an email will be sent to notify that the Token ID has been updated/activated.

    Please note: *The new token activation process requires 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.*