

## VIP Access Token Setup Instructions

In order to request funds from IFPIF, you'll need to have access to Global Cash Movement. Global Cash Movement, or GCM, is an application that requires access to Passport and your VIP access token. This guide will show you how to set up the token.

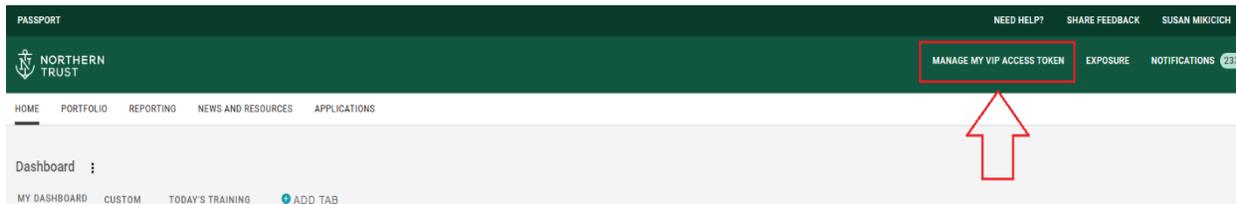
The setup involves uploading or downloading an app to your device. You'll want to determine which device or devices you'll be using. The eligible devices to use with the VIP Access token are:

- Cell phone
- Tablet/iPad
- Laptop computer
- Desktop computer

You will need to have the app on one or more of these devices. You can register up to 5 devices.

First, logged into Passport at [northerntrust.com](https://northerntrust.com)

On the Home page, click "Manage my VIP Access Token" which is on the right hand side of the screen. This will bring up links to the instructions.



You'll upload or download the Symantec VIP Access app onto a device or devices. The steps for that process are:

In the first section are the instructions to install VIP access onto your devices. If you're installing it on your phone or a tablet, click on the phone icon to "Install VIP access on my phone or tablet". If installing on a laptop or desktop computer, <click>click on the monitor icon to "Install VIP access on my laptop or desktop".

### SET UP VIP ACCESS TOKEN

You may install VIP Access on up to 5 devices

 Install VIP Access on my phone or tablet

 Install VIP Access on my laptop or desktop

Each of these will take you to the brief instructions for getting the app onto your devices. Once you have the app on your device(s), you'll register the device(s) on which you've already uploaded or downloaded the app.

Next, return to the Manage my VIP access token link, where you can register your VIP credential. Click the page icon to get to the instructions.

### SET UP VIP ACCESS TOKEN

You may install VIP Access on up to 5 devices

 Install VIP Access on my phone or tablet

 Install VIP Access on my laptop or desktop

If you have VIP Access successfully installed



Register or Maintain your VIP Credential

*The process for registering VIP Credentials has been updated. Please follow the registration prompts carefully or refer to the Registration Reference Guide.*

Click the plus sign to add a device.

 My VIP

### Manage Two-Step Verification

Add, remove or test your two-step verification methods



If you're registering your phone or tablet, click on VIP Access Mobile:

Choose the two-step verification method that works best for you

Select an option to secure access to your enterprise applications. How are they different?

 <b>VIP Access Mobile</b> Instantly approve a verification request or use security codes with a mobile app	 <b>VIP Access Desktop</b> Use security codes from an application that you download to your computer	 <b>Security Token</b> Use security codes from a token that stays on your key chain	 <b>Security Card</b> Use security codes from a card that fits in your wallet
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If you're registering your desktop or laptop computer, click VIP Access Desktop:

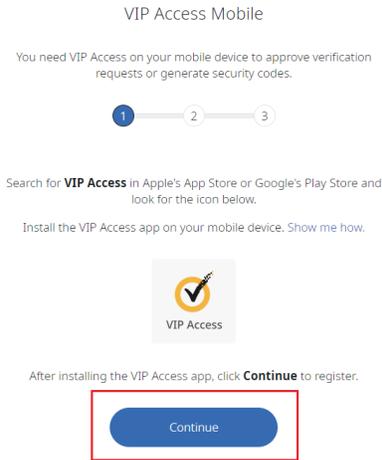
Choose the two-step verification method that works best for you

Select an option to secure access to your enterprise applications. How are they different?

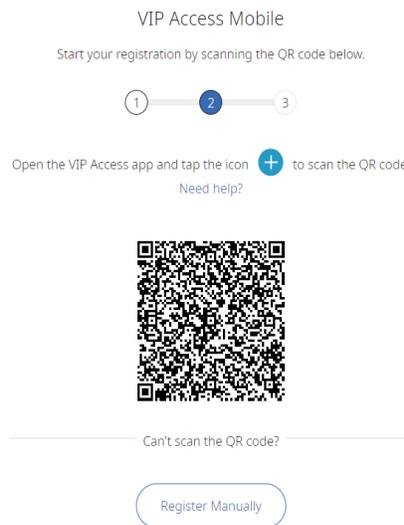
 <b>VIP Access Mobile</b> Instantly approve a verification request or use security codes with a mobile app	 <b>VIP Access Desktop</b> Use security codes from an application that you download to your computer	 <b>Security Token</b> Use security codes from a token that stays on your key chain	 <b>Security Card</b> Use security codes from a card that fits in your wallet
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Once you've made your choice, continue through the instructions. An example for registering a phone or tablet are:

When you select VIP Access Mobile, you'll click "Continue" if you've already downloaded the app:



On this screen, you can scan the provided QR code, or register your device manually. The example shown is how to register manually:



Open your VIP Access app on your phone or tablet. The icon will look like this:



Enter the Credential ID that will begin with “SYMC” from the app and click “Continue”:



### Credential ID

Enter the Credential ID from your VIP Access app

A screenshot of a mobile application interface. It shows a text input field labeled 'Credential ID' with a red border. A red arrow points from the left towards the input field. Below the input field, there is a small warning icon and the text 'This field is required'. At the bottom, there are two buttons: 'Cancel' and 'Continue'.

Next enter the 6 digit security code from your VIP Access app and click “Register”:

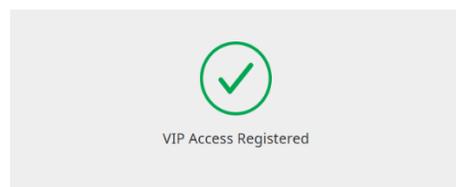


### Security code

Enter the security code from your VIP Access app

A screenshot of a mobile application interface. It shows a text input field labeled 'Security code' with a red border. The field contains the digits '1 2 3 4 5 6'. A red arrow points from the left towards the input field. Below the input field, there is a small warning icon and the text 'This field is required'. At the bottom, there are two buttons: 'Cancel' and 'Register'.

You can then name this device with “a friendly name” which could be anything you like and click “Add” or “Skip”:

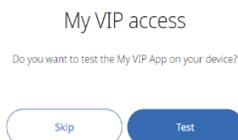


### Add a friendly name?

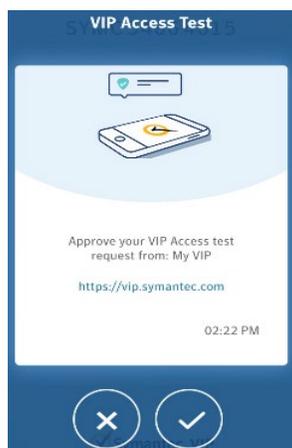
Enter a name for this VIP Access Mobile that is easy to remember

A screenshot of a mobile application interface. It shows a text input field labeled 'Friendly name' with a red border. The field contains the text 'My VIP Access Mobile'. Below the input field, there are two buttons: 'Skip' and 'Add'.

You can test it out if you like by clicking either “Test” or “Skip”:



If you are testing the app, make sure your VIP Access app is open and you’ll receive this message. Click the checkmark and you’re good to go:



You’ll only need to register a device once, unless you get a new phone, tablet or computer. In that case, you’ll need to register the new device using the instructions from the “Manage my VIP Access Token” link on the Home page of Passport as you previously did.

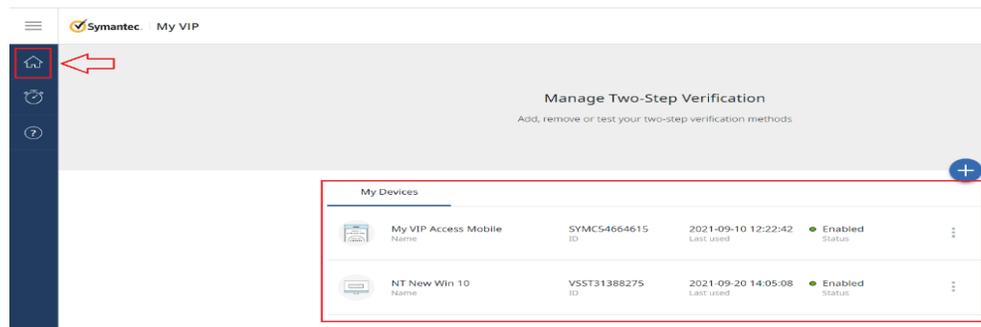
The registration process for a desktop or laptop computer is very similar. Just be sure to download the app and follow the steps. The desktop VIP Access token will look like this:



and when you click on it, the window that contains the security code will pop up:



Once you've registered a device or devices, you can see all of the devices you have registered by clicking the Home icon on Symantec My VIP. You're done with this site so you can close it.



Please note that:

1. Now that you've gotten your token set up, you're ready to use Global Cash Movement.
2. Since access to Global Cash Movement expires after 30 days, you should login using your VIP token every 30 days. It will take time to reestablish your ID once it has expired.
3. After 6 months of inactivity, your token will be removed and you'll need to reregister it.
4. If you have trouble registering any of your devices, please contact the Help Desk at 800.727.7435. They will be able to assist.