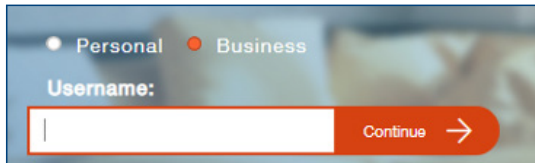
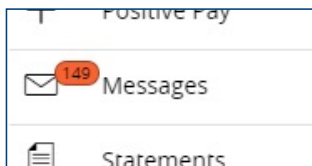


Step-by-Step Guide: Sending Secure Messages with Symantec VIP Token Credential ID

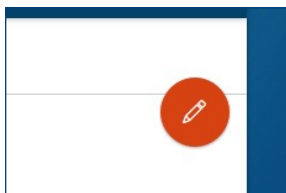
1. Go to bell.bank and login to Business Online Banking (non-Treasury).



2. Select the “Messages” menu option on the lefthand side.

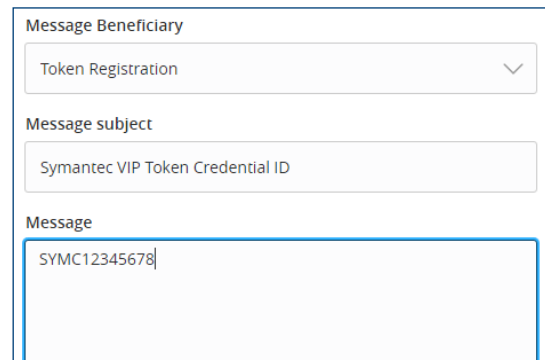


3. Click the orange “pencil” icon to create a new message.



4. Select “Digital Services” from the Message Recipient dropdown menu.
5. Enter your Symantec VIP Token Credential ID in the Message subject field.
6. Open the app on your mobile device.

7. Locate the credential ID starting with “SYMC” on the apps main screen and enter this number into the body of the message, including the characters **SYMC**.



8. Press “Send message.” **You will receive a secure reply from our digital services team once your token is assigned to your profile and ready for use.**

