

WebLink Multi-Factor Authentication (MFA) User Guide and Registration Process

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About WebLink Multi-Factor Authentication (MFA)

WebLink uses multi-factor authentication (MFA) to keep your login secure and prevent unauthorized users from accessing your account(s).

MFA is a security process that will prompt you for an additional method of identification to verify your identity during the User Login process. MFA requires you to provide not only Login credentials (User ID and password) but to submit a second form of authentication during Login.

If one factor is compromised, the additional factor is not easy for a hacker to obtain or duplicate.

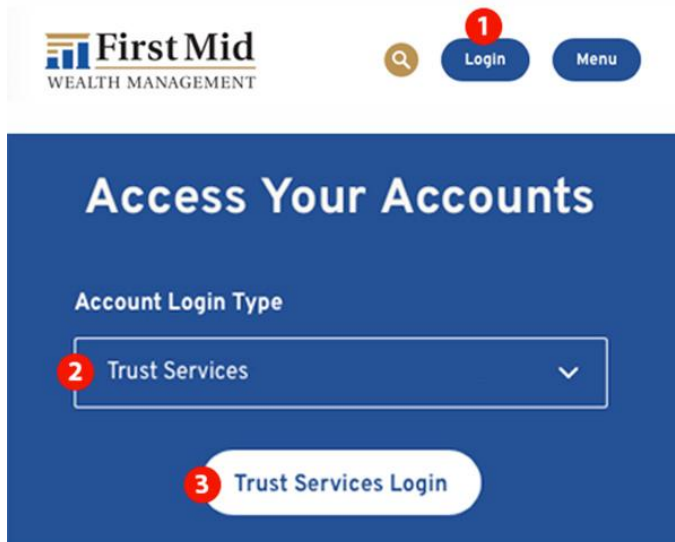
WebLink allows the following three MFA methods to receive your One-time PIN (OTP)

- Short Message Service (SMS) authentication which delivers an OTP via text message.
- Voice Callback authentication which delivers a spoken OTP via your mobile or land device.
- FIS Authenticator application which can be loaded to your mobile phone or installed on your computer. It's another way to verify your identity and get an OTP on the fly without the need for a network or cellular connection.

Accessing WebLink

Log into the First Mid Bank & Trust website: <http://firstmid.com>.

1. In the upper right corner click on "Login"
2. Select "Trust Services" in the *Account Login Type*
3. Click on "Trust Services Login".



From here you will navigate to the WebLink login screen and enter the login credentials provided by your system administrator.

Note: For security purposes, you must login to WebLink within 10 days of receiving your login credentials. Additionally, login every 90 days to keep your access active. Inactivity will cause your access to be systematically disabled and you will be forced to resubmit your access request to your system administrator.

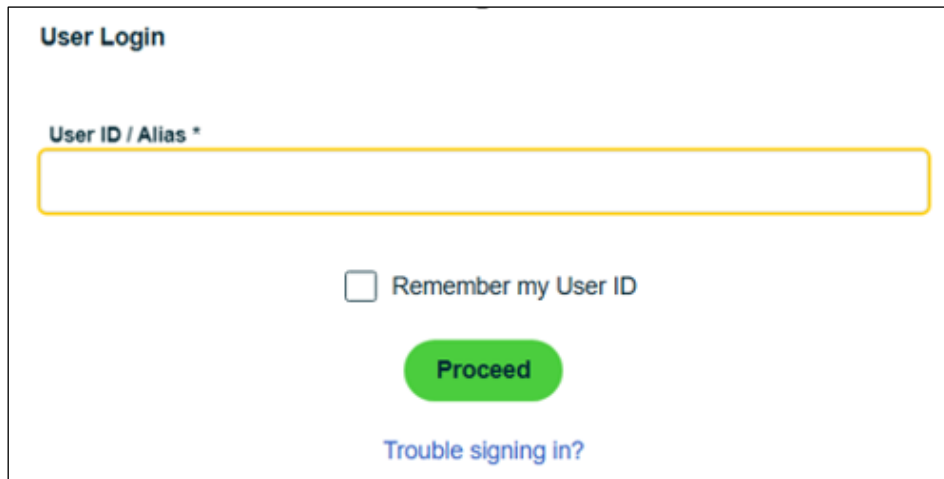
OTP via SMS Authentication/Voice Callback

Register Device on First Sign-In

Note: Clear your browser cache and open a new browsing session before your first login.

Step 1 - User Login – User ID

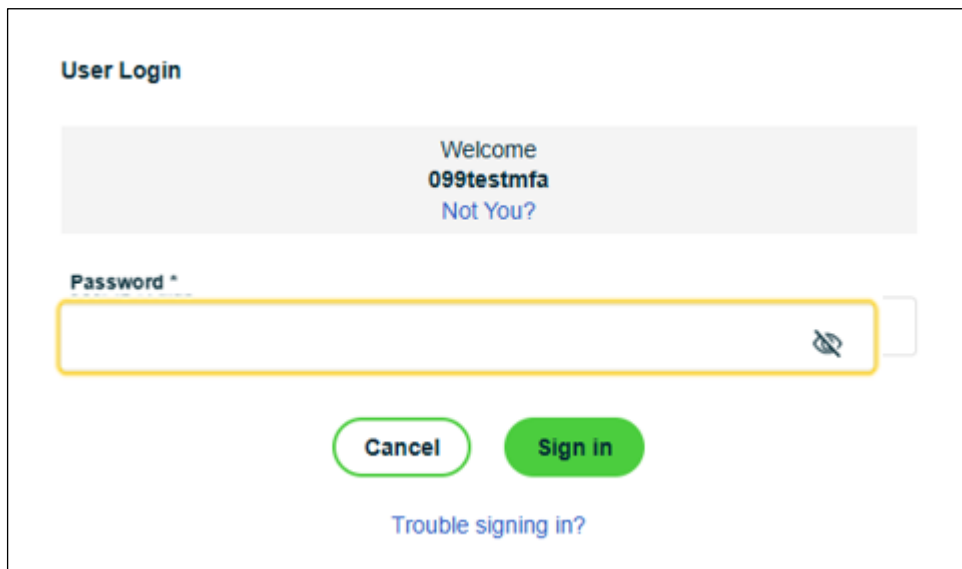
Enter **User ID** and click **Proceed**.



The form is titled "User Login". It contains a text input field labeled "User ID / Alias *". Below the input field is a checkbox labeled "Remember my User ID". At the bottom of the form is a green "Proceed" button and a blue link "Trouble signing in?".

Step 2 – User Login – Password

Enter your **Password** and click **Sign In**. This is the **temporary password** received from your system administrator.



The form is titled "User Login". It features a grey banner with the text "Welcome 099testmfa" and a blue link "Not You?". Below the banner is a text input field labeled "Password *". To the right of the password field is a small icon of a key. At the bottom of the form are two green buttons: "Cancel" and "Sign in". Below these buttons is a blue link "Trouble signing in?".

Step 3 - Change Password

The next step is to change your **temporary password**. The **Old Password** is the **temporary password** sent to you by your system administrator. This is the same password you entered on the previous screen.

You will now need to choose a new password by following the Password Rules shown in the blue box at the top of the screen.

Click **Proceed** after you have entered the Old Password field, the New Password field and the Confirm New Password field. On the screen, you will be notified if the new password you have chosen is strong and if the values you entered in the “New Password” and “Confirm New Password” fields match.

Change Password

 This page allows you to update your password.
The following rules apply when changing passwords:

Passwords must contain at least 8 characters, one uppercase character, one lowercase character, one number and one of five special characters (!@#\$%).
The new password must meet the defined password criteria.
The new password must be different from the last 10 previously created password or passwords.
The new password cannot contain your Login Name, in forward or reverse order.
The new password cannot contain your first, middle or last name, in forward or reverse order.

Old Password: *

New Password: *

Confirm New Password: *

Cancel

Proceed

Step 4 - Select OTP method

As detailed on page 1, you must choose the MFA method to receive your one-time pin (OTP). To have a PIN sent to your mobile phone, click on **Send PIN to my phone** and then on **Add a New Device**.

Note: If choosing to use a software app, refer to the *FIS Authenticator Application* detailed later in this document.

Select OTP Device

i Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. When prompted to enter your PIN, you will use that device to retrieve your PIN.

☒ Send a PIN to my phone

☐ Let me use a software app

Select OTP Device

Test Device + Add a New Device

Cancel Proceed

Step 5 - Add a New Device

The following screen appears for you to complete the device detail fields. Complete the fields and click **Save**.

- **Device Name** - You can enter any text e.g. Mobile, My Mobile, etc.
- **Device Profile** - choose either:
 - SMS Text (to send a text message to your mobile phone)
 - Voice Callback (to your mobile or house phone)
- **Country Code** – the defaulted value is the United States, if needed, select a different Country Code from the drop-down list provided
- **Mobile Number** – enter your Mobile number; enter as: 2165551212; no spaces are needed.

Keep in mind, some countries may have restrictions and block incoming calls. For example, China is one of the most restrictive locations globally regarding receipt of international SMS. They are known to block most messages, even if they are financial-related.

Note: We cannot be responsible if messages are not making it to users in countries that employ blocking technology.

Add New Device ✕

Device Name *

My cell

Device Profile

SMS Text ▼

Country Code *

United States (+1) ▼

Mobile Number *

216-555-1212

Cancel Save

Step 6 - Select OTP Device

Click on the radio button beside the mobile number and click on **Proceed**.

Select OTP Device



Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. When prompted to enter your PIN, you will use that device to retrieve your PIN.

☒ My cell (+1216-555-1212)

 Test Device + Add a New Device

*By selecting an SMS/Text option for message delivery, you are agreeing that we can send you the code using the number you select. Message and data rates may apply. Frequency is 1 message per login attempt. Text STOP to opt-out.

Step 7 – Validate your One-Time-PIN setup

Enter the **OTP code** received either as a text message or through the voice callback feature and click on **Validate OTP**. After entering the OTP code, you will gain access to WebLink.

- The OTP texted to your mobile phone will be a 5 digit numeric code. The text message sent will say: "WebLink Verification Code: xxxxx This code will expire in 5 minutes".
- The voice callback that you receive may come over as Spam. There will be a recording saying: "This is your bank. Your one-time pin code is xxxxx (a five digit code will be supplied at this time). Press 1 to repeat this message or hang up the phone."

Validate Your One-Time-PIN Setup



An OTP code has been sent to your mobile device +*****1212
Please enter it below to complete the OTP device registration process.

One-Time-Pin

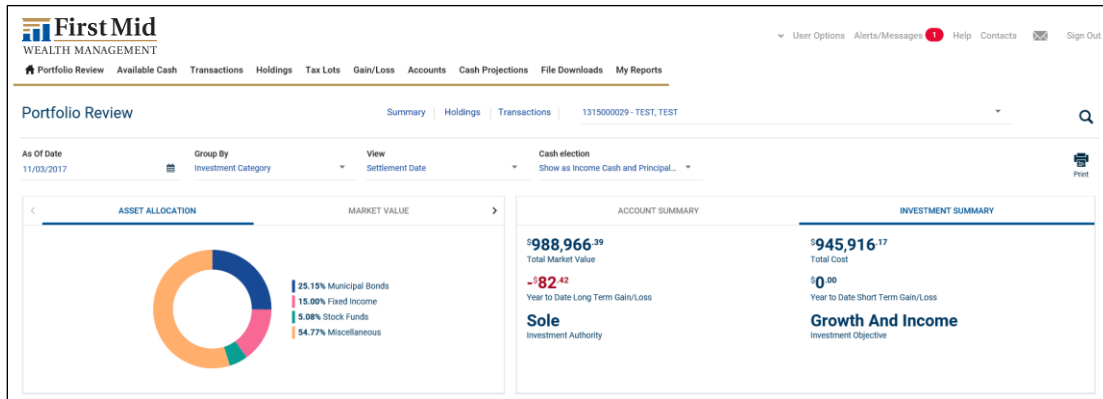


If you did not receive the OTP code, please wait a minute or try reconfiguring your device.

[Reconfigure OTP Device](#)

Note: As instructed on the screen above, if you do not receive your OTP, click on the link “Reconfigure OTP Device”. This will take you back to the screen where you may choose to Add a New Device if the mobile number you entered originally was incorrect. The incorrect number cannot be edited or removed; however, you are able to add a new device to use going forward.

You are now successfully logged into WebLink. The WebLink Portfolio Review report is displayed. All subsequent logins will now prompt you to enter a PIN code. You must enter the PIN code retrieved from your mobile device and click **Sign In**.



Subsequent Login Instructions

Step 1 – Initial log in screen – User ID:

Enter your **User ID** and hit **Proceed**.

Note: All passwords are case sensitive.

User Login

User ID / Alias *

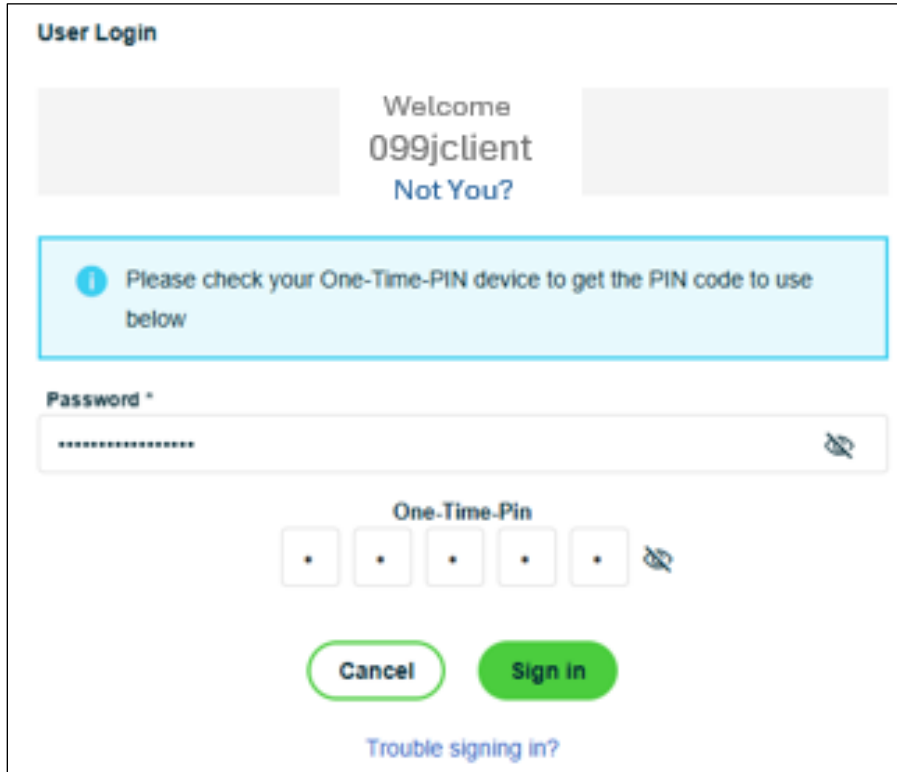
☐ Remember my User ID

Proceed

[Trouble signing in?](#)

Step 2 – Password and PIN Code:

Enter your **Password** and the **PIN Code** (OTP) received via text message, voice callback or the FIS Authenticator app and click on **Sign in**.



User Login

Welcome
099jclient
Not You?

Please check your One-Time-PIN device to get the PIN code to use below

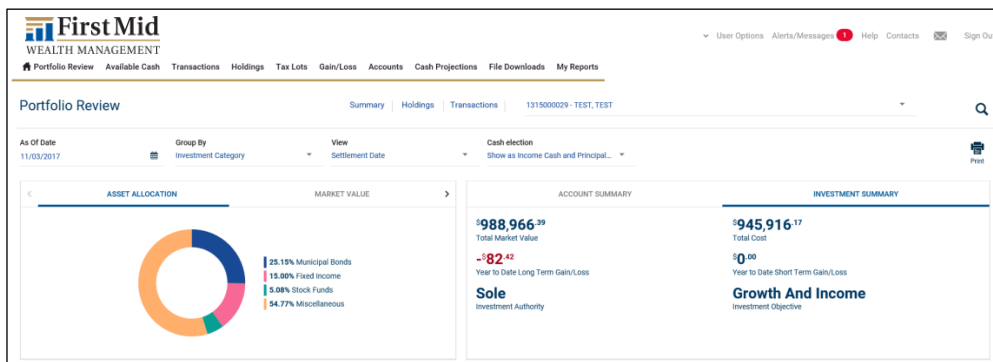
Password *

One-Time-Pin

Cancel Sign in

Trouble signing in?

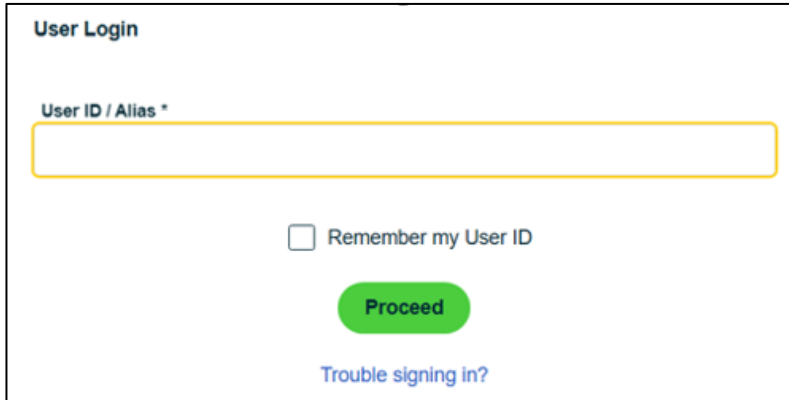
You are now successfully logged into WebLink. The Portfolio Review report will be displayed.



Forgot your password?

Step 1 – User Login:

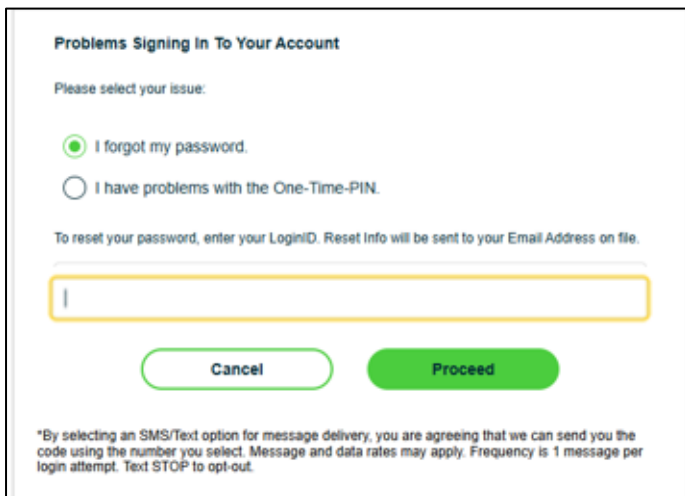
Click the “**Trouble signing in?**” link.



The 'User Login' form contains a text input field labeled 'User ID / Alias *'. Below the field is a checkbox labeled 'Remember my User ID'. A green 'Proceed' button is centered below the checkbox. At the bottom of the form, there is a blue link labeled 'Trouble signing in?'.

Step 2 – Problems signing in to your account:

Click on the radio button beside “I forgot my password” and enter your **User ID** (Login ID) then click on **Proceed**.



The 'Problems Signing In To Your Account' form asks the user to select an issue. The first option, 'I forgot my password.', is selected with a green radio button. The second option is 'I have problems with the One-Time-PIN.' Below the options, a message states: 'To reset your password, enter your LoginID. Reset Info will be sent to your Email Address on file.' This is followed by a text input field. At the bottom are 'Cancel' and 'Proceed' buttons. A small disclaimer at the very bottom reads: '*By selecting an SMS/Text option for message delivery, you are agreeing that we can send you the code using the number you select. Message and data rates may apply. Frequency is 1 message per login attempt. Text STOP to opt-out.'

Enter your PIN Code (OTP) received via text message, voice callback or the FIS Authenticator app and click on **Proceed** and then **OK**.

Problems Signing In To Your Account

 Please check your One-Time-PIN device to get the PIN code to use below

One-Time-Pin

•

•

•

•

•

🔇

Cancel

Proceed

Problems Signing In To Your Account

A temporary password has been sent to your registered email address. You will be prompted to change this password when you log in.

OK

Step 3 – Password Reset Notification:

You will receive a “Password Reset Notification” email, from idp-noreply@fisglobal.com, which will provide you with a temporary password. Use this temporary password the next time you log into WebLink and you will be instructed at that time to setup a new password.

Please note: *If you do not see this email, please check your spam folder.*

Password Reset Notification

 FIS Email <idp-noreply@fisglobal.com>

To  John Doe

Retention Policy Default Email Retention (1 year, 6 months)

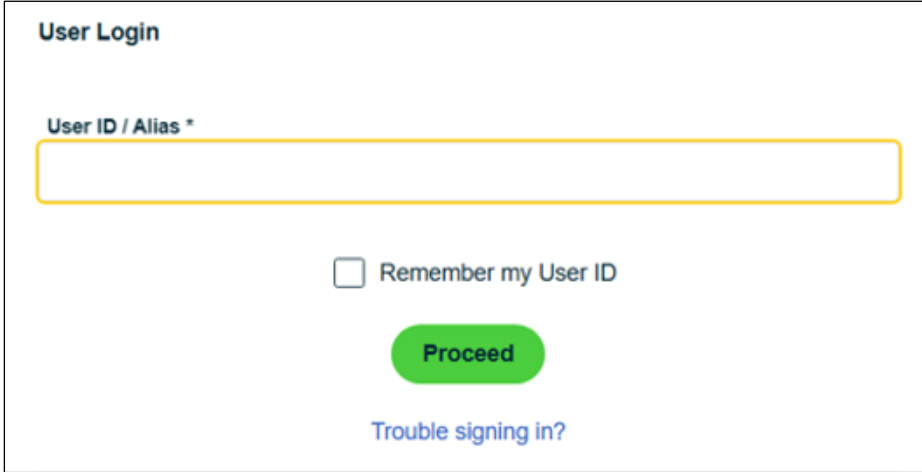
 This message was sent with High importance.

The password for your account has been reset to: 3ZAjJ(G

Resetting your OTP device from the User Login page

Step 1 – User Login

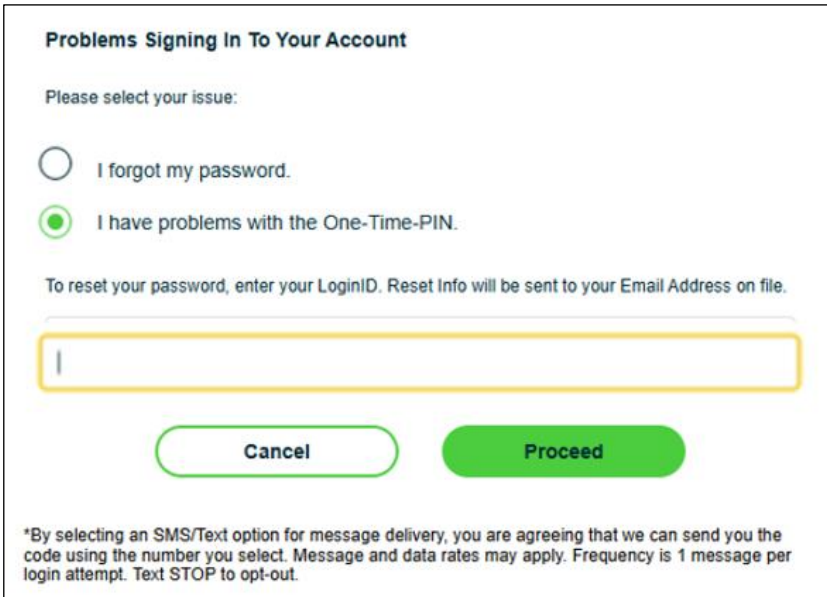
Click the **Trouble Signing In?** link.



The 'User Login' form contains a title 'User Login' at the top left. Below it is a label 'User ID / Alias *' followed by a large, empty rectangular text input field with a yellow border. Underneath the input field is a checkbox with the text 'Remember my User ID'. Below the checkbox is a green rounded rectangular button labeled 'Proceed'. At the bottom of the form is a blue text link that says 'Trouble signing in?'.

Step 2 – Problems signing in to your account:

Click on the radio button beside “**I have problems with the One-Time-PIN**” and enter your **User ID** (Login ID) then click on **Proceed**.



The 'Problems Signing In To Your Account' form has a title 'Problems Signing In To Your Account' at the top. Below the title is the instruction 'Please select your issue:'. There are two radio button options: 'I forgot my password.' (which is unselected) and 'I have problems with the One-Time-PIN.' (which is selected with a green dot). Below these options is a line of text: 'To reset your password, enter your LoginID. Reset Info will be sent to your Email Address on file.' This is followed by a large, empty rectangular text input field with a yellow border. At the bottom of the form are two rounded rectangular buttons: a white one with a green border labeled 'Cancel' and a solid green one labeled 'Proceed'. At the very bottom, there is a small asterisked footnote: '*By selecting an SMS/Text option for message delivery, you are agreeing that we can send you the code using the number you select. Message and data rates may apply. Frequency is 1 message per login attempt. Text STOP to opt-out.'

The following screen appears for you to select your problem. In this example, select **“I want to reset my One-Time-PIN device”**, enter your **Password** and click **Proceed**.

Problems Signing In To Your Account

Select your problem:

☐ I don't know my One-Time-PIN device.

☒ I want to reset my One-Time-PIN device.

Password *

.....

The following message appears notifying you that an OTP device reset link was sent to your registered email address. Click **OK**.

Problems Signing In To Your Account

Thank you. If you entered a valid username and password, a temporary One-Time-PIN device reset link will be sent to your registered email address.

You will receive a “One Time PIN Device Reset Link” email, from ldap-noreply@fisglobal.com, which will provide you with a link to reset your OTP device.

One Time PIN Device Reset Link

FIS Email <ldap-noreply@fisglobal.com>
To: Doe, John
Retention Policy: Default Email Retention (1 year, 6 months)
Expires: 2/14/2024
This message was sent with High importance.

Dear 305 - TEST MFA 3,

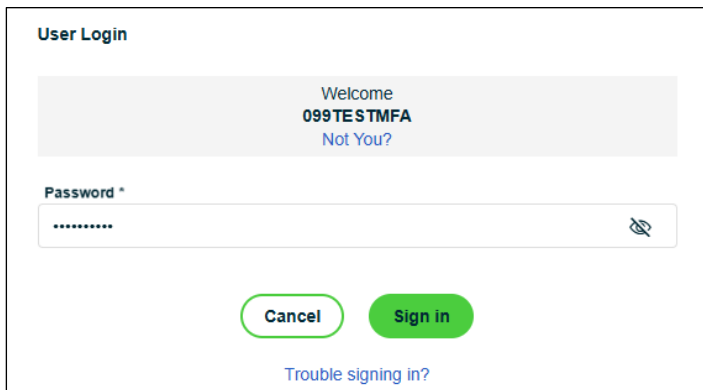
You have recently requested to reset your One Time PIN device. To reset your device, click the link below:

<https://login2.fisglobal.com/idp/SFTTRPW/otpdevice.reset?loginName=14-Mar-2019%3APE1lc3NH2ZU%2BPEtleT4%3DcY5oY00iNNeP7DcrFM73Qp7Uc0lh2lc9JrhT0zrdWlOMlyWzKbROvplKkHT4NCz1fX1oK3diOMA8NsovFD3P67%2Bb9rbhYNNK49wvMjfgVUKlufGmDU1ML8%2Ftvl3c95aNgW%2BVvtH5q5x8GdG8YVab%2BoUfDgtH5ibQH74ijZuW0B3CjXif8KmcMlSDNXUURDkF95rE6Pwy3Cjdxqg2ihHGthih4A90XpkRr38kpgu7ZmfYHm1cIlfkjAa34Wic8XiaQ1o8tyGoScRnXTW5D4xdYUg5vYkzK%2BH8NyykR0DlRa5ErH%2BQRu%2B%2F7s%2FBRyqX%2BDd54rCYPj0LNO%3D%3DPC9LZK%32BPExvZz4%3DybfFoNx21RTSbrFplz3IIA%3D%3DPC9Mb2c%2BPEFz28%2BQUVTPC9BbGdvPg%3D%3DPC9NZNZYWdlPg%3D%3D%3Dtoken=14-Mar-2019%3APE1lc3NH2ZU%2BPEtleT4%3DZx1RfpFU258ocHsPrIUQ29anTB9M2mb5nH1CBduarDuyBjDLRpNRK3U%32FHAVGNx5Mr8Ik2Jro%2FL2pQ1mxkEhUMG0qg8DgkkgxmOLPpm%2F06DhrXiyO1eR6KeHOpBW4en13WZNIHWOC3MuotkrwZ9I4EGo%2FUIHAu9vfcQyotFbHftxThxGILN%2FfrFt4dAFAc5vTxUxcJMVlc43fofMMj%2BCCR79d9fdXbbblnl708HKZv0Jwvvi%2B4OEfZg794au%2FhbbbnUJWWq6ikm0dG58avxa1%2FrlG45%2FDL%2FaG7pVhG4E0d5FWqJEdtEH0SeXSKaja49blawKjV1B%2B8Yg%3D%3DPC9LZK%32BPExvZz4%3DDocTYR948kzwy1%2BL2c3Wjy%3D%3DPC9Mb2c%2BPEFz28%2BQUVTPC9BbGdvPg%3D%3DPC9NZNZYWdlPg%3D%3D&QueryStringParameter=&ClientID=WebLinkUI&UserName=xxxxx>

This link will only be available for 2 hours from the time this email was sent.

Step 3 – User Login:

Now you can reset your One-Time-PIN device. Enter your **Password** and click on **Sign In**.



The image shows a 'User Login' form. At the top, it says 'User Login'. Below that is a grey box containing 'Welcome 099TESTMFA' and a link 'Not You?'. Underneath is a 'Password *' field with a masked password '*****' and a toggle icon. At the bottom are two buttons: 'Cancel' and 'Sign in'. Below the buttons is a link 'Trouble signing in?'.

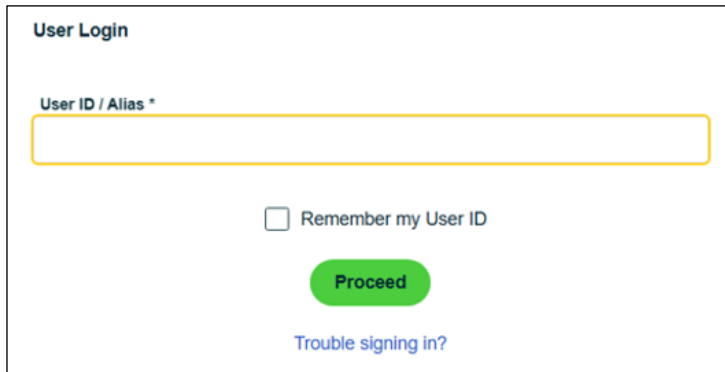
Step 4 – Complete the process to reset your One-Time-PIN device

Follow the steps outlined earlier in this document to setup your OTP device either using the SMS/Voice Callback method or the FIS Authenticator app.

Steps to follow when you “Don’t know your One-Time-PIN device”

Step 1 – User Login:

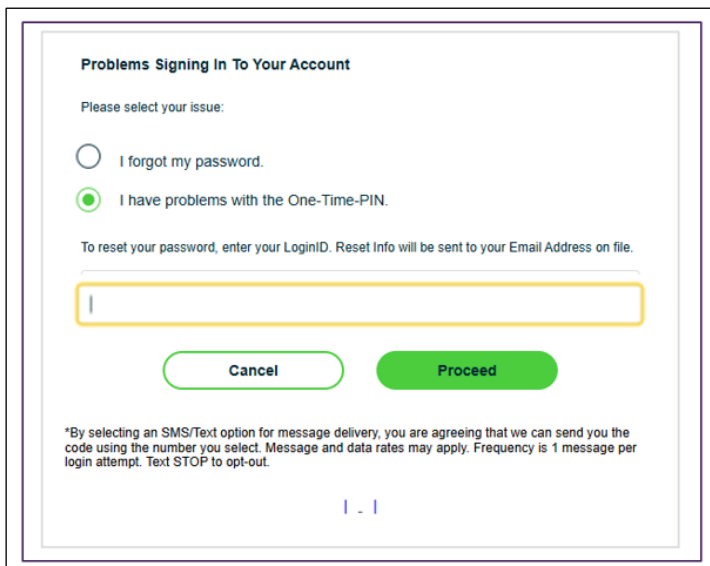
Click the **Trouble Signing In?** link.



The 'User Login' form contains a text input field labeled 'User ID / Alias *'. Below the field is a checkbox labeled 'Remember my User ID'. A green 'Proceed' button is centered below the checkbox. At the bottom of the form, there is a blue link that reads 'Trouble signing in?'.

Step 2 – Problems signing in to your account:

Click on the radio button beside “**I have problems with the One-Time-PIN**” and enter your **User ID** (Login ID) then click on **Proceed**.



The 'Problems Signing In To Your Account' form asks the user to 'Please select your issue:'. There are two radio button options: 'I forgot my password.' and 'I have problems with the One-Time-PIN.' The second option is selected. Below the options, a text prompt states: 'To reset your password, enter your LoginID. Reset Info will be sent to your Email Address on file.' This is followed by a text input field. At the bottom of the form are two buttons: 'Cancel' and 'Proceed'. A small disclaimer at the very bottom reads: '*By selecting an SMS/Text option for message delivery, you are agreeing that we can send you the code using the number you select. Message and data rates may apply. Frequency is 1 message per login attempt. Text STOP to opt-out.'

The following screen appears for you to select your problem. In this example, select “**I don’t know my One-Time-PIN device**”, enter your **Password** and click **Proceed**.

Problems Signing In To Your Account

Select your problem:

☒ I don't know my One-Time-PIN device.

☐ I want to reset my One-Time-PIN device.

Password *

.....

Cancel **Proceed**

The following message appears notifying you that an email informing you of your One-Time-PIN device has been sent to your registered email address. Click **OK**.

Problems Signing In To Your Account

Thank you. If you have entered a valid username and password, an email informing you of your One-Time-PIN device will be sent to your registered email address.

OK

The “Device Information” email message provides you with the phone number that has been registered as your One-Time-PIN device. Tips are also provided as to why you may not be receiving your OTP.

Device Information

FIS Email <ido-noreply@fisglobal.com>
To: Doe, John
Retention Policy: Default Email Retention (1 year, 6 months)
Expires: 2/17/2024
This message was sent with High importance.

Dear 305 - TESTMFA2,

You have recently requested the information of your registered One Time PIN device. Your One Time PIN destination has been configured as **16145551212**

Tip1: If you have problems receiving the One Time PIN and if your device destination is configured as an email address, check the junk mail folder.
Tip2: If you have problems receiving the One Time PIN and if your device destination is configured as a mobile number, check with your service provider that your number is not listed in a Do Not Disturb service.
-----This is a system generated alert. Please do not reply to this message-----

Reply Reply All Forward

Sun 8/21/2022 8:41 AM

Step 3 – User Login:

Now that your registered device has been identified, proceed to the User Login screen and follow the steps to complete the login process.

OTP via the FIS Authenticator Application

The FIS Authenticator app can be set up to send an OTP to your mobile phone using the Android or iOS (Apple) operating system. It provides second-factor authentication for registered users and is also available as a desktop-friendly version.

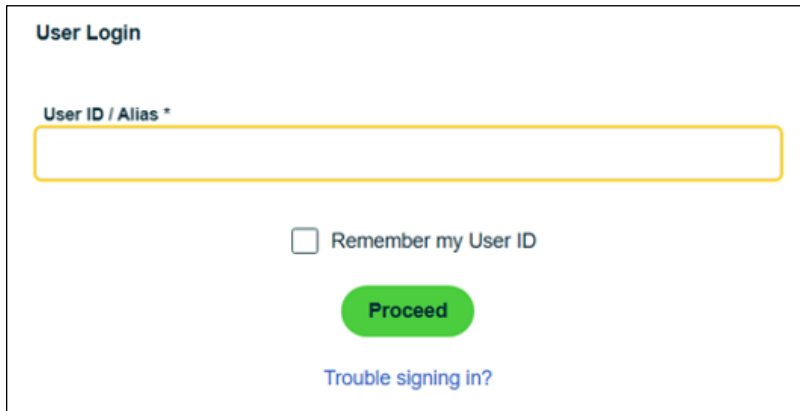
Using the FIS Authenticator app is an even more secure method because it does not utilize your phone/data carrier to transmit access codes. The app codes also expire in 30 seconds; another measure that increases security.

FIS Authenticator App Mobile Phone Version

To install the FIS Authenticator on your Mobile phone, first login to WebLink as outlined below.

Step 1 - User Login – User ID

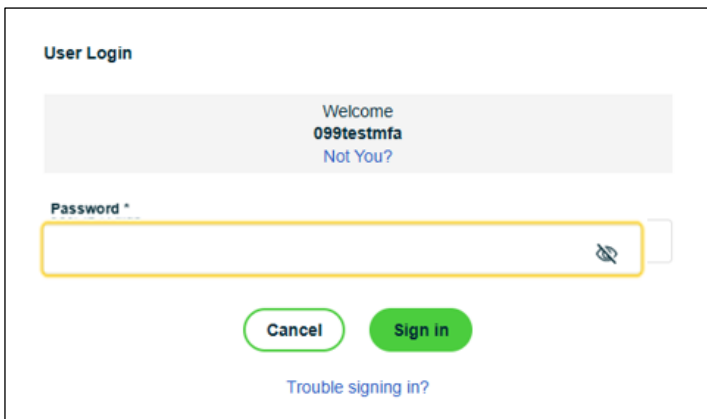
Enter your **User ID** and click **Proceed**.

A screenshot of the 'User Login' form. At the top, it says 'User Login'. Below that is a text input field labeled 'User ID / Alias *'. Underneath the field is a checkbox labeled 'Remember my User ID'. At the bottom center is a green 'Proceed' button. Below the button is a blue link that says 'Trouble signing in?'.

Step 2 – User Login – Password

Enter **Password** and click **Sign In**.

Note: If this is the first time you are logging into WebLink, this is the temporary password received from your system administrator.

A screenshot of the 'User Login' form for the password step. At the top, it says 'User Login'. Below that is a grey box containing the text 'Welcome 099testmfa' and a blue link 'Not You?'. Underneath is a text input field labeled 'Password *' with a toggle icon on the right. At the bottom are two green buttons: 'Cancel' and 'Sign In'. Below the buttons is a blue link that says 'Trouble signing in?'.

Step 3 – User Login - Password

Complete the login process, creating a new password if needed. See the detailed instructions provided earlier in this document.

Step 4 - Select OTP method

As explained on page 1, you must choose the MFA method to receive your one-time pin (OTP). To have a PIN sent to an app on your mobile phone, click on **“Let me use a software app”** and then on **“Use a Software Authenticator App”** and click on **Proceed**.

The following screen will appear during first login after you enter your **User ID** and **Password**.

Select OTP Device

1 Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. When prompted to enter your PIN, you will use that device to retrieve your PIN.

☐ Send a PIN to my phone

☒ Let me use a software app

Select Token Generator

☒ Use a Software Authenticator App

Test Device + Add a New Device

Cancel Proceed

Step 5 – Configure Software Authenticator App

If you already have the FIS Authenticator app installed on your mobile device, choose **“I’ve already installed the app”**. If you need to install the app, choose **“Email me a download link”** and click **Proceed**.

Configure Software Authenticator App

1 An Authenticator is a software app installed on your mobile device. You can download the FIS Authenticator app from iTunes or Google Play. Once downloaded, simply open the app and add your account by pointing your mobile device's camera at the QR code shown on next page. Alternatively, you can manually enter the Secret Key.

☐ I've already installed the app

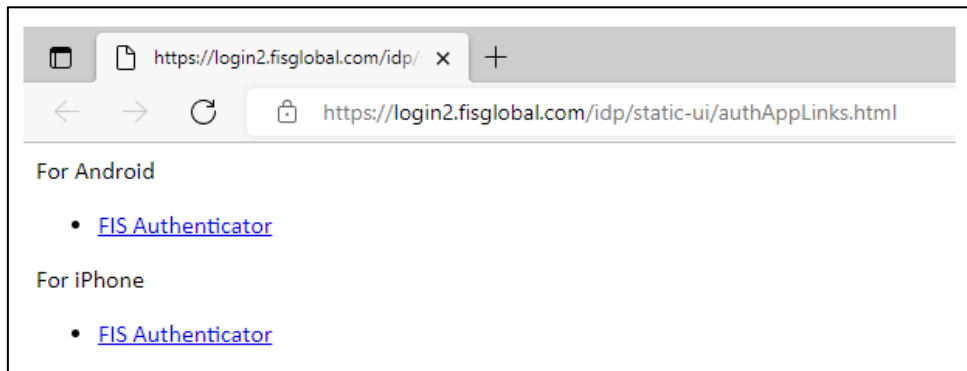
☒ Email me a download link

Back Proceed

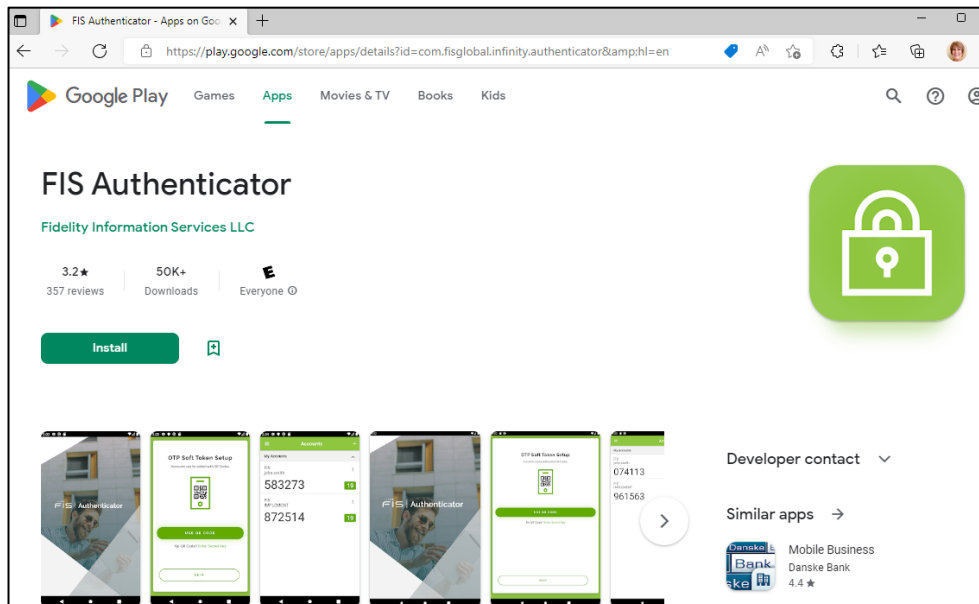
If you selected “**Email me a download link**”, you receive the following email.



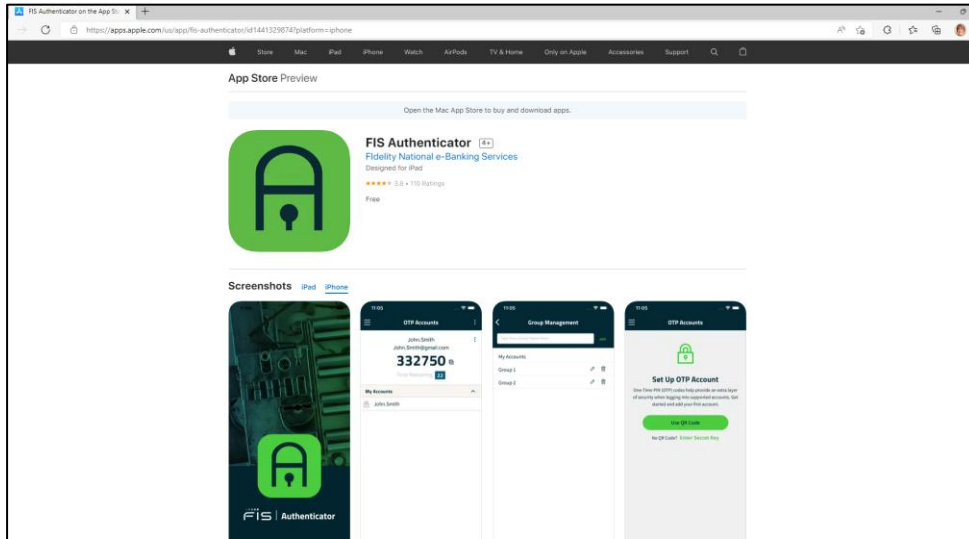
Click on the link in the email to open the following page with links for downloading the FIS authenticator.



Authenticator for android devices:



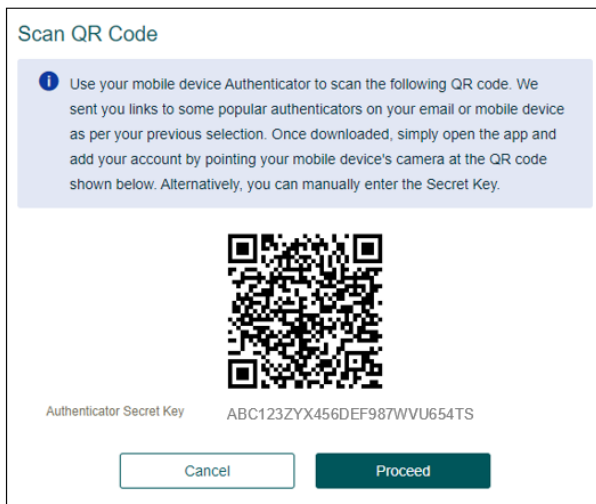
Authenticator for IOS (Apple) devices:



Download the FIS Authenticator on you mobile device and then go back to WebLink to scan in the QR code.

Step 6 – Scan QR Code

The following screen will appear. Open the **Authenticator app** on your mobile device and either scan in the QR code onto your phone by holding your phone up to your computer to scan in the QR code or manually enter the Authenticator Secret Key and click **Proceed**.



Step 7 – Validate your One-Time-PIN setup

Enter the six digit code from your FIS Authenticator app and click on **Validate OTP**.

Validate Your One-Time-PIN Setup

i An OTP code has been sent to your mobile device +*****1212
Please enter it below to complete the OTP device registration process.

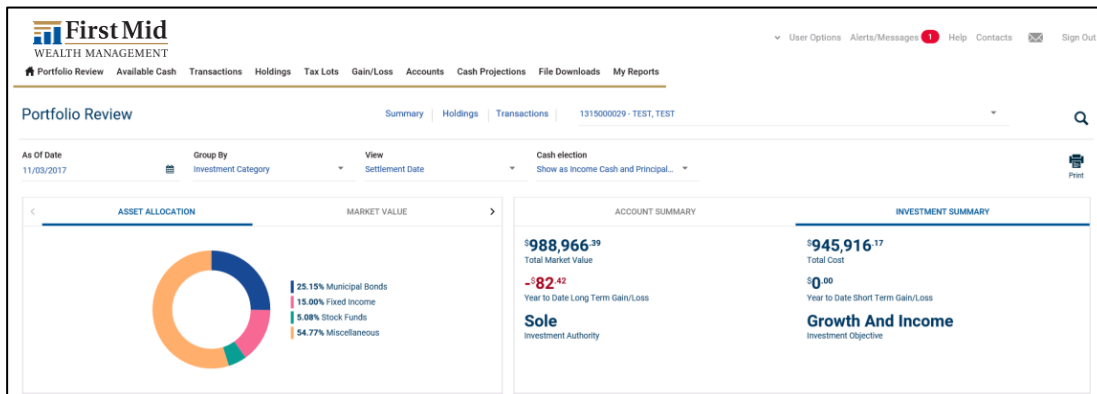
One-Time-Pin

If you did not receive the OTP code, please wait a minute or try reconfiguring your device.

Cancel
Validate OTP

Reconfigure OTP Device

You are now successfully logged into WebLink. The WebLink Portfolio Review report is displayed. All subsequent Logins will now prompt you to enter a PIN. You must enter the PIN generated in Authenticator app and click Sign In.



FIS Authenticator App Desktop Version

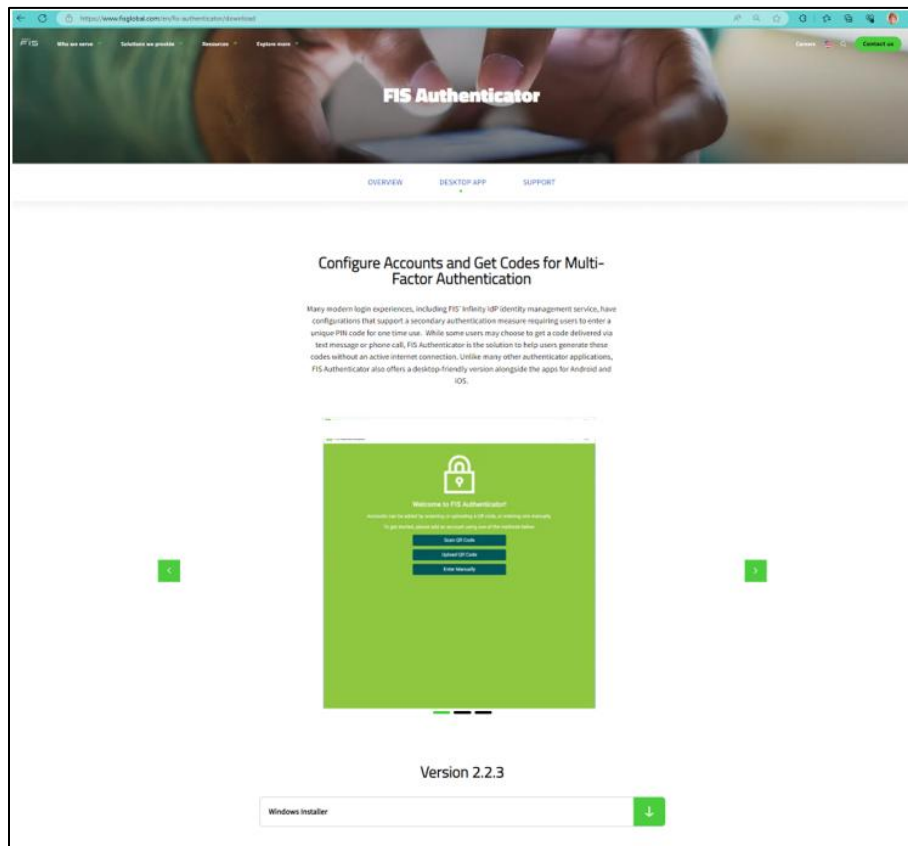
FIS Authenticator for Desktop is available as an alternative to the mobile version to help keep your accounts more secure. This section provides FIS Authenticator installation and configuration guidance for Desktop users.

Open your internet browser, type the URL for WebLink in the URL address field and press **Enter**. As an alternative, you can save the URL in your browser or on your desktop as a shortcut and begin your session by clicking one of these. Some systems may initially display a Security Alert; if so, click **Yes** to proceed.

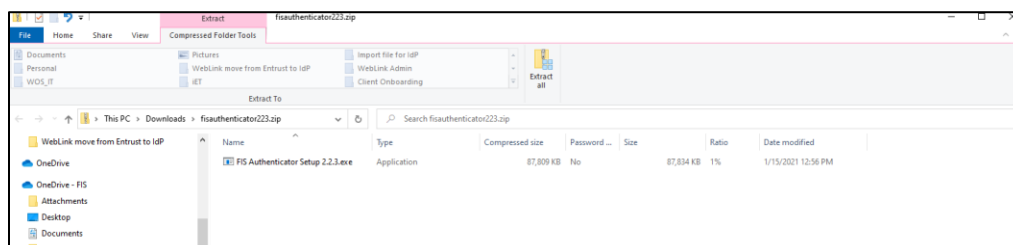
When the Login screen appears, enter your **User ID** and **Password**, then click **Sign-In**. If this is your first session, you will need to change your password as detailed above.

Step 1 - Download the FIS Authenticator for Desktop

From your web browser, go to <https://www.fisglobal.com/fis-authenticator> to download the **FIS Authenticator** for Desktop. On the FIS Authenticator download page, select the appropriate file to download based on your machine's platform. The version number that appears is the latest available version.

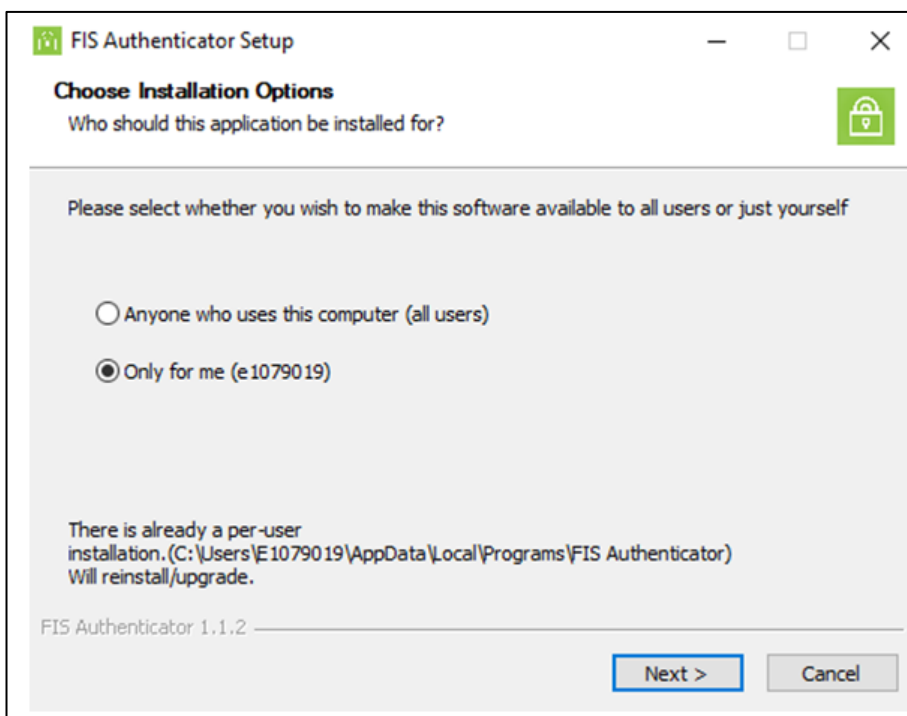


Navigate to the FIS Authenticator .exe file in your Downloads folder.

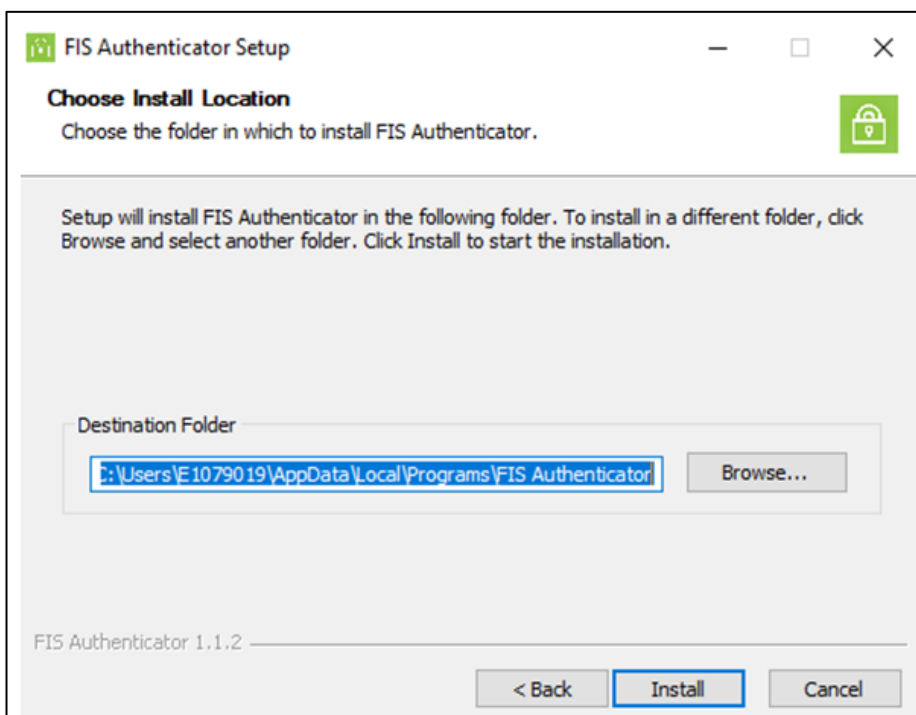


Step 2 - Install the FIS Authenticator for Desktop

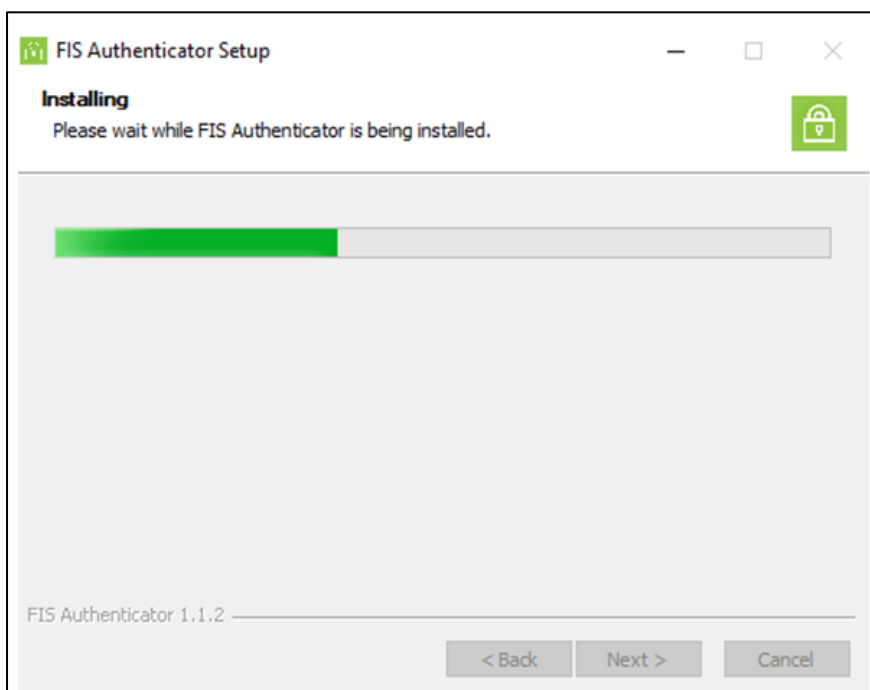
Double click the .exe file to install it. The FIS Authenticator Setup wizard appears. Select the **Only for me (User ID/Name)** option and click **Next**.



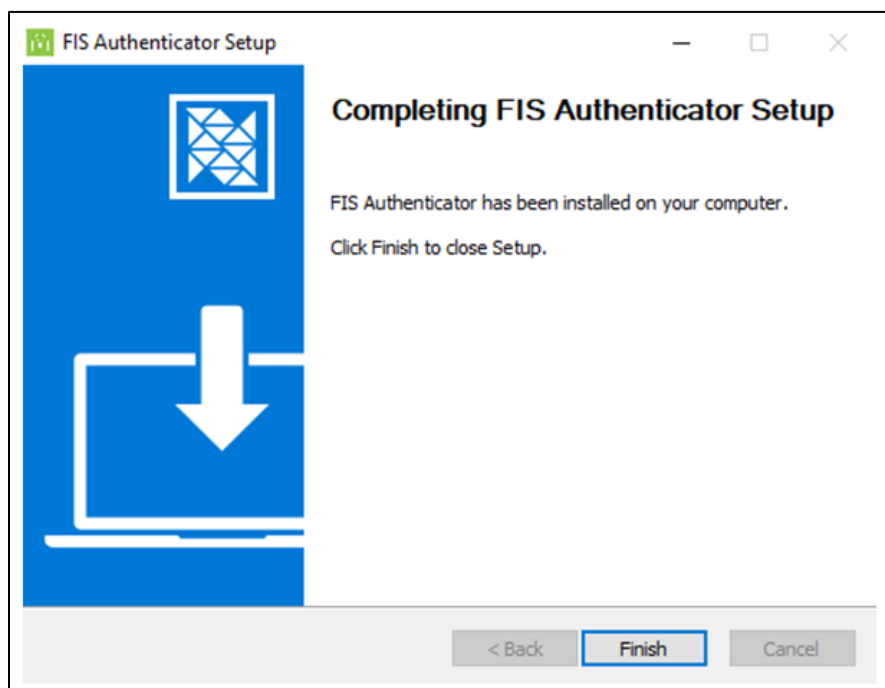
Keep the default **Destination Folder** as the location and click **Install**.



NOTE: Installation can take a few minutes to complete.

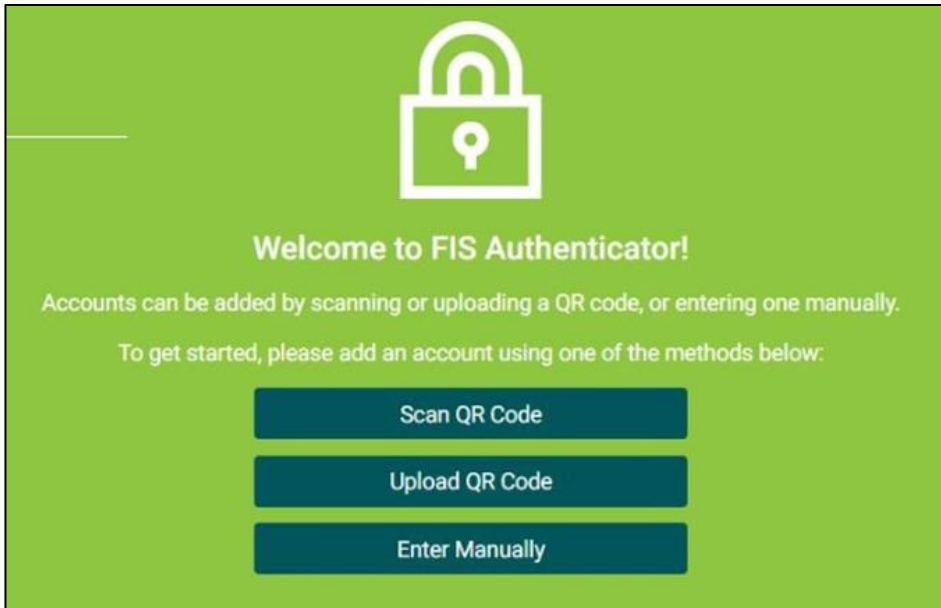


Click **Finish**, once loading process is complete.



Step 3 - Configure FIS Authenticator

Once the **FIS Authenticator** app is installed, open the app on your computer. The FIS Authenticator Welcome Page appears for you to select the method to use to add an account.



Step 4 – Manually add an account to the FIS Authenticator

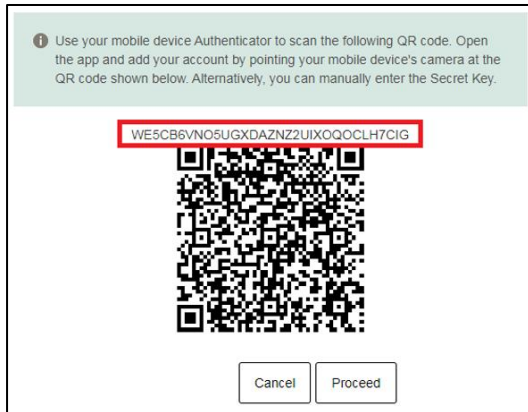
Click **Enter Manually** (recommended for desktop) to begin the OTP (One-Time-PIN) setup. The Add Account screen appears.

Complete Issuer, Key Code and Username fields and click **Save**.

The Issuer is the name of your banking institution where your WebLink account is being serviced. The Key Code is app-generated and shown above the QR code (see example below). The Username is your WebLink User ID.

VALUABLE information regarding Key Codes:

- The Key Code is a 26-character alphanumeric string that looks like this:
WE5CB6VNO5UGXDAZNZ2UIXOQOCLH7CIG
- It cannot be copied and pasted into the FIS Authenticator app
- All letters are UPPER CASE
- There are no zeros (0) or ones (1) in the Key Code
- Only the following numbers are valid: 2, 3, 4, 5, 6, 7 – **numbers 0,1, 8 and 9 are never used**



Once the Add Account step is complete, you will see the Accounts screen and a new PIN code will be generated every 30 seconds to be used for all subsequent sign-ins.

