



KBC Institutionals Portal

Digipass: Logon and Authorization

User Manual

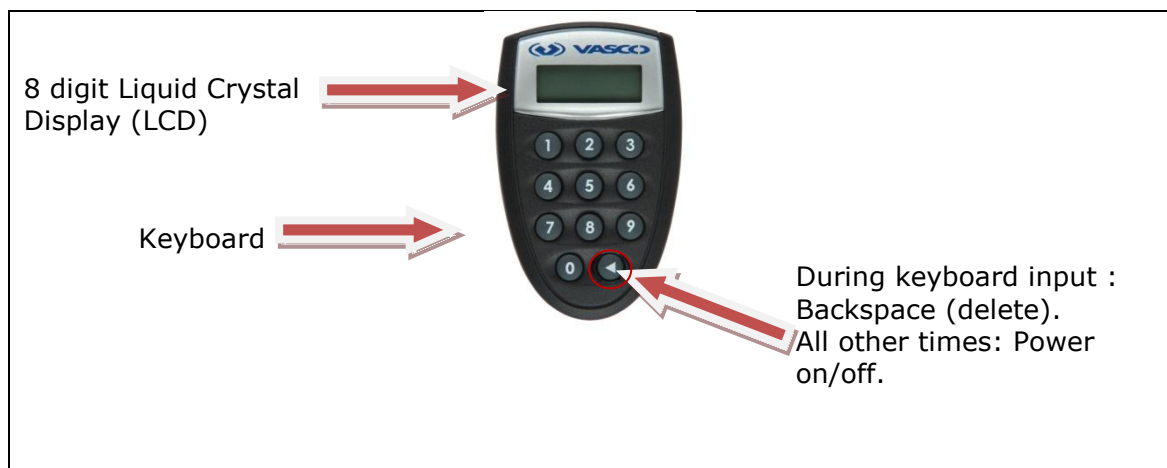


1. GETTING STARTED

Before you begin

This document is written with the assumption that you have already received:

- a Digipass
- a valid PIN number for the Digipass
- a valid username



Critical security precautions

- Never leave your Digipass lying around when you are not present.
- When you leave your computer, even for a short time, close all browser windows.
- If your Digipass is lost, stolen or damaged please immediately notify.

Digipass activation

Before using your Digipass to log on for the first time, you should activate it by following this step-by-step instruction.

1. Press the  button
 - The Digipass switches on.
2. Enter the initial PIN supplied to you.
3. Enter a new PIN (5 digits)
4. Enter the new PIN again
 - The Digipass is activated and ready for use.
 - The next time you switch the Digipass on you should use the new PIN.



2. LOGON

Step 1: open Internet Explorer and go to www.kbcfi.com

Step 2: click 'login' on the right hand side



Step 3: click the tab 'Digipass' and enter your 'Username'

Step 4: press the  button to turn on your Digipass

Step 5: enter your personal 5-digit PIN

Step 6: read your 'response' and enter it in the Password field

Step 7: press Login: you will be redirected to the page with the authorized application(s) for your user



3. TROUBLESHOOTING

In case of loss, theft, breach of confidentiality or any risk of misuse of your Digipass, it is required that you send an e-mail to ebc.desk@kbc.be identifying yourself by at least company name, user name and the serial number of your Digipass: see backside near the barcode.

