

How to...

Activate your Security Device as a new User

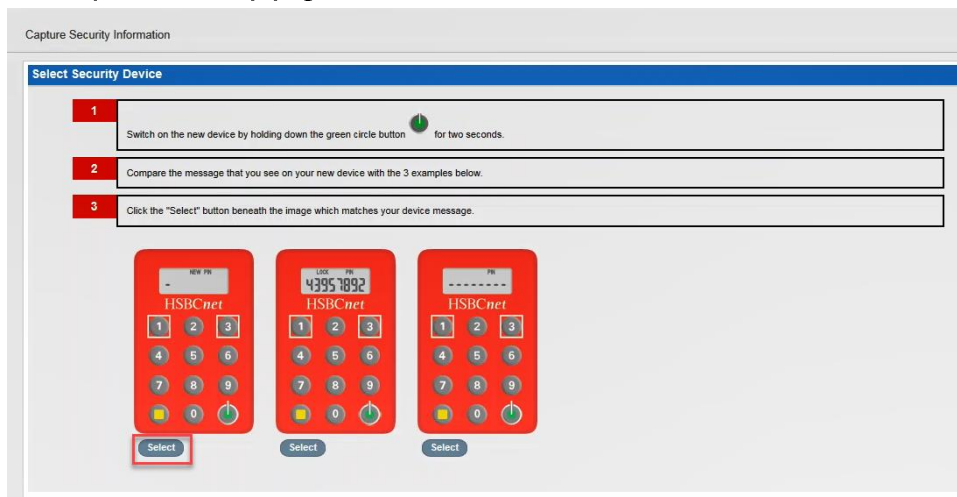
This step-by-step guide will show you how to activate your Security Device as a new User, and will walk you through:

- Setting up your Security Device as a new User
- Logging on to HSBCnet using your Security Device

To begin, you will need a Security Device that has been assigned to you by a System Administrator.

1. Log on to HSBCnet. The Security Device setup page appears when you log on to HSBCnet for the first time.

Security Device setup page



Set up your Security Device

The first step in setting up your Security Device is to switch it on by pressing and holding the green circle button for two seconds.

Match what is shown on your device with one of the images on the screen. This guide focuses on the 'NEW PIN' option. Choose the **Select** button for the device that displays 'NEW PIN'.





The Set Security Device PIN page appears giving you on-screen instructions to set up your pin. These steps are as follows.

Set Security Device PIN page

Capture Security Information

Set Security Device PIN

Set the PIN on your new device by following these steps:

- 1** If your Security Device is turned off, hold down the green circle button  for two seconds to turn it on.
- 2** Enter your new PIN of between 4-8 digits.
- 3** Press the yellow square button  when you have finished inputting your PIN. Your device will display the message "PIN CONF".
- 4** Confirm your PIN by re-entering it. Your device will display the message "NEW PIN CONF".
- 5** Click "Continue".

Tips:

- Your PIN will not be accepted if it contains repeated or sequential numbers.
- If you make an error when inputting, use the green circle button to delete.
- If you fail to confirm your PIN in step 5 above, you will need to restart the Set Your PIN process.
- If you have problems completing the above steps, please allow the Security Device to turn off by leaving the device alone for 30 seconds. You will then be able to start again.

[Continue](#)

1. Turn your Security Device on by pressing the **green** button for 2 seconds.



2. Enter a PIN into your Security Device that will need to have 4 – 8 random and non-sequential digits. Press the **yellow square** button to submit the new pin.



3. Your device displays the message 'PIN CONF'. Re-enter the same PIN to confirm it. Once complete, select the **yellow square** button.



4. The 'NEW PIN CONF' message appears before displaying two dashes, meaning your new PIN has been set up.



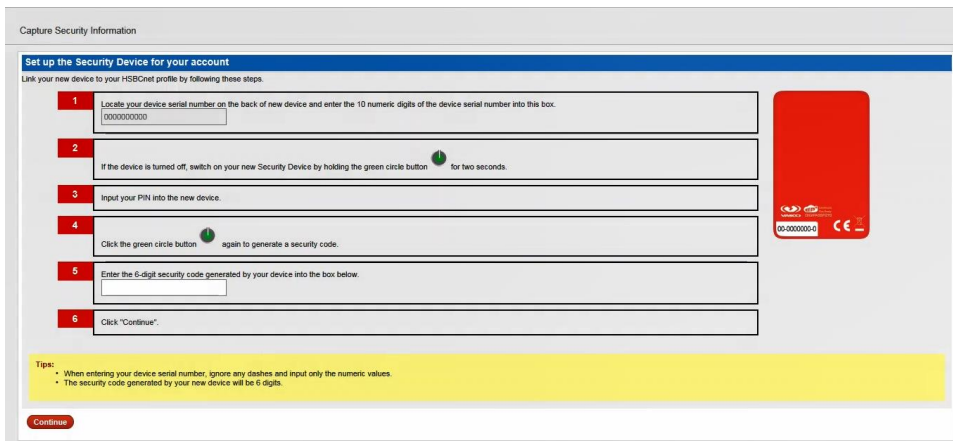
Set up your Security Device to your account

If you are an Initial System Administrator (the first Administrator for your company's HSBCnet profile) you are required to input the Security Device Serial Number found on the back of your device (in step 1 of the image). However, if you are a System Administrator or an End User, where the device has been assigned to you, this field is pre-populated and you are not required to enter the Serial Number.

Note: If you are entering the Security Device Serial Number, ensure you do so without any dashes.

The **Set up the Security Device for your account** page appears giving you on-screen instructions to set up your pin. These steps are as follows.

Set up the Security Device for your account page

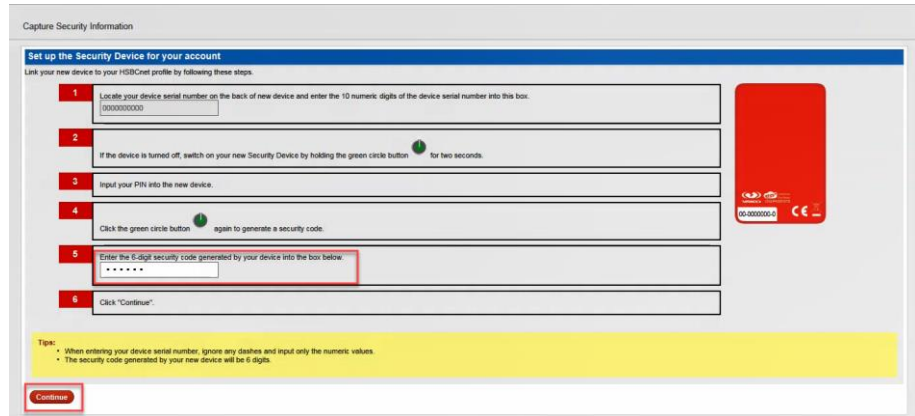


You are asked to provide a security code. This is a 6-digit code that can be generated using your Security Device and PIN number.

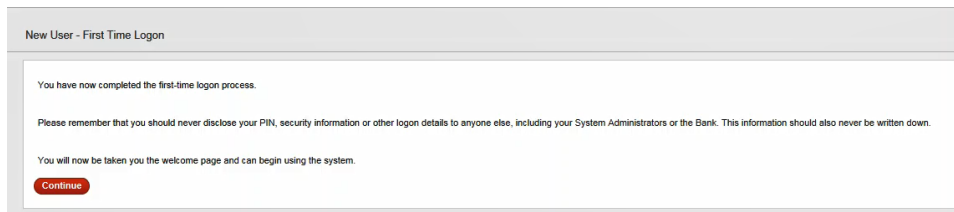
2. Turn your security device on by pressing the **green** button for 2 seconds.
3. Enter your PIN that you just set up.
4. Select the **green** button again to generate a security code.



5. Enter the security code displayed on your device into the **Security Device code** text field.
6. Select **Continue**.



The **New User- First Time Logon** page appears, which means you have now successfully set up your Security Device. Select the **Continue** button to proceed immediately to the HSBCnet Homepage.

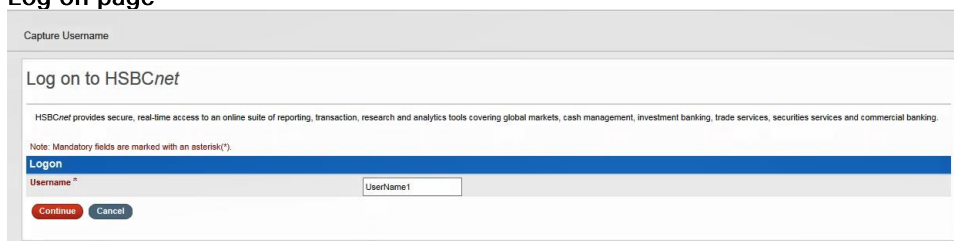


Logging on to HSBCnet using your Security Device

Once your Security Device is set up, you must enter your Username and a Security Code in order to log on.

1. Enter your **Username** in the logon screen and select **Continue**.

Log on page



The Security Device Authentication page appears giving you on-screen steps to authenticate your security device. These steps are as follows.

1. Turn your security device on by pressing the **green** button for 2 seconds.
2. Enter your PIN number.
3. Select the **green** button.
4. Enter the security code the Security Device generates in the page provided. Select **Continue**.



Security Device Authentication page

OTP Reauthentication

Security Device Authentication

Note: Mandatory fields are marked with an asterisk(*).


Your username UserName1

Step 1: Switch on your Security Device by holding the Green circle button for two seconds.

Step 2: Input your PIN number.

Step 3: Press the Green circle button again.

Step 4: Enter the security code the Security Device generates in the space provided.



Security Device code *

Once you have completed these steps, the HSBCnet home page appears confirming you have successfully logged on to HSBCnet.