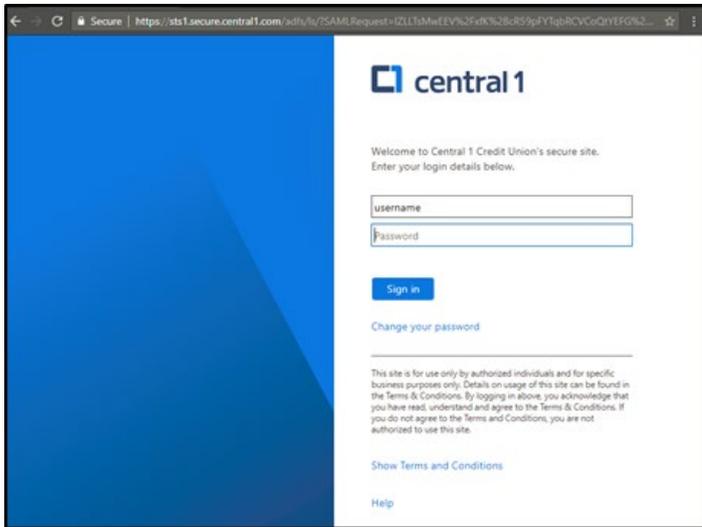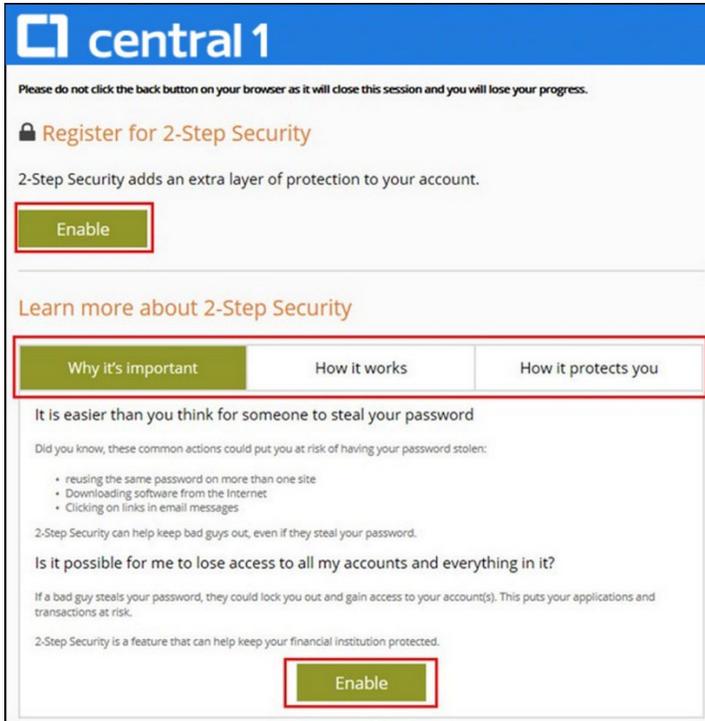**Logging into PaymentStream AFT using Soft Token**

An AFT user proceeds as follows to log in to *PaymentStream* AFT with a soft token for the first time:

- Go to **https://stridecu.ca/paymentstreamAFT**. Bookmark **only** this URL. If you bookmark URLs after you've authenticated, you will receive an error message the next time you log in.

- Enter your user ID and temporary password. The system will prompt you to change your password. Characteristics of secure passwords are as follows:

  – Must be a minimum of eight characters

  – Must contain at least one (1) opposite case character (ie. A mix of uppercase and lowercase)

  – Must contain at least one (1) non-alphanumeric character

  – Must contain at least one (1) numeric character

  – Cannot be the same password used as one of the last six passwords

- Select **Enable** on the Register for 2-Step Security page.

- Ensure that the Google Authenticator mobile app is installed on the mobile device. After the app is installed, select **Next** on the Enable 2-Step Security page.

- Open the Google Authenticator app on your mobile device and allow the application to access your camera.

- Use the camera on your mobile device to scan the QR code shown on the left side of the screen.
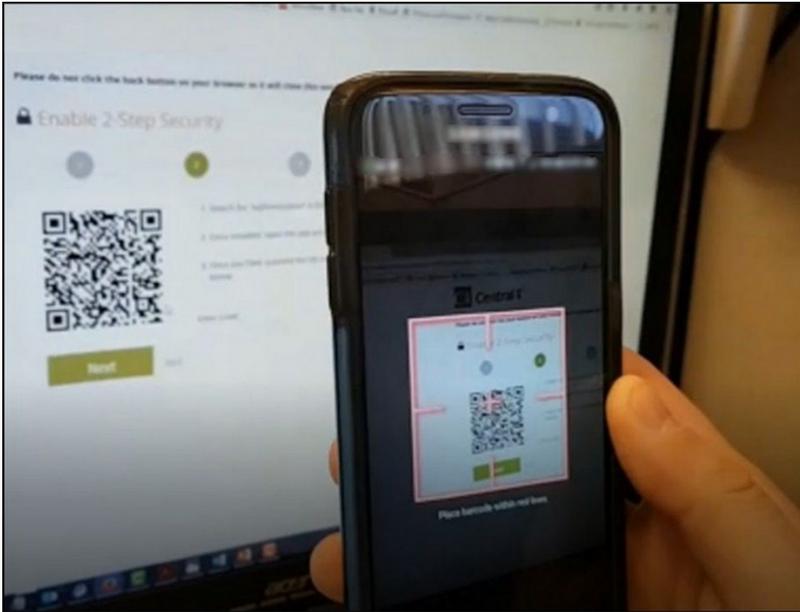
- Enter the 6-digit code that is displayed in the app in the Enter Code field on the Enable 2-Step Security page. Enter the code without spaces. Select **Next**.
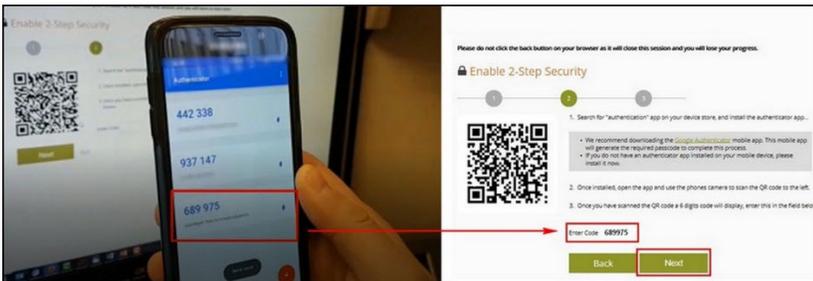
- Select **Done** on the confirmation page.