



EZMCOM Soft Token Assign/Unassign Operational Guide

Document Number

EZM_EZTK_AUOPR_00

Issue Status

1.0

Issue Date

31 Mar 2016

Version 1.0.0

Prepared for

EZMCOM Software Product administrator

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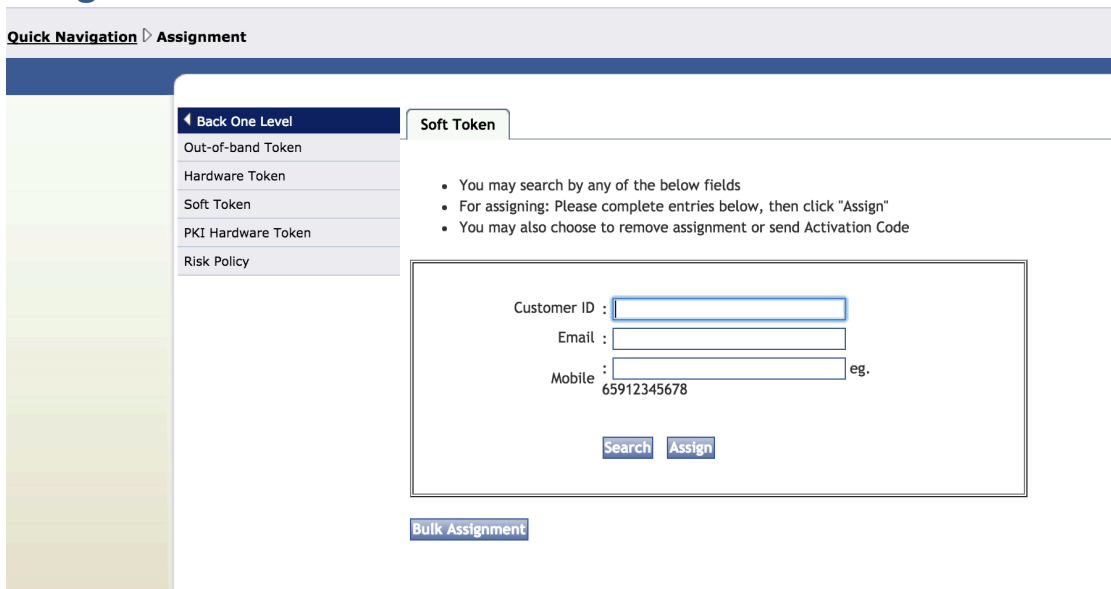
1. Login



The screenshot shows the EZMCOM login interface. On the left, there is a large EZMCOM logo and a section titled "OTP Signature tokens for Transaction Security". This section includes a paragraph about One-Time Password Signature Tokens and an image of an EzSign token box. On the right, there is a "Please login" form with fields for Domain (set to POC), User Name, and Password. There are "Log In" and "Reset" buttons, and a link for "Out-of-band OTP". Below the form, there is a note about logging in by choosing a domain and entering credentials, and another note about retrieving an Out-of-band OTP.

- Navigate to <https://<HOSTNAME>/operator>
- Choose the **Domain** drop-down options.
- Input your **User Name** and **Password**, then click on **Log In** button.
- Note: Please contact your EZMCOM support representative or local partner for above URL hostname and login credentials.

2. Assign Soft Token



The screenshot shows the "Assign Soft Token" page in the EZMCOM system. At the top, there is a "Quick Navigation" menu with "Assignment" selected. A left-hand navigation pane lists options: Back One Level, Out-of-band Token, Hardware Token, Soft Token, PKI Hardware Token, and Risk Policy. The main content area is titled "Soft Token" and contains a list of instructions: "You may search by any of the below fields", "For assigning: Please complete entries below, then click 'Assign'", and "You may also choose to remove assignment or send Activation Code". Below these instructions is a form with input fields for "Customer ID", "Email", and "Mobile" (with an example number 65912345678). There are "Search" and "Assign" buttons. At the bottom, there is a "Bulk Assignment" link.

- Under the the **Customer Domain** tab, on the search result list, click on the Domain Name you wish to do token operational activity.
- From the left pannel navigation, choose **Assignment** > **Soft Token**.
- Input **Customer ID** and **Email**, then click on **Assign** button.
- Please note, the same **Customer ID** can only assigned once until it get removed.

3. Send Activate QR-code

[Bulk Assignment](#)

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CUSTOMER ID	CONTACT DETAIL(S)	SEND ACTIVATION CODE	SEND QR ACTIVATION CODE	REMOVE ASSIGNMENT
<input type="checkbox"/> TESTUSER01	Mobile : Telephone : Email : testuser01@ezmcom.com	Send (Email)	Send (Email)	Remove

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[Resend TAC selected](#) [Resend QR TAC selected](#) [Remove selected](#)

- Under the the **Customer Domain** tab, on the search result list, click on the Domain Name you wish to do token operational activity.
- From the left pannel navigation, choose **Assignment** > **Soft Token**.
- Search the assigned Soft Token result.
- On which the record you wish to get the Activate QR-code, click on the **Send (Email)** link under **SEND QR ACTIVATION CODE** column.

4. Unassign Soft Token

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SOFT-TOKEN S/N	CUSTOMER ID	CONTACT DETAIL(S)	STATUS	UNASSIGN
<input type="checkbox"/> A001-02-5719-74227-0	TESTUSER01	Mobile : Telephone : Email : testuser01@ezmcom.com Push ID : id-A001022700596867	Active	Unassign

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- Under the the **Customer Domain** tab, on the search result list, click on the Domain Name you wish to do token operational activity.
- From the left pannel navigation, choose **Unassignment** > **Soft Token**.
- Search the assigned Soft Token result.
- On which the record you wish to unassign Soft Token, click on the **Unassign** link.

