

### Breaking new ground



# LBBW Corporates Portal Incl. payment app First steps LBBW Token

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#### **LBBW Mobile Token**

You have decided to use the **LBBW Mobile Token**. In the following steps, we will explain how you can use the Corporates portal and the payment app with the Mobile Token.

- 1. Search for "LBBW Token" in the Google Play Store (Android) or the App Store (iOS) and install the app.
- 2. Open the LBBW Token and enter a password.
- **3.** Enter your customer ID and participant ID in capital letters.
- 4. Make a note of the registration code.
- 5. Open the Corporates-Portal (<u>www.LBBW-</u> <u>Corporates.de</u>) and select the "LBBW Token" tab.
- 6. Enter the registration code and create the INI letter.
- 7. Print the INI letter, sign it and send it to (Mail: Electronic-Banking@LBBW.de, Fax: +49 711 127-6696763).
- 8. After activation, you can log in to the Corporates-Portal.

- **9.** To do so, open the LBBW token, enter the password and click on "Login".
- **10.** Select "Scan" and grant the LBBW Token access to the camera.
- **11.** Open the Corporates-Portal and select the "LBBW Token" tab.
- **12.** Scan the QR code with your mobile device.
- **13.** You are now logged in to the Corporates-Portal.

## Alternatively, you can log in to the Corporates-Portal without scanning

An access code is displayed in your browser on the login page of the Corporates-Portal. Then tap "Enter" in the LBBW Token, then enter the access code and tap "Log in". Detailed instructions for installation, initialization, login, payment authorization and FAQs can be found <u>here</u>.

Or contact the payment helpline: Tel. no.: +49 711 127-46565 eb-helpline@LBBW.de

#### LBBW Desktop Token

The **LBBW Mobile Token** is the first choice when it comes to accessing the LBBW Corporates-Portal and authorizing payments. You benefit from more flexibility through a mobile device and an uncomplicated login process. If you are unable to use the Mobile Token, the LBBW Desktop Token is available as an alternative.

- 1. Open the Corporates portal (<u>www.LBBW-</u> <u>Corporates.de</u>) and go to the "LBBW Token" tab. Download the installation program.
- **2.** Unzip the downloaded ZIP file and start the installation.
- **3.** Select the "Only for me" variant and then click "Next". Please select the variant "For all users of this computer" only if several people use the computer.
- **4.** Select the target directory and click on "Install" and finally on "Finish".
- **5.** Open the LBBW Token, create a key and enter a password.
- 6. Enter your customer ID and participant ID and click "Next".

Detailed instructions for installation, initialization, login, payment authorization and FAQs can be found <u>here</u>.

- 7. Open the INI letter, print it out and sign it.
- **8.** Send the signed INI letter to (Mail: Electronic-Banking@LBBW.de, Fax: +49 711 127-6696763).
- **9.** After activation by LBBW, you can log in to the Corporates portal.
- **10.** Open the Corporates-Portal and select the "LBBW Token" tab. Click on "LBBW Token" (under "Desktop").
- **11.** If necessary, confirm the message from your browser.
- **12.** Enter your password in the LBBW Token and click on "Log in".
- **13.** You are now logged in to the Corporates portal.

Or contact the payment helpline: Tel. no.: +49 711 127-46565 eb-helpline@LBBW.de