

BBVA Compass net cash™ Quick Reference Guide

Soft Token



BBVA Compass net cash Soft Token allows you to generate security codes for login, transaction approvals, and user validation in BBVA Compass net cash. To use, simply download and activate the Soft Token app on your mobile device.

Corporate Administrators must enable access to Soft Token for each authorized user.

Installing the App

1. In the Apple or Google Play store, search for **BBVA Compass net cash Soft Token**. The app is free and available to all BBVA Compass net cash users.
2. Download and install the app. When you open it for the first time, you will choose a language (English or Spanish).
3. Read and accept the Terms and Conditions.
4. BBVA Compass net cash Soft Token app installation is now complete.

Activating the BBVA Compass net cash Soft Token

1. Log In	Log into the BBVA Compass net cash online platform application to activate the Soft Token app. You must have access to both the online channel and the Soft Token app on your mobile device to complete the activation steps. If you are a new user, you will be prompted to install (activate) the Soft Token upon logging into BBVA Compass net cash. Otherwise you will log in and go to your user profile to install and activate. In your user profile, click Install next to Soft Token in the Security Device section and follow the onscreen instructions to complete the activation.
2. Activate	To activate the soft token, you must first accept the terms and conditions.
3. Activation Code	Click Send Code to have an activation code sent through text message to the phone number you have on file in the BBVA Compass net cash web platform.* Enter the code in the box.
4. Name Your Token	You have the option to assign a name to the token. Click the edit icon next to net cash Token Name in the soft token app. Choose a name that will allow you to identify the token easily.
5. Security PIN	As a security measure, to keep unauthorized users from using your soft token, you must create and enter a Security PIN , consisting of between four and eight alphanumeric characters. Enter and validate your PIN in the soft token app. Then click Continue.
6. Security Authentication	Enter the code you receive through the Soft Token to complete the installation and activation, click Register Token. You may now use BBVA Compass net cash Soft Token for security authenticated login, transaction approvals, and user validation in BBVA Compass net cash.

* Standard text and data rates may apply. Please check with your wireless carrier for your text message rate plan and available plans.

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Using the BBVA Compass net cash Soft Token

1. Open the BBVA Compass net cash Soft Token app.
2. To generate a security code, first enter your **PIN**.
3. Then click **Generate Code**.
4. A window containing your six-digit security code will appear. Enter this security code into BBVA Compass net cash to log in and/or initiate or decision payments. The code will automatically refresh every 30 seconds.

Note: If you are logging into BBVA Compass net cash through the mobile platform, you may tap Copy Code to copy and paste the code into the mobile app.

BBVA Compass net cash Mobile

As a reminder, you can stay connected to BBVA Compass net cash while away from your desk with BBVA Compass net cash Mobile*. On the app, you can:

- View account balances and transactions, plus images as applicable
- Initiate ACH payments, wire transfers, and account transfers from a pre-approved template you set up in the online channel
- Approve ACH payments, wire transfers, and account transfers
- Create a stop payment request for a single check or range of checks
- View Lockbox deposit details, eStatements, and Electronic Reports
- BBVA Compass net cash Mobile is available for iPhone, iPad, Apple Watch, and Android devices through the App Store and Google Play store.

*Message and data rates may apply.