

WHAT IS THE CPD Security Token?

The CPD Security Token is a device that electronically authenticates the Withdrawal Application (WA) Approver's identity.

It serves as your digital signature for approving WAs online.

IMPORTANT REMINDERS

- 1 Before using the CPD Security Token, please read and understand the Terms and Conditions that go with this brochure. Use of the token signifies that you have read, understood, and accepted the Terms and Conditions.
- 2 Keep your token secure. Write down your token details and keep it in a safe place to avoid unauthorized use.
- 3 Do not share your PIN with anyone.
- 4 Immediately report a lost or defective token.

FAQs

Q1 Why do I need a security token?

The security token will serve as your digital signature for approving WAs online. The security token electronically authenticates the WA Approver's identity.

Q2 What is a One-Time PIN (OTP)?

An OTP is an authentication code generated by the token that is valid for only one transaction or session. The authentication code expires after 2 minutes.

Q3 What happens if the OTP expires or if I entered an incorrect OTP?

The WA Approver will need to reauthenticate or generate another code to proceed with the transaction.

Q4 Does my security token require an Internet connection?

No. The device generates an authentication code even without an Internet connection.

Q5 Will the battery run out on the security token?

Yes. The token has a 5-year battery life. If it runs out of power, do not attempt to replace the battery. Instead, report it as a defective token and request replacement.

For more information, e-mail adbcpd@adb.org or call CPD help desk +63 2 632 4422



Security Token for WA Approvers



HOW TO USE THE TOKEN

Change your PIN

Upon receiving your token from ADB, change your PIN immediately.



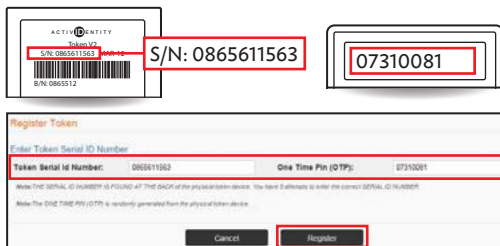
1. Press the button.
 2. Enter the default 6-digit PIN, and then press .
 3. Press the button twice, and then press .
 4. Enter a new 6-digit PIN.
 5. Reenter your 6-digit PIN, and then press .
- Do not share the new 6-digit PIN to anyone.

Register your Token

1. Log in to CPD to register and activate the token. Click **[Manage Token]** > **[Register Token]**.



2. Type the **serial number (S/N)** found at the back of the token and the **8-digit OTP**, and then click **[Register]**.



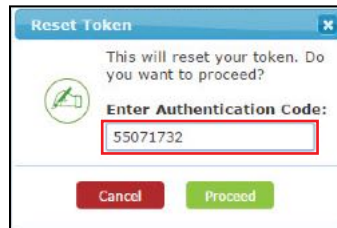
Reset the Token One-Time PIN (OTP)

After eight attempts of entering an invalid/erroneous OTP, a token reset is required.

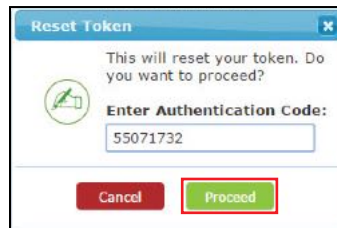
1. To reset the OTP, click **[Manage Token]** > **[Reset Token]**.



2. Type the **8-digit OTP** found on the screen of the token.



3. Click **[Proceed]**.



Once you have successfully reset your OTP, you may now start approving WAs. For steps in approving WAs using the token, refer to the **CPD Manual (Chapter 7 - Approving Withdrawal Applications and Managing Tokens)** or **Quick Reference Guide for WA Approver**.

Forgot your Token PIN

If you forgot your 6-digit PIN or the token is locked out (due to five or more failed attempts at entering your PIN), please call your local ADB Field Office or the CPD help desk (+63 2 632 4422) for assistance.

Report a Lost Token

1. To report a lost token, click **[Manage Token]** > **[Report Lost Token]**.



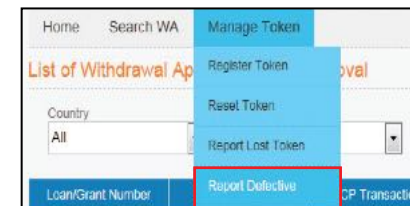
2. Click **[Proceed]**.



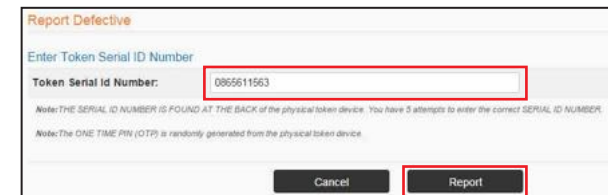
You may also call your local ADB Field Office or the CPD help desk (+63 2 632 4422) to request replacement of a lost token.

Report a Defective Token

1. To report a defective token, click **[Manage Token]** > **[Report Defective]**.



2. Type the **serial number (S/N)** found at the back of the token and then, click **[Report]**.



You may also call your local ADB Field Office or the CPD help desk (+63 2 632 4422) to request replacement of a defective token.