

# Card-Reader Security for Digital Banking

## Instructions for use



### On/Off Button

Switches the Card-Reader on and off.



### Identity Button

You do not currently need to use this button for Digital Banking.



### Respond Button

Used to tell the Card-Reader you wish to start the process of authorising a transaction, such as creating a new Standing Order.



### Sign Button

You do not currently need to use this button for Digital Banking.



### Menu Button

Adjusts the screen contrast.



### C Button

Deletes all the numbers displayed on the Card-Reader if you make a mistake.



### CL Button

Deletes the last number displayed on the Card-Reader if you make a mistake.



### OK Button

You will be prompted to press this button after you have entered requested information into the Card-Reader.



### Numeric Buttons

For entering numbers.

## Authorising your transaction

**1** Enter an appropriate RBS card into your Card-Reader. Select that card from the drop-down menu.

Select card

Then press the Card-Reader's **'Respond'** button.



**2** You will now be asked to 'ENTER PIN'. Enter the PIN for the card you've inserted into the Card-Reader (if using a debit card this is the same number you use for chip and PIN). Press the **'OK'** button to continue.



**3** You will see an authorisation number displayed on screen. Check the last 4 digits of this number match the last 4 digits of your payee's account number (for transactions with a payee account number) or match the digits '4444' (for transactions without a payee account number).

In the unlikely event the numbers don't match please log out of Digital Banking and call us on 0845 300 6433, +44 161 931 9953.

**4** Your Card-Reader will be prompting you to 'ENTER NUMBER'. Enter all 8 digits of the authorisation number into your Card-Reader.



**5** Your Card-Reader will now generate and display a unique number. Enter this number into the screen and select **'Confirm'**.



Number displayed on Card-Reader

Now just remove the card from your Card-Reader. **You're done.**