



SAFE Transmission service new user sign on

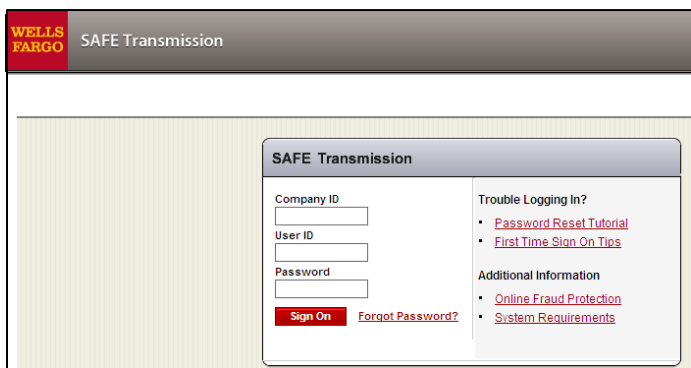
Quick reference guide

Overview

The SAFE Transmission service allows you to transfer large volumes of data securely to meet your business needs. Follow these instructions to sign on and begin using the SAFE Transmission service today.

Sign on to SAFE Transmission as a new user

1. Go to <https://safe-t.wellsfargo.com>. The SAFE Transmission log-in page displays.



Note: To bookmark the page, select on **Bookmark this page** for further instructions.

2. Enter your:
 - **Company ID**
 - **User ID**
 - **Password**

Note: Your IDs and RSA SecurID® token device (if required) are available from your company administrator. Your temporary password is included in your welcome letter.

3. Select **Sign On**.

The **New User Setup** page displays.

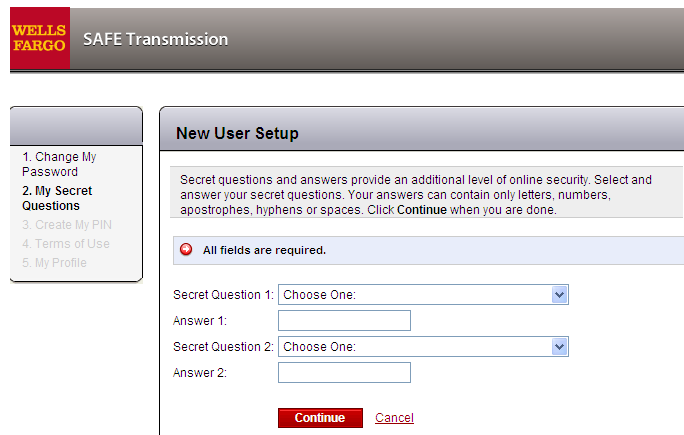
4. Complete all the fields:
 - a. Enter your temporary password in the **Current Password** field.
 - b. Enter your new password in the **New Password** field. Passwords must contain the following:
 - 8 to 14 characters
 - At least one number
 - At least one letter
 - At least one of the following special characters: ! @ # \$ % & * ()

Sign on to SAFE Transmission as a new user, cont.

Passwords cannot include:

- Your first name
 - Your last name
 - Company name
 - Company ID
 - User ID
 - Previous six passwords
 - Names of months (Example march123)
 - The same character repeated three or more times in a row (Example 2kaaa5)
- c. Re-enter your new password in the **Re-enter New Password** field.
 - d. Select **Continue**.

The **New User Setup Secret Questions** page displays. Secret questions and answers provide an additional level of online security.



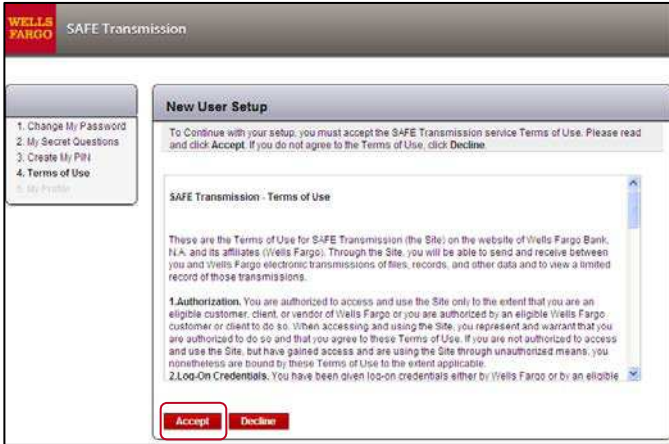
5. Complete all the fields:
 - a. Select your **Secret Question 1** from the drop-down menu.
 - b. Enter your **Answer 1**.
 - c. Select your **Secret Question 2** from the drop-down menu.
 - d. Enter your **Answer 2**.
 - e. Select **Continue** to confirm your selections and answers.

Together we'll go far



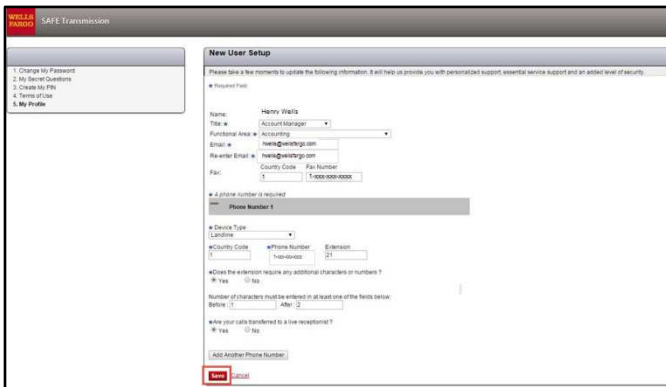
Sign on to SAFE Transmission as a new user, cont.

The **Terms of Use** page displays.



6. Read the Terms of Use agreement, and select **Accept**.

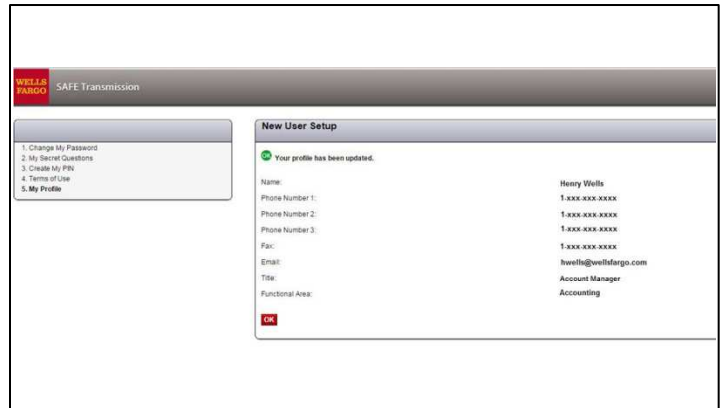
The **New User Setup Profile** page displays.



Sign on to SAFE Transmission as a new user, cont.

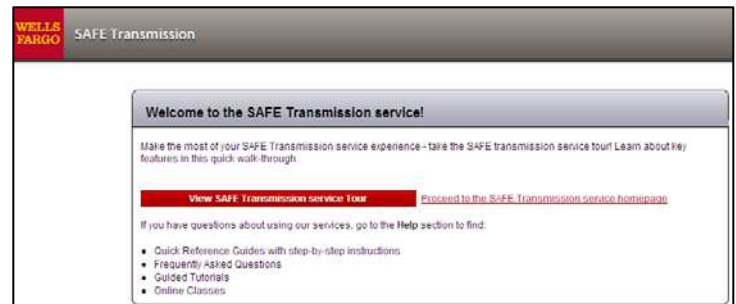
7. Enter your profile information, and select **Save**.

The **New User Setup** page displays with a confirmation message that your profile has been updated.



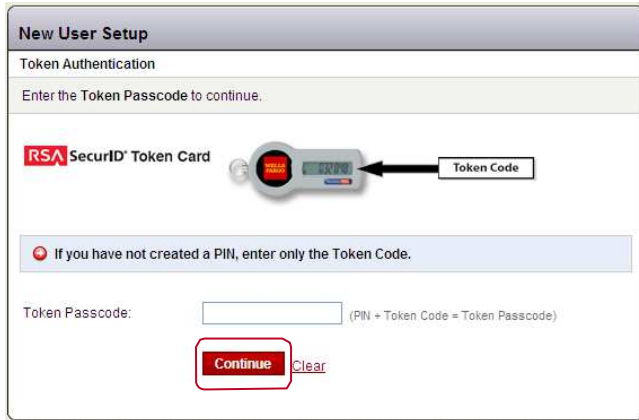
8. Select **OK**.

After successfully logging in to the SAFE Transmission service, the home page displays.



Creating your personal identification number (PIN)

If this is your first time accessing a *CEO* service that requires you to use an RSA SecurID token, you will need to create a PIN to use with your token code. The **Token Authentication** page displays after you first log on to the service requiring strong identification.

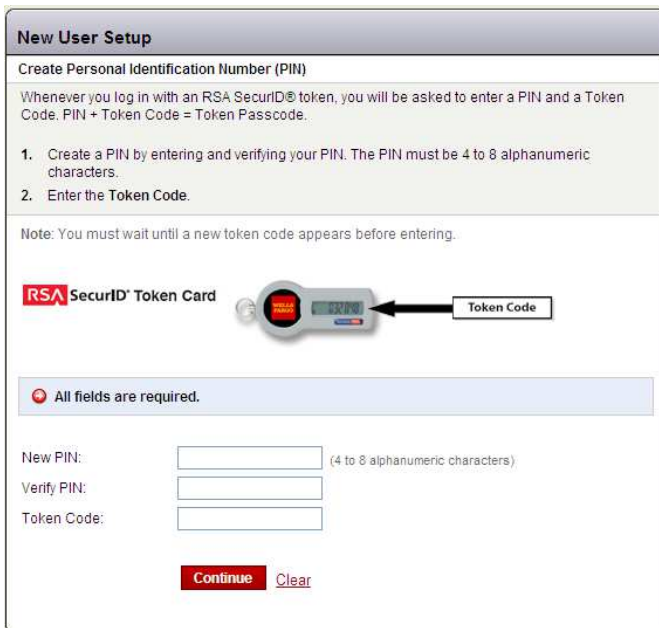


1. In the **Token Passcode** field, enter the six-digit numeric code displayed on your RSA SecurID token.

Note: Your token displays a new code every 60 seconds; the bars next to the numeric code count down the time. If the time for the token code runs out while you are entering it, select **Clear** and enter the new code.

2. Select **Continue**.

The **New User Setup** page displays.

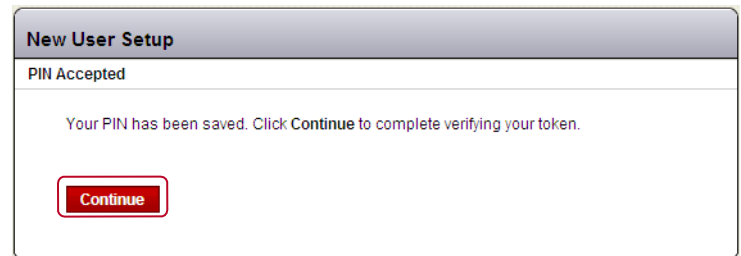


Creating your personal identification number (PIN), cont.

3. In the **New PIN** field, create a PIN. Your PIN must:
 - Be 4-8 characters.
 - Consist of letters and numbers only. Do not include spaces, punctuation, or other special characters.**Note:** Any letters you use in your PIN are case-sensitive.
4. In the **Verify PIN** field, re-enter the PIN you entered in the **New PIN** field.
5. Wait for a new code to appear on your token, and enter it in the **Token Code** field.
6. Select **Continue**.

The **PIN Accepted** page displays.

Note: The PIN you establish is your permanent PIN for all of your services that require secondary authentication.



7. Select **Continue**. Your RSA SecurID token authentication is complete.

Note: Each time you access a service requiring secondary authentication, you will be prompted to enter your token passcode, which is your newly created PIN plus your token code.

Logging on using your token passcode

1. From the **Token Authentication** page, enter your token passcode in the **Token Passcode** field. Your token passcode is your PIN plus (without a space) your RSA SecurID token code.

Example: If your PIN is **“1fargo”** and the token code is **“234836,”** the token passcode would be **“1fargo234836.”**

2. Select **Continue**.

You have successfully signed on to the SAFE Transmission service.

Resetting your password

1. From the SAFE Transmission log-in page, select **Forgot Password?**

The image shows a screenshot of the SAFE Transmission login page. It features a form with three input fields: "Company ID", "User ID", and "Password". Below the "Password" field are two buttons: "Sign On" and "Forgot Password?". To the right of the form, there are two sections of links. The first section, "Trouble Logging In?", contains links for "Password Reset Tutorial" and "First Time Sign On Tips". The second section, "Additional Information", contains links for "Online Fraud Protection" and "System Requirements".

The **Change Your Password** page displays.

Note: If you failed to enter the correct password two times, the **Change Your Password** page automatically displays.

For your security, you have three minutes to reset your password, or the system locks you out.

You can change your password only once in a 24-hour period unless you are an authorized company administrator. If you need to change your password more than once in a 24-hour period, contact your company administrator or a Wells Fargo customer service representative.

2. Enter your **Company ID** and **User ID** in the required fields, and select **Continue**.
3. Type the answer to your first secret question in the **Answer 1** field, and select **Continue**.
4. Type the answer to your second secret question in the **Answer 2** field, and select **Continue**.
5. In the **New Password** field, enter your new password.
Note: For guidelines on how to create a password, see [Sign on to the SAFE Transmission as a new user](#), step 4.
6. Re-enter your new password in the **Re-enter New Password** field, and select **Continue**.

A confirmation message displays.

7. Select **Continue** to access the **SAFE Transmission** home page.

Sign off the SAFE Transmission service

1. From the SAFE Transmission service main page, select **Sign Off** in the upper right-hand corner.

The system returns to the SAFE Transmission log-in page.

Credential protection

As a reminder, Wells Fargo never requests that you send confidential information (IDs, passwords, and PINs) through emails, websites, pop-up windows, or unsolicited telephone calls.

You should consider these attempts as potentially fraudulent and report them immediately, without responding to them, to **ReportPhish@wellsfargo.com**. If you do disclose confidential information to a suspicious or fraudulent source, you should immediately call your relationship manager, customer service contact, or 1-800-289-3557.