

This Quick Reference Card is for users who are installing their RSA SecurID Soft Token on their desktop computer.

HOW TO INSTALL YOUR SECURID SOFT TOKEN ON YOUR DESKTOP

1. Receive an email from donotreply_access@ginniemae.gov with the subject line **New Ginnie Mae Soft Token** which contains your token file. You may disregard the QR code as that is for mobile set-up only.

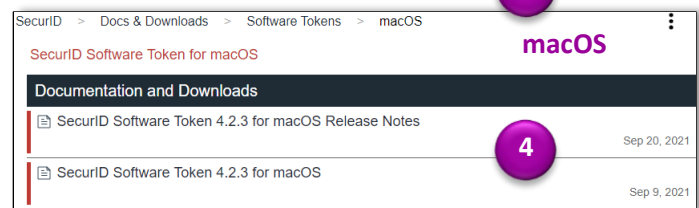
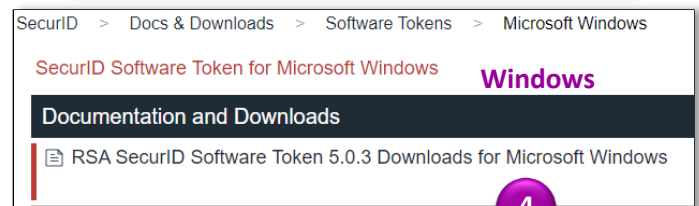
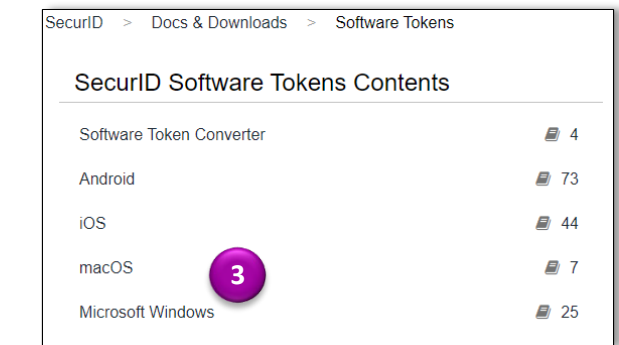
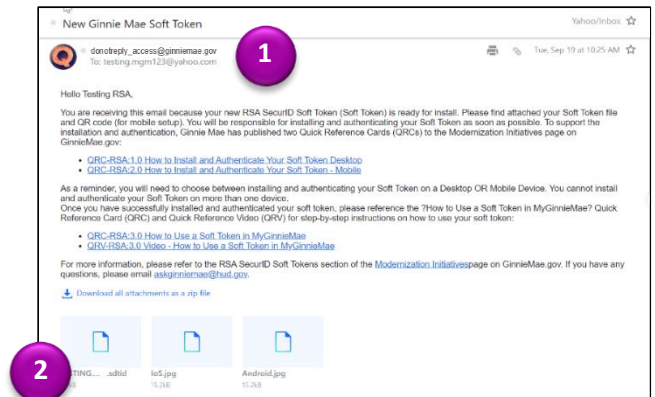
Note: You must choose whether you would like to install your RSA SecurID Soft Token on your desktop or mobile device. You may only install it on one device.

2. Double click to save the *LastName-FirstName (.sdtid)* file. Save the token file to your desktop.
3. In a web browser, navigate to the [SecurID Software Tokens - RSA Community](https://community.securid.com/s/all-downloads/rsa-securid-downloads) to download and install your token (<https://community.securid.com/s/all-downloads/rsa-securid-downloads>). Select the type that matches your desktop: **Microsoft Windows** or **macOS**.

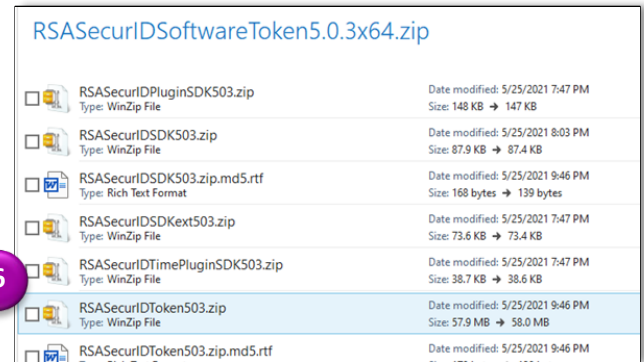
Note: Ginnie Mae does not support Software Token Converter. Android and iOS may be disregarded as they are for mobile set-up only.

4. Select the **RSA SecurID Software Token Downloads** link (Version 5.0.3 for Microsoft Windows or Version 4.2.3 for macOS).

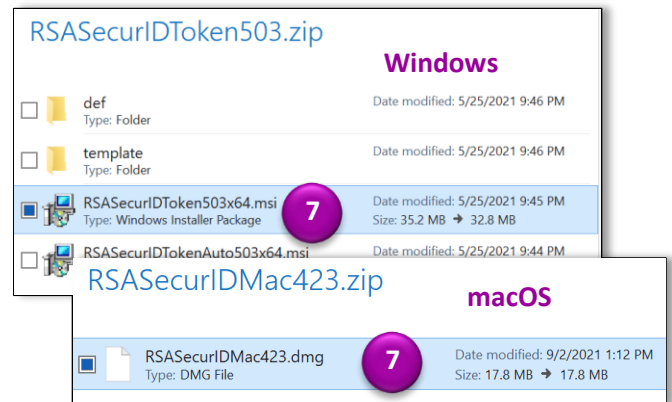
5. For Microsoft Windows, select the **RSA SecurID Software Token 5.0.3 Downloads for Microsoft Windows (64-bit)** link to open a zip file. For macOS, select the download attachment button next to **RSASecurIDMac423.zip** link to open a zip file.



- For Microsoft Office, open another zip file titled **RSASecurIDToken503.zip**. For macOS, continue to Step 7.



- Double click on the installation file name: **RSASecurIDToken503x64.msi** for Microsoft Windows or **RSASecurIDMac423.dmg** for macOS. Installation will begin.



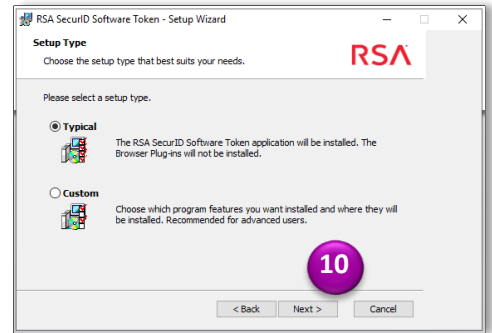
- Once the RSA SecurID Software Token - Set Up Wizard opens, select **Next**.



- Read the license agreement and then select **I accept the terms in the license agreement** (you may elect to print the terms). Select **Next**.

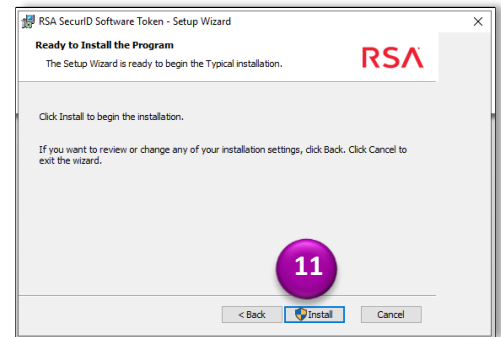


10. In Setup Type, select **Typical** (Ginnie Mae does not provide support for Custom setup). Select **Next**.

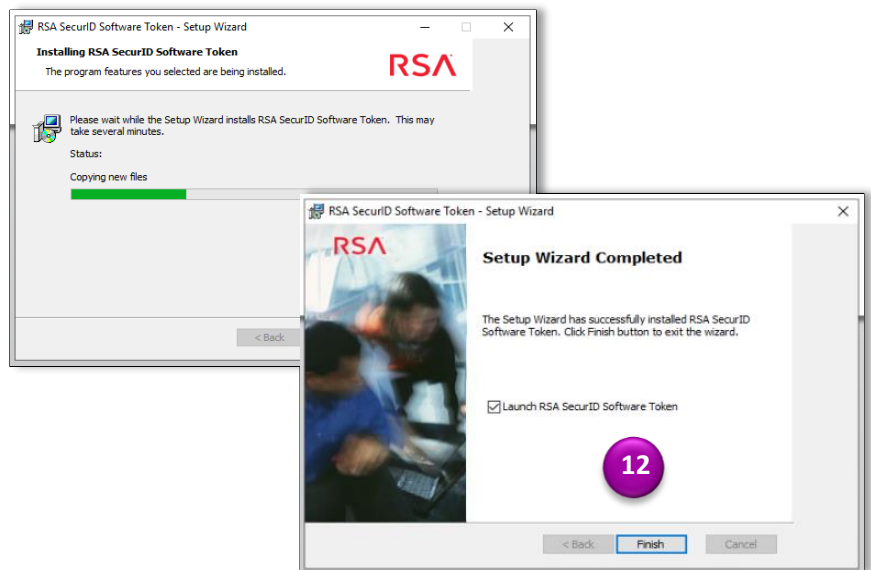


11. You are now ready to install the program on your desktop. Select **Install**.

Note: If your organization has security restrictions that prohibit you from installing this program, you must contact the IT Administrator at your organization.



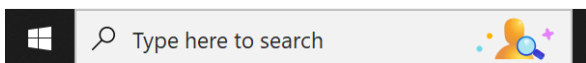
12. Once the software has finished installing, the Setup Wizard Completed message will display. Select the **Launch RSA SecurID Software Token** checkbox. Select **Finish**.



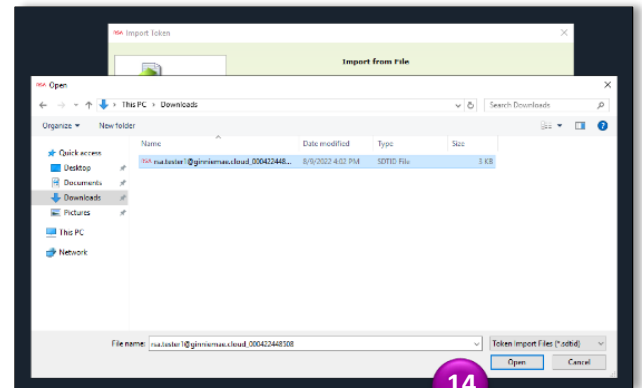
13. Once the application Import Token window is launched, select **Import Token from File**. You may select the icon, or the hyperlink provided. Ginnie Mae does not support importing file from web.



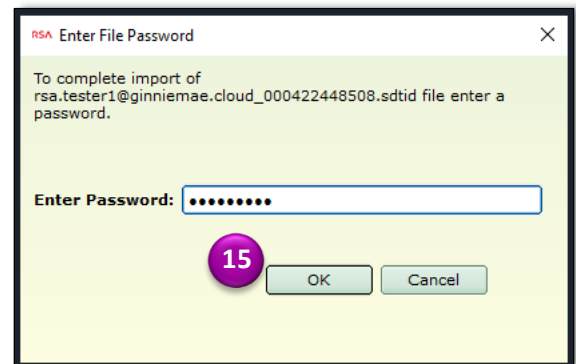
Note: If RSA SecurID Token App does not launch, search “RSA SecurID Token” in your taskbar.



- Your file explorer window will open, select the file saved to the Desktop in Step 2. Select **Open** to continue.



- For the password, enter the temporary password provided in the email from donotreply_access@ginniemae.gov with the subject line **Additional Soft Token Information Required for Setup** and select **OK**.

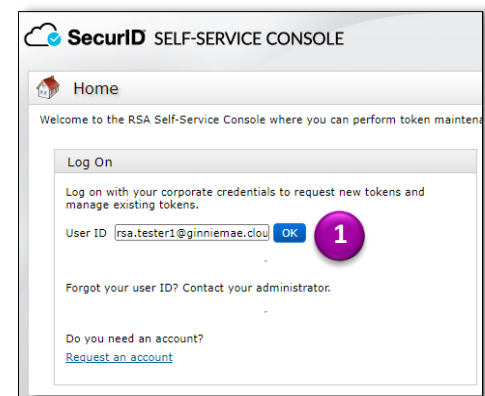


- The RSA SecurID Software Token app will import the Username-Software Token file and prompt you for a PIN; **DO NOT ENTER A PIN**. Follow the next steps for *How to Complete SecurID Soft Token Authentication*.



HOW TO COMPLETE SECURID SOFT TOKEN AUTHENTICATION

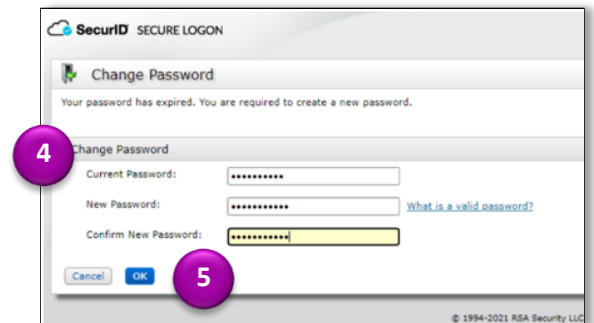
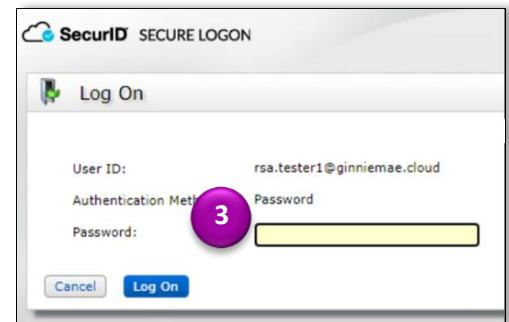
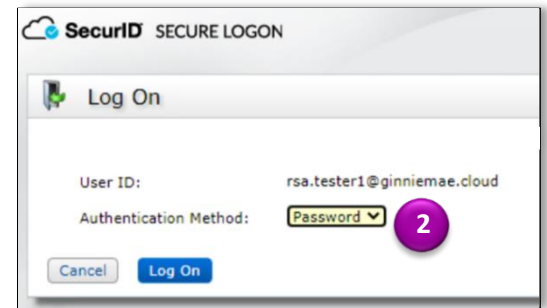
- Type <https://token.ginniemae.gov> into your web browser to navigate to the RSA Self-Service Console. Enter your **User ID** (email address). Select **OK**.



Creating a New Password

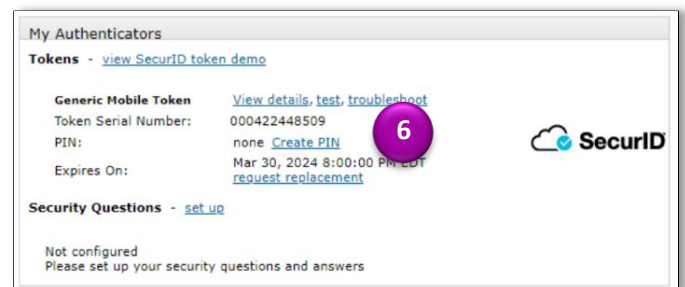
2. Select Password from the drop-down menu as the Authentication Method. Select **Log On**.
3. Enter your MyGinnieMae Password (the password you use to login to my.ginniemae.gov). Select **Log On**.
4. The system may prompt you to change your password. Enter the temporary password as your **Current Password**.
5. Create a new password and enter it in **New Password** and **Confirm New Password** field. Select **OK**. You will see a confirmation on your screen once your password is changed.

Note: To view password requirements, select the “What is a valid password?” link on the screen.

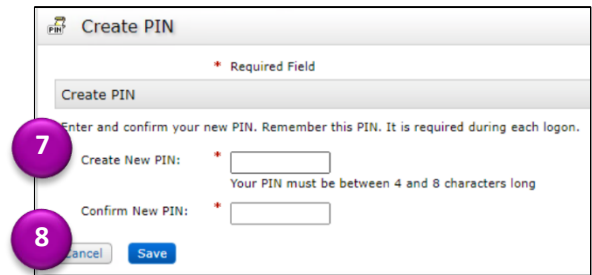


Creating a PIN

6. You will be directed to the Self-Service Console home screen. Select the **Create PIN** hyperlink.

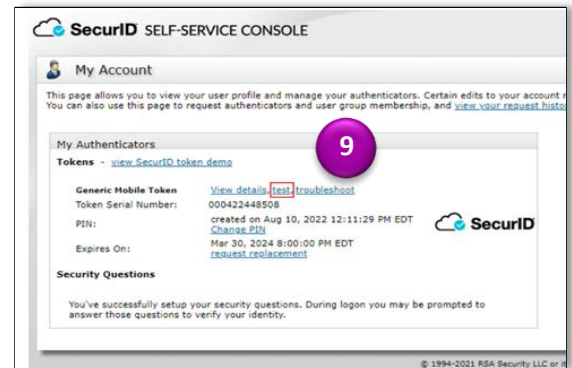


- You will be directed to a new screen to **create your 4-8 characters-long PIN**. You will use this in Step 11 to authenticate your token.
- Select **SAVE** to return to the Self-Service Console.



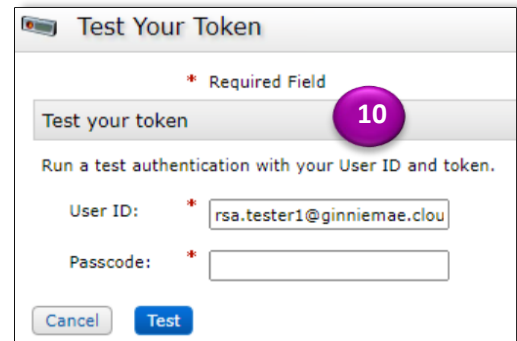
Testing Your Token

- In the Self-Service Console, select the **test** hyperlink to authenticate your token.

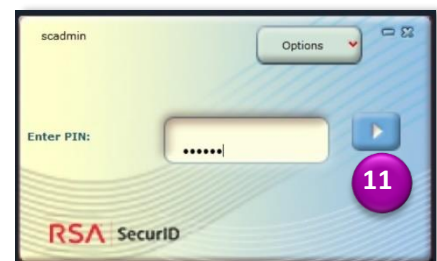


- You will be directed to the Test Your Token screen. Enter your **User ID** (email address).

Note: Leave the web browser open as you complete steps 11-12 in the RSA SecurID Token app.



- From your desktop, open the RSA SecurID Token App. Enter the PIN that you created in Step 7. **Select** the arrow button.



- Select **Copy**.



13. Return to the web browser and right-click and select **Paste** to enter the copied Passcode in the Self-Service Console.
14. Select **Test** to authenticate your token.
15. You will be directed to a screen in your web browser indicating that the authentication was successful. If your authentication was not successful, redo steps 10-14. If your authentication is still unsuccessful, send an email to askGinnieMae@hud.gov with the subject line *RSA SecurID Authentication Unsuccessful*.

