

The login to the online expenses system involves using a software based secure token that displays an automatically generated number. The RSA SecurID Software Token will be delivered to you by IPSA at an email address that you provide, along with a unique username. If you currently use an RSA SecurID hardware token, this will be automatically retired upon creating your PIN for your software token. **Note:** IPSA require you to return your retired hardware token.

Using the RSA software token will ensure that you are securely logged into the IPSA Online Expenses System whenever you use it. Before you can use an RSA software token, you will need to follow three steps:

- Obtain an RSA SecurID Software Token
- Install the RSA SecurID Software
- Import your RSA SecurID Software Token

#### **Obtaining an RSA SecurID Software Token**

1. A customised software token will be generated using the information submitted in the Device Detection Service website. The generated token will be emailed to the address you entered.
2. **Important note:** The generated token will be secured with a password. For security reasons, this password will be sent by separate email to the **primary** email address that you have registered with IPSA.

#### **Installing the RSA SecurID Software**



Using the mobile device you want to install the RSA application on, e.g. Android, iPhone, iPad, BlackBerry etc., follow one of the links below, and download and install the correct RSA SecurID Software for your device by following the instructions below.

- [iPhone and iPad](#)
  1. Make sure that your device has an internet connection.
  2. Tap the **App Store** icon.
  3. Browse the **Business** category, and select **RSA SecurID Token** or 4. Tap **Search**, and enter the keywords **RSA SecurID Software Token**.
  5. Tap **Free** and then **Install**.
- [Android](#)
  1. Make sure your device has an internet connection.
  2. In your list of apps, tap the Google Play or Play Store icon.
  3. Tap **Search**, and enter the keywords **RSA SecurID**.
  4. Select **RSA SecurID Software Token**.

5. Tap **Install**.  
The device displays a list of functions to which the application will require access.
  6. Tap **OK** to start the download.  
The status icon displays the progress of the download. When the download is complete, a notification icon appears in the status bar. The app is also listed in the Notifications window.
- [Blackberry 10](#)
    1. Make sure your device has an internet connection.
    2. On the Home screen, select the **BlackBerry World** icon.
    3. Tap the search icon in the action bar and enter RSA SecurID.
    4. Tap **Download**.
    5. When the download is complete, swipe up to display the Home screen.
  - [Blackberry](#)
    1. Make sure your device has an internet connection.
    2. In your device's BlackBerry Browser, enter <http://www.rsa.com/bb352>.
    3. Click **Download**.
    4. If prompted to grant RSA SecurID Trusted Application status, click **Yes**.
    5. Read the End User License Agreement. Press the **Menu** key, and click **Accept** to accept the license agreement.  
If your device does not have a software token, a "No tokens imported" screen is displayed. This can be ignored at this stage.
  - [Windows Phone](#)
    1. Make sure that your device has an internet connection.
    2. In the **App** list, tap **Store**.
    3. If prompted, sign in with your Microsoft Account.
    4. Tap **Apps**.
    5. Tap **Search**, and enter the keywords **RSA SecurID Software Token**.
    6. Tap **Install** to download the app.
  - [Windows Mobile](#)
    1. Make sure that your device has an internet connection.
    2. On your mobile device, open **Internet Explorer**.
    3. Enter the address <http://rsa.com/wm>
    4. A download prompt is displayed.
    5. Do one of the following:

- If your mobile device displays the “**Open file after download**” checkbox, leave it selected and select **Yes**.

**Note:** If you clear the “**Open file after download**” checkbox, after the download you will have to open **My Documents** on your mobile device and select **RSASecurid.cab** to complete the installation.

- If your device does not display the “**Open file after download**”, just select **Yes**.
  6. If your mobile device contains a storage card, you are prompted to choose a location for the installation. Select **SD Card** or **Storage Card** to install it to your storage card, or select **Device** to install it to your device’s memory. Progress bars are displayed, and the application is installed. Click **Done**.

### Importing an RSA SecurID Software Token

Once you have received the software token by email, follow the appropriate instructions below to activate it. **Important note:** Before proceeding to import the software token, please ensure that you have received, and have access to, the email containing the password. This was sent to the **primary** email address that you have registered with ISPA.

#### iPhone or iPad

1. Open your device email and locate the email containing the token attachment (.sdtid file extension).
2. Tap the email attachment.
3. Tap “Open in RSA SecurID”.
4. When prompted, enter the password. Tap OK.
5. For security reasons, delete the email containing the token file attachment.

#### Android Devices

1. Open the email app on your device and locate the message with the file attachment (.sdtid file extension).
2. Tap the file attachment.
3. When prompted, enter the password. Tap OK.
4. For security reasons, delete the email containing the token file attachment.

#### BlackBerry 10

1. **Note:** Before importing the software token from an email attachment, close the RSA SecurID application. Importing the token launches the app.
2. Open your device email and locate the message with the token file attachment (.sdtid file extension).

3. Tap the file attachment.
4. When prompted, enter the password. Tap OK.
5. After the token is imported, you can rename your token or cancel and rename later from the Token List screen.
6. For security reasons, delete the email containing the token file attachment.

### **BlackBerry**

1. Open your device email and locate the email containing the token file attachment (.sdtid file extension).
2. Scroll to and select the email attachment  
**Important:** Do not click the attachment at the top of the email or select the “Open Attachment” entry in the menu.
3. In the Blackberry menu, scroll down and click **Import SecurID Token**.
4. When prompted, enter the password.
5. At the success message, click OK.
6. For security reasons, delete the email containing the token file attachment.

### **Windows Phone**

1. Open your device email and locate the email containing the token attachment (.sdtid file extension).
2. Tap the email attachment.
3. If prompted, tap “RSA SecurID”.
4. When prompted, enter the password. Tap OK.
5. For security reasons, delete the email containing the token file attachment.

### **Windows Mobile**

1. **Note:** Before you begin, make sure that your email synchronisation is configured to include email attachments.
2. Open your device email and locate the email containing the token file attachment (.sdtid file extension).
3. When prompted to install the token, select Yes.
4. When prompted, enter the password. Click OK.
5. At the success message, click OK.