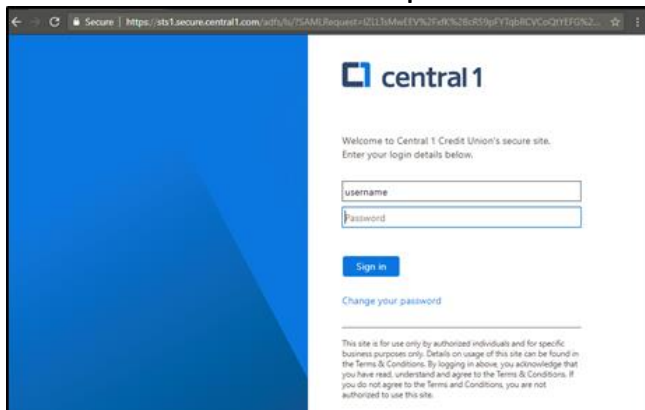


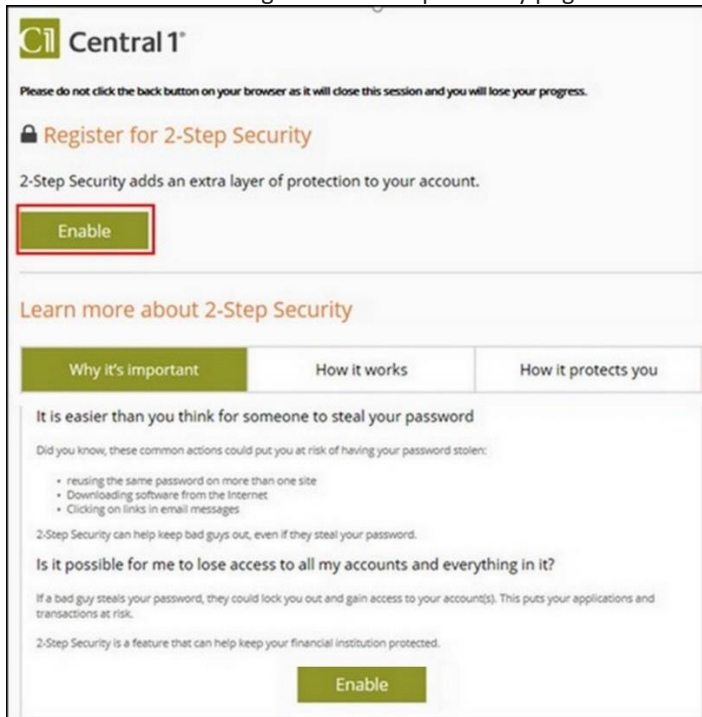
## Logging into PaymentStream AFT using Soft Token

An AFT user proceeds as follows to log in to *PaymentStream* AFT with a soft token for the first time:

1. Go to <https://www.npscu.ca/aft>.  
*Please note:* Bookmark only this URL. If you bookmark URLs after you've authenticated, you will receive an error message the next time you log in.
2. Enter your user ID and temporary password. The system will prompt you to change your password. The password must
  - be a minimum of **8 characters**;
  - contain at least **1 upper and lower-case character**;
  - contain at least **1 non-alphanumeric character**;
  - contain at least **1 numeric character**;
  - be different from the last **24 passwords** used



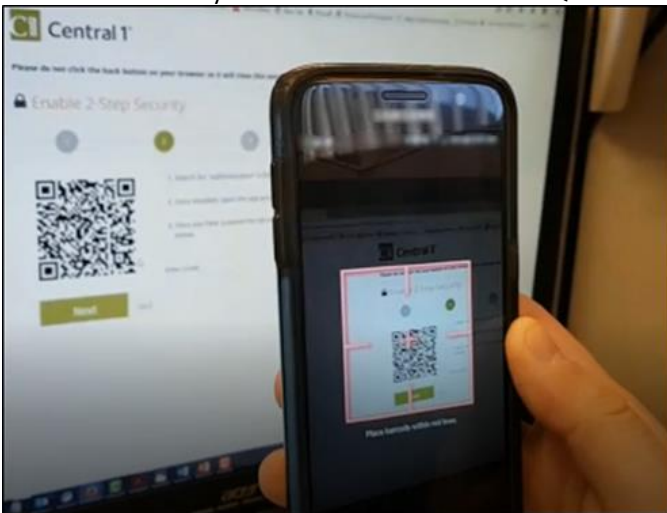
3. Select **Enable** on the Register for 2-Step Security page.



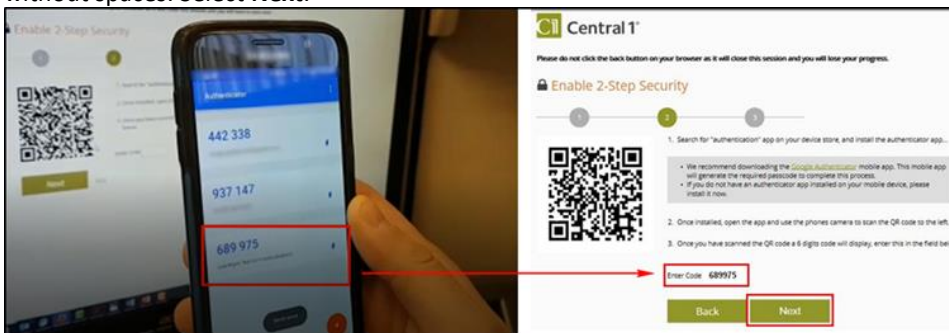
4. Ensure that the Google Authenticator mobile app is installed on the mobile device. After the app is installed, select **Next** on the Enable 2-Step Security page.



5. Open the Google Authenticator app on your mobile device and allow the application to access your camera.
6. Use the camera on your mobile device to scan the QR code shown on the left side of the screen.



7. Enter the 6-digit code that is displayed in the app in the Enter Code field on the Enable 2-Step Security page. Enter the code without spaces. Select **Next**.



8. Select **Done** on the confirmation page.