1. OTP Web-site Short-cut

a. Click on your right mouse button while on your desktop. The below image will appear.



b. Choose the New and then Shortcut option. The following will appear. Type in the address for accessing the One Time Password Website:

← 💡 Create Shortcut	×
What item would you like to create a shortcut for?	
This wizard helps you to create short its to local or network programs, files, folders, computers, or Internet addresses.	
Interface the focation of the item: https://secauthotp.chbwv.com/secureauthotp/	
B Click Next to continue.	
Next Ca	ncel

c. Click on the Next and Type in a Description for the Shortcut and click on Finish

2 Create Shortcut	×	
What would you like to pume the shortcut?		
Type a name footbas shortcut: One Time Password		
Click Finish to create the shortcut.		
	Finish Cancel	