

The agent is responsible for administration of tokens, logon identifiers (logon-ids) and Personal Identification Numbers (PINs") in the license agent and the agent should ensure that:

1. Employees maintain the confidentiality of their tokens, logon-ids and PIN's.
2. Login-ids and PIN's should not be openly posted in the office nor should personnel communicate verbally to others their login-ids and PIN's.
3. All employees will be assigned their own token, logon-ids and PIN's.
4. The agent will maintain, in a secure manner, a log reflecting token number, the date each token was received, the individual to whom the token was assigned, the expiration date of the token and the final disposition of such token.
5. License agents will not have knowledge of or maintain a list of teller PIN.