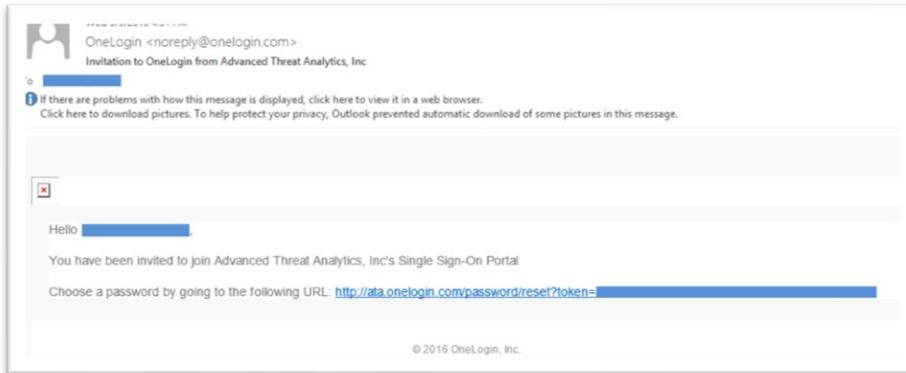


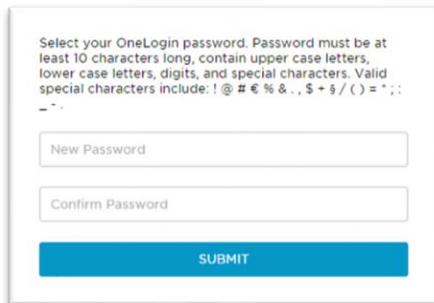
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OneLogin is used as a unified access management platform to provide secure single sign-on, multi-factor authentication and directory integration.

1. The user will receive a OneLogin invitation e-mail.
2. Follow the link included in the e-mail. It will look like the following:

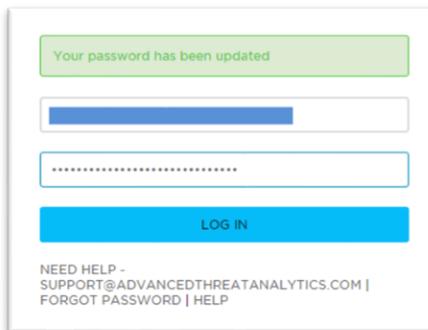


3. Set up a password for your OneLogin account.
 - a. NOTE: Your password requires the following:
 - At least 10 characters long
 - Contain upper case letters
 - Contain lower case letters
 - Contain digits
 - Contain special characters



The screenshot shows a form titled "Select your OneLogin password. Password must be at least 10 characters long, contain upper case letters, lower case letters, digits, and special characters. Valid special characters include: ! @ # € % & . , \$ + \$ / () = * ; ; - ' -". Below the text are two input fields: "New Password" and "Confirm Password". A blue "SUBMIT" button is at the bottom.

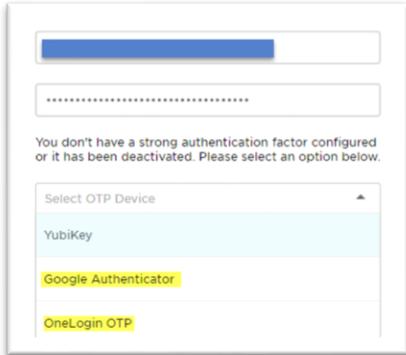
4. Once set, log into the OneLogin portal using your credentials.



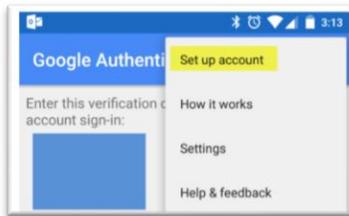
The screenshot shows a login page with a green message box that says "Your password has been updated". Below it are two input fields: a blue one and a white one with dots. A blue "LOG IN" button is at the bottom. At the very bottom, there is a "NEED HELP -" section with links: "SUPPORT@ADVANCEDTHREATANALYTICS.COM | FORGOT PASSWORD | HELP".

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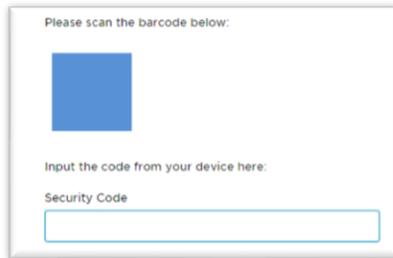
5. Choose an One-time Password (OTP) provider for two-factor authentication.
 - a. NOTE: You can use either the Google Authenticator app (Step 6) or OneLogin OTP app (Step 7).



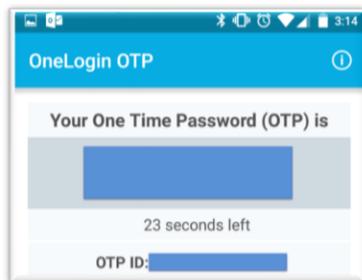
6. **For Google Authenticator app:**
 - a. Download and install the Google Authenticator app for your mobile device.
 - b. Then use the Google Authenticator app to set up a new account:



- c. Next, scan the barcode in your web browser with the Google Authenticator app.
 - d. Enter the resulting 6-digit code on this screen in your web browser for OneLogin.



7. **For OneLogin OTP App:**
 - a. Download and install the OneLogin OTP app for your mobile device.
 - b. Then from within the OneLogin OTP app, you should see the following screen.



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- c. In your web browser, enter the 12-digit credential ID provided by the OneLogin OTP app (OTP ID).
- d. Next, enter the currently displayed 6-digit security code (One Time Password) for “Security Code 1”.
- e. Wait for the app to display the next 6-digit security code, then enter that code for “Security Code 2”. This code will register your mobile device.