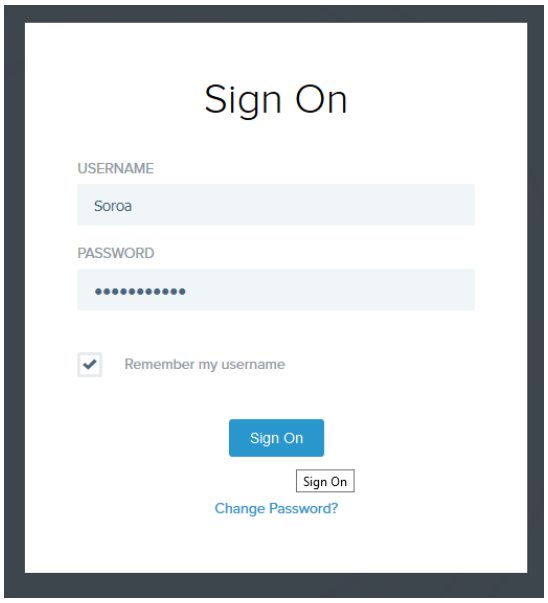
PING-ID installation/set-up and login for PDC's network

I. Create a windows login for each user that will share a PC. (For Supervisors/IT)

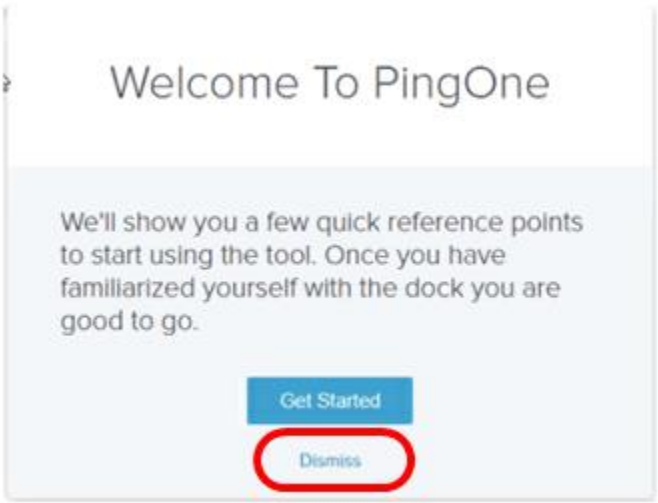
a. Disconnect the PC from the network before you create a windows login to skip the requirements needed (like e-mail address etc.).
b. It is advisable to create a windows login name showing the agents name and its project name for easy identification.
   Example: E-OSCAR Christina
c. Set-up PING-ID for each user.

II. Download PING-ID application and First Time Registration (For Supervisors/IT)

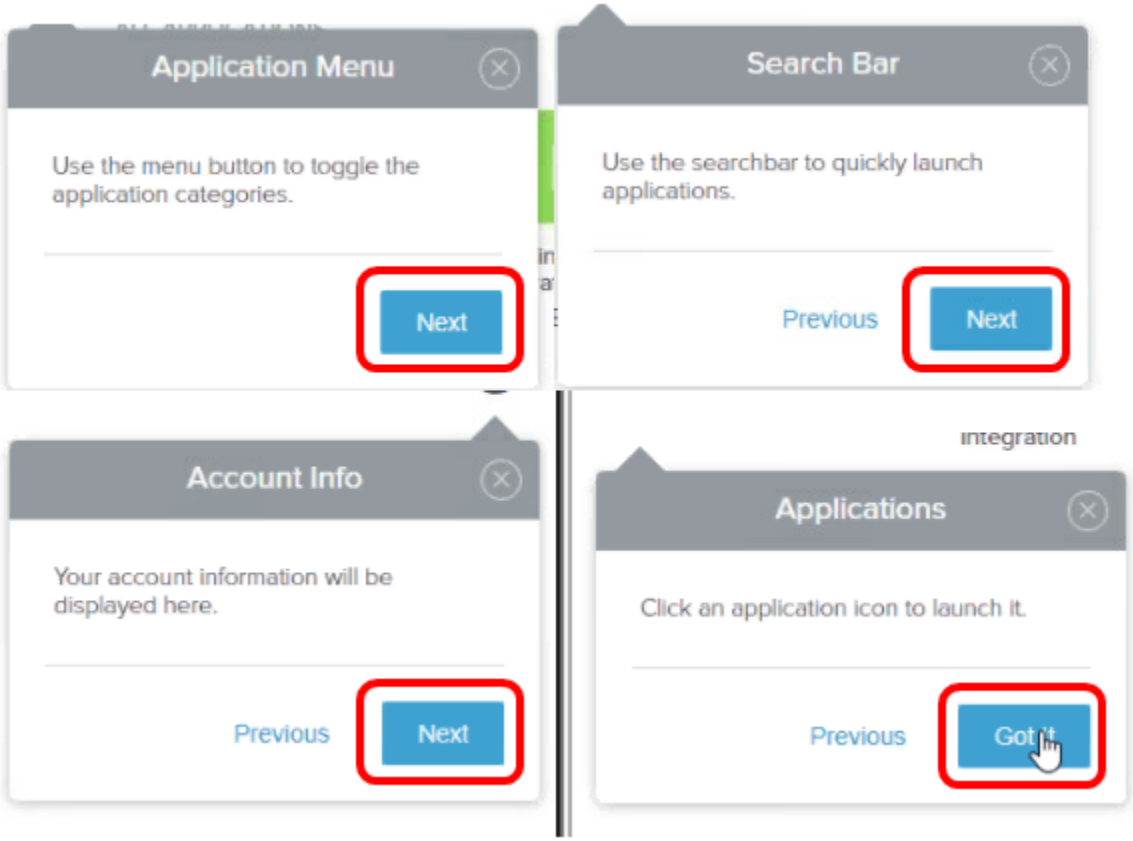
a. Log into PingDesktop by visiting ***https://desktop.pingone.com/colonybrands***
b. Log in using your Citrix Username and Citrix password, click sign on.



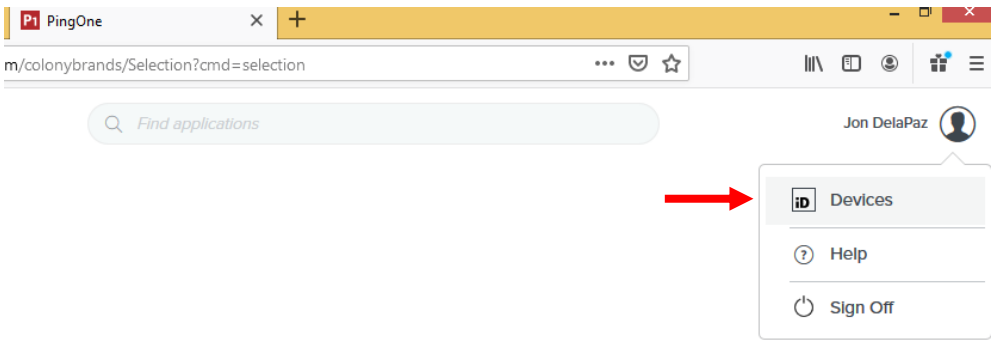
c. After signing-on, click **DISMISS**.



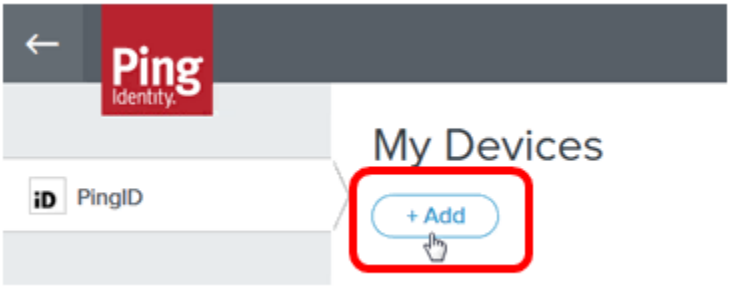
d. If you don't click dismiss you will get these pop-ups. Click NEXT on the first three and GOT IT on the last one.



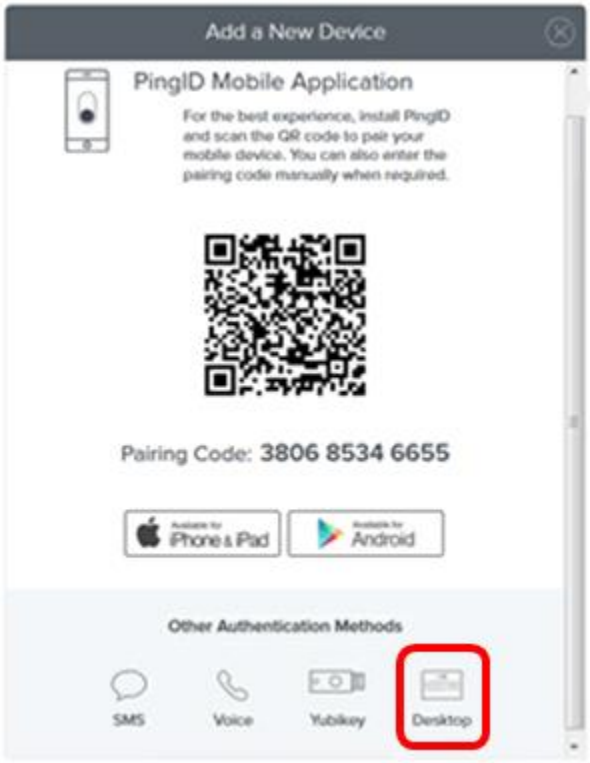
e. Click your name in the upper right corner, then choose Devices:



f. Click the + Add button beneath 'My Devices'

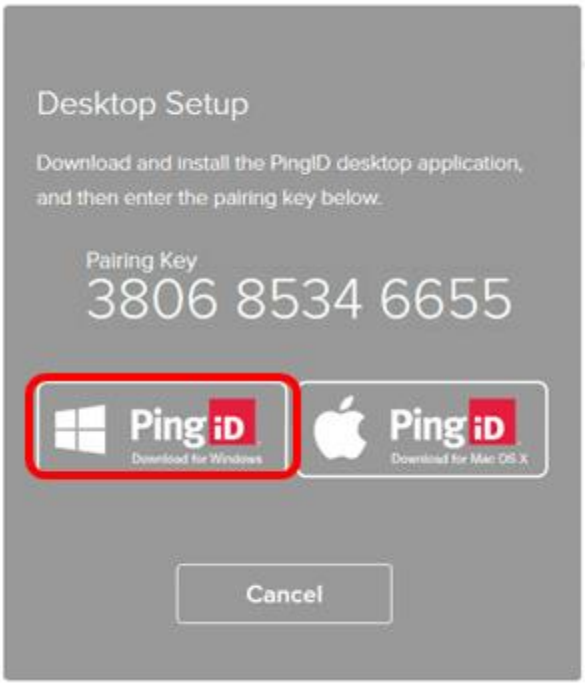


g. To select the Desktop App, choose **Desktop on the bottom right of the window**, under Other Authentication Methods.



SKIP h,I,j and k if PingID application is already installed in your workstation and proceed to l-B

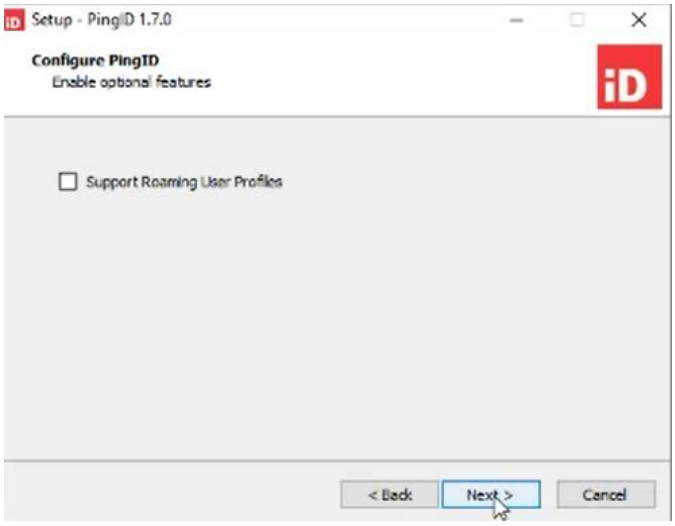
h. Download the application for your OS (Windows) and after it is installed you will use the **provided pairing key to pair it with your account**.



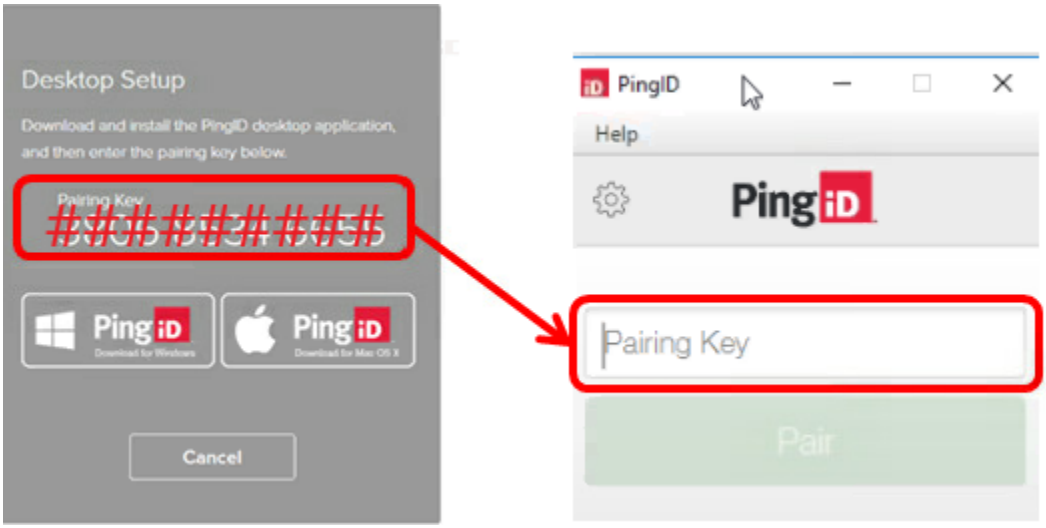
i. Once you have chosen the PingID Download for Windows- complete download steps. You will see this box at the bottom of your internet browser. Click **RUN**

j. A box will pop up that asks if you want to allow to make changes on your device. Click **YES**.
The next box is the License Agreement.
Accept and click **Next**

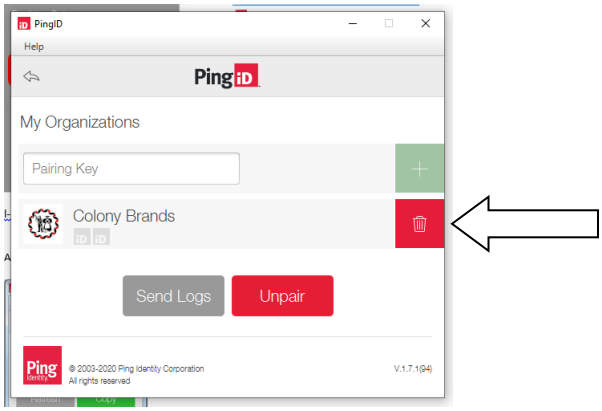
k. If you get another box that says Support Roaming User Profiles- Do not select the box. Just click **Next.**



l. After this finishes installing it will ask you for the pairing key. That is in the previous Grey Box. Copy and paste or just type the pairing key listed on your screen and click **Pair.**



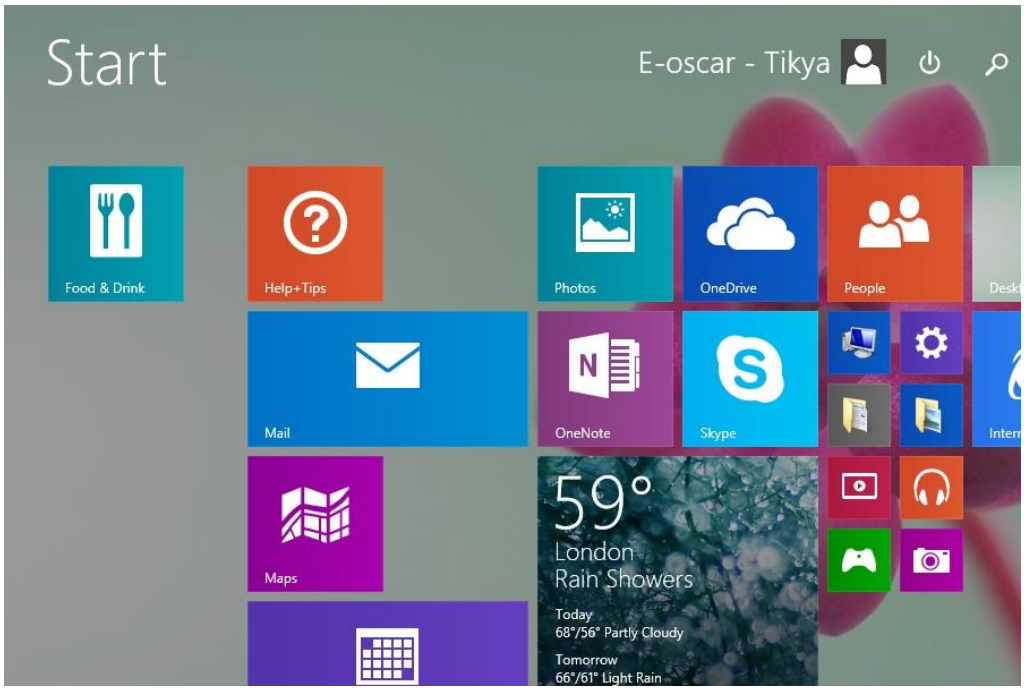
m. l-B. Open PingID applicaition, click settings icon and delete the previously paired ID. Copy and paste or just type the pairing key listed on your screen and click **Pair.**



n. After the program pairs you will see a box with a unique **PingID**

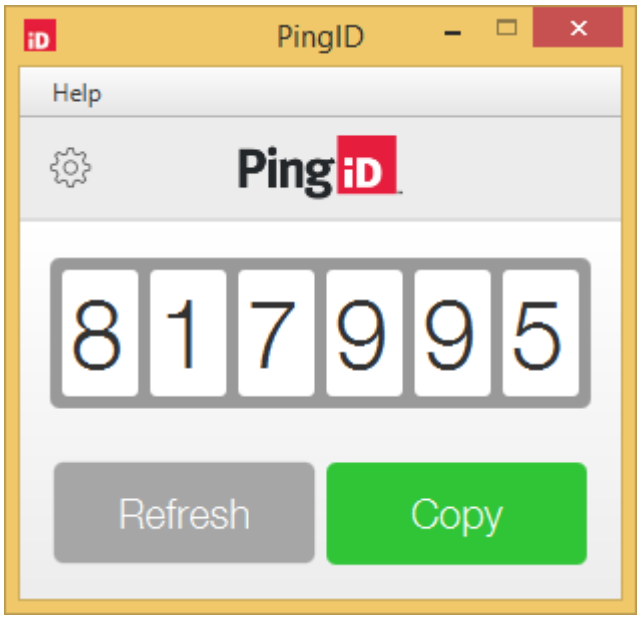
III. Citrix Log-in and Pairing with PING-ID (Agents)

a. Log-in to windows using the assigned user to you. The PING-ID for your windows login is set-up ONLY for you. Other agents cannot use your windows login.

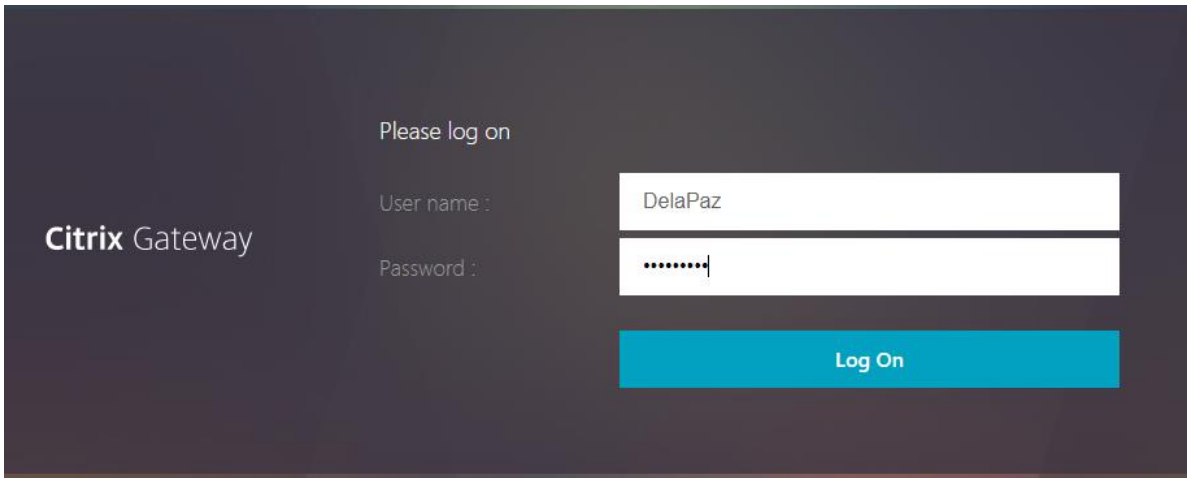


b. Open PING-ID app. A shortcut is available in your desktop.

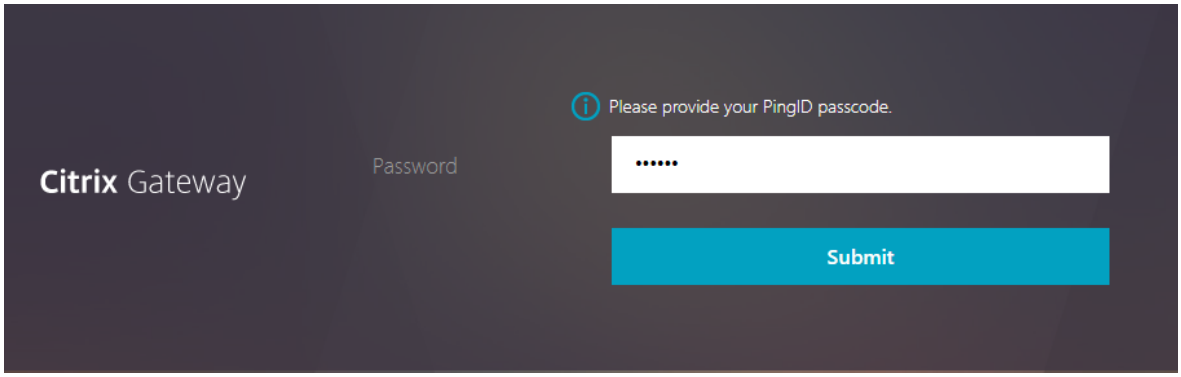
c. Copy the unique ID.



d. Log-in your Citrix. https://cbapps.sccompanies.com/



e. Paste your copied unique ID here and hit submit.



f. The ID changes overtime or if you close the app. So you will need a new one every time you login to your Citrix account.