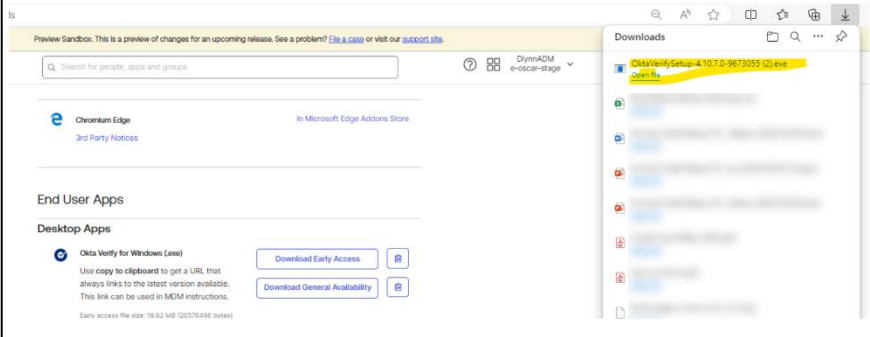



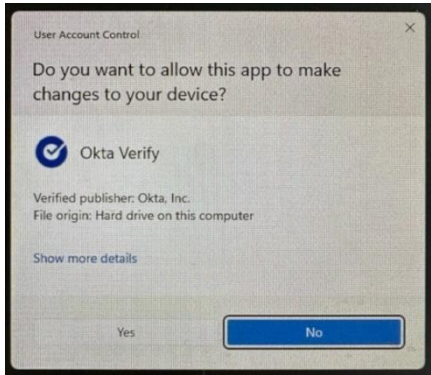
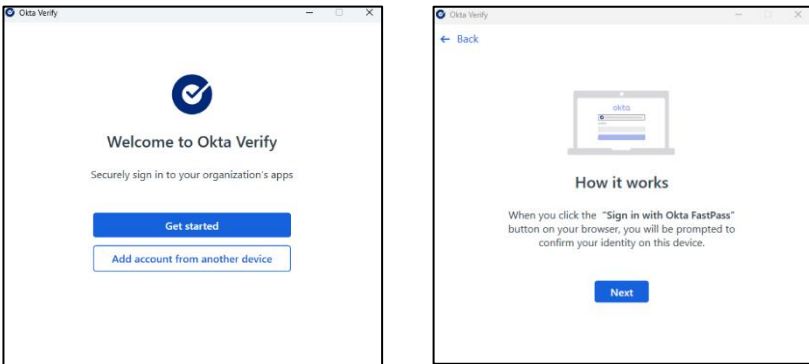
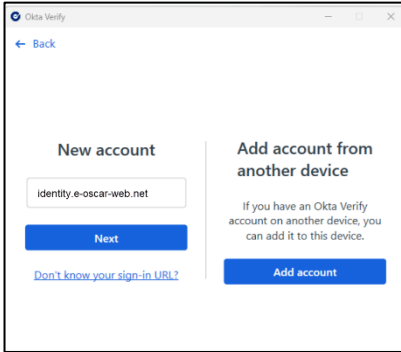
DESKTOP APP - BASED MULTIFACTOR AUTHENTICATION

The instructions below explain how to log into the e-OSCAR System in situations where a Data Furnisher has enabled Multifactor Authentication using the Okta Desktop application for delivery of the one-time password.

IMPORTANT NOTE: This approach requires the downloading and installation of a desktop-based software program to each individual operator's computer. Administrative rights to each computer is required to successfully download and install this software. You may need to coordinate this effort with your internal IT partners.

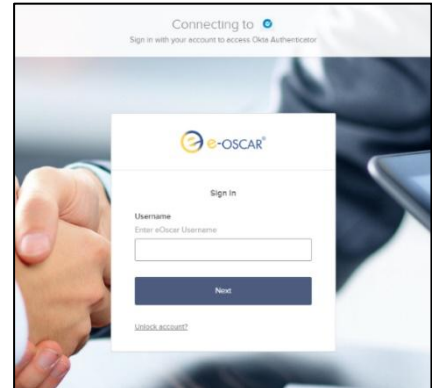
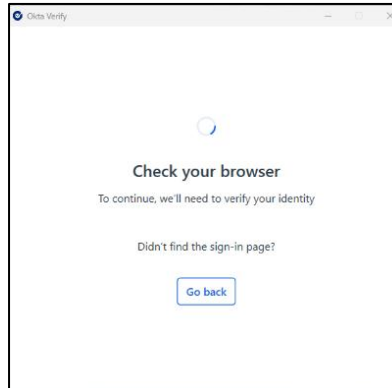
SETTING UP THE OKTA CLIENT – OKTA VERIFY FOR WINDOWS: It is important for you to know that the following instructions offer general guidance for downloading and installing the Okta Verify client. Your process may vary depending upon your company's internal policies, processes for installing software, etc. ALWAYS consult with your IT partners to ensure that your company processes are followed when downloading software.

<p>1. Download the Okta Client – Okta Verify for Windows executable file.</p> <p>NOTE: the appropriate executable file can be downloaded from #####</p> <p>OLDE will publish details regarding supported client versioning on e-oscar.org website; maintaining software currency will always be your responsibility.</p>	
<p>2. Open the downloaded client from your Download folder</p> <p>3. Review the Okta Verify License Agreement; check the box next to "I agree to the License terms and conditions" and then click "Install".</p>	

<p>4. When prompted for confirmation to allow the app to make a change to the device, click “Yes”.</p> <p>5. The app will then begin installing on the desktop. Note this process may take up to ten (10) minutes to fully complete.</p> <p>6. Once the installation is complete, click the “Finish” button.</p>	 <p>A Windows User Account Control dialog box titled "User Account Control" with a close button (X) in the top right corner. The main text asks, "Do you want to allow this app to make changes to your device?". Below this, there is a blue checkmark icon followed by the text "Okta Verify". Underneath, it says "Verified publisher: Okta, Inc." and "File origin: Hard drive on this computer". A link "Show more details" is present. At the bottom, there are two buttons: "Yes" and "No".</p>
<p>7. Search for the Okta Verify desktop app by using the “Search” bar at the bottom of your desktop and then launch the application by double clicking on the Okta Verify icon.</p> <p>You will be presented with the initial “Welcome to Okta Verify” page.</p> <p>8. Select the “Get Started” button, and when prompted, click “Next”.</p>	 <p>Two screenshots of the Okta Verify application interface. The left screenshot shows the "Welcome to Okta Verify" screen with the Okta logo, the text "Securely sign in to your organization's apps", and two buttons: "Get started" and "Add account from another device". The right screenshot shows the "How it works" screen with a "Back" button, an illustration of a laptop, and the text "When you click the 'Sign in with Okta FastPass' button on your browser, you will be prompted to confirm your identity on this device." Below this is a "Next" button.</p>
<p>9. Enter the following Sign-In URL into the field under “New account” and then click “Next”: identity.e-oscar-web.net</p>	 <p>A screenshot of the "New account" screen in the Okta Verify application. It features a "Back" button at the top left. The "New account" section has a text input field containing "identity.e-oscar-web.net" and a "Next" button below it. A link "Don't know your sign-in URL?" is also present. The "Add account from another device" section includes explanatory text and an "Add account" button.</p>

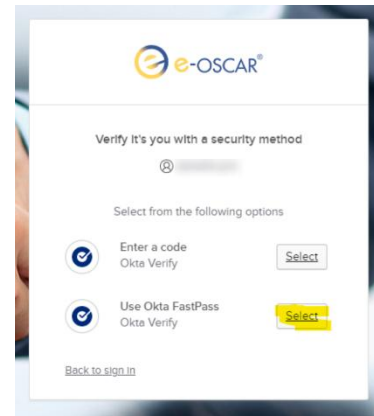
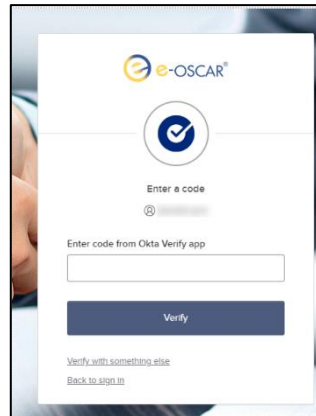
10. The pop-up on the right will then appear.

11. Simultaneously, a window displaying the login to the e-OSCAR System should open within your browser.

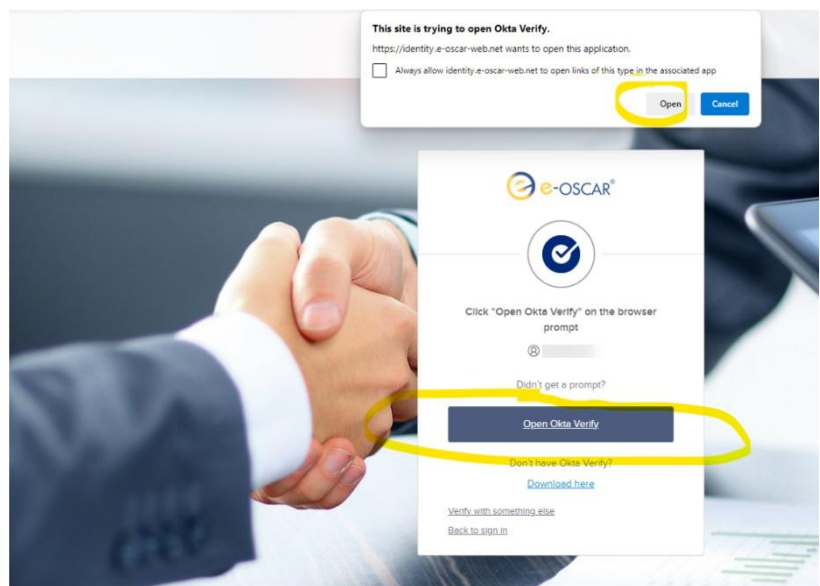


12. Enter your User Name and Password, then click "Verify". You will then be prompted with the Okta Verify code prompt.

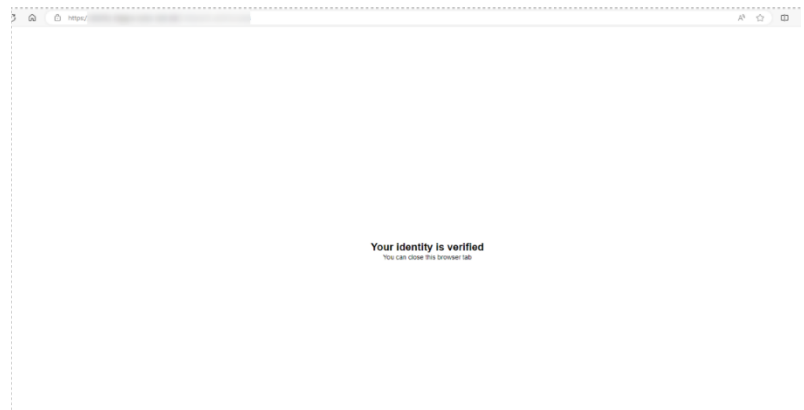
13. Click the link for "Verify with something else" and then click the "Select" button next to "Use Okta FastPass".



14. Depending on your computer settings, a window may appear requesting confirmation to open Okta Verify. If so, click "Open" and then click the blue "Open Okta Verify" button.

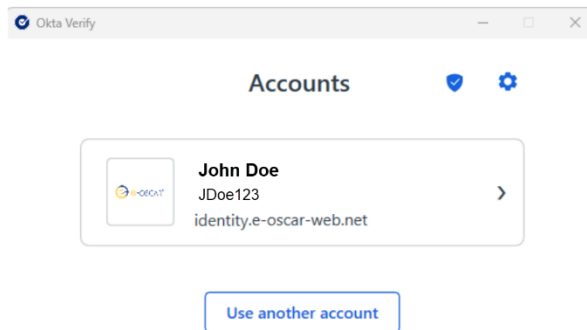


15. Once properly verified, the browser should update and look similar to the screen image on the right:



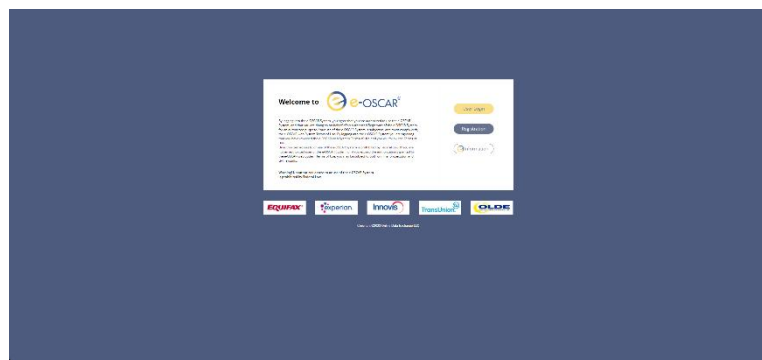
NOTE: The Okta Verify Desktop application will likely prompt the user to enable Windows Hello for Okta Verify. This feature uses the same PIN number, facial recognition, or fingerprint used by a user to access their Windows device. Using this feature is optional.

16. Once completed, the account creation is complete. The User should see a similar looking screen as to the right:

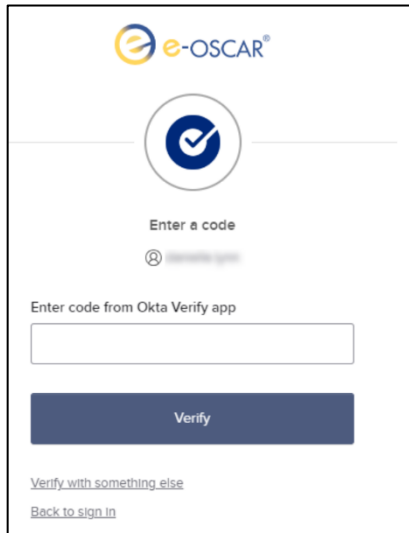


USING THE OKTA VERIFY DESKTOP APPLICATION FOR MULTIFACTOR AUTHENTICATION:

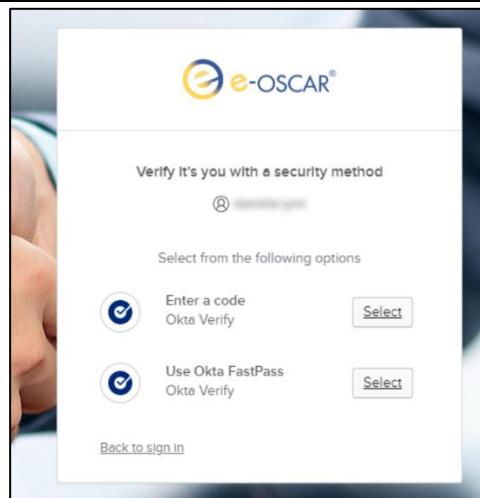
1. Operators will navigate to www.e-oscar-web.net and select the **User Login** button



2. Operators will enter their appropriate e-OSCAR Username and Password and then select **Verify with something else** when prompted to enter an Okta verify code



3. Select **Use Okta Fastpass**



4. The user should receive a pop up seeking to validate if they are trying to log into e-OSCAR. Once the user selects the “Yes, it’s me” button, the login process will finish and they will be able to access the system.

