

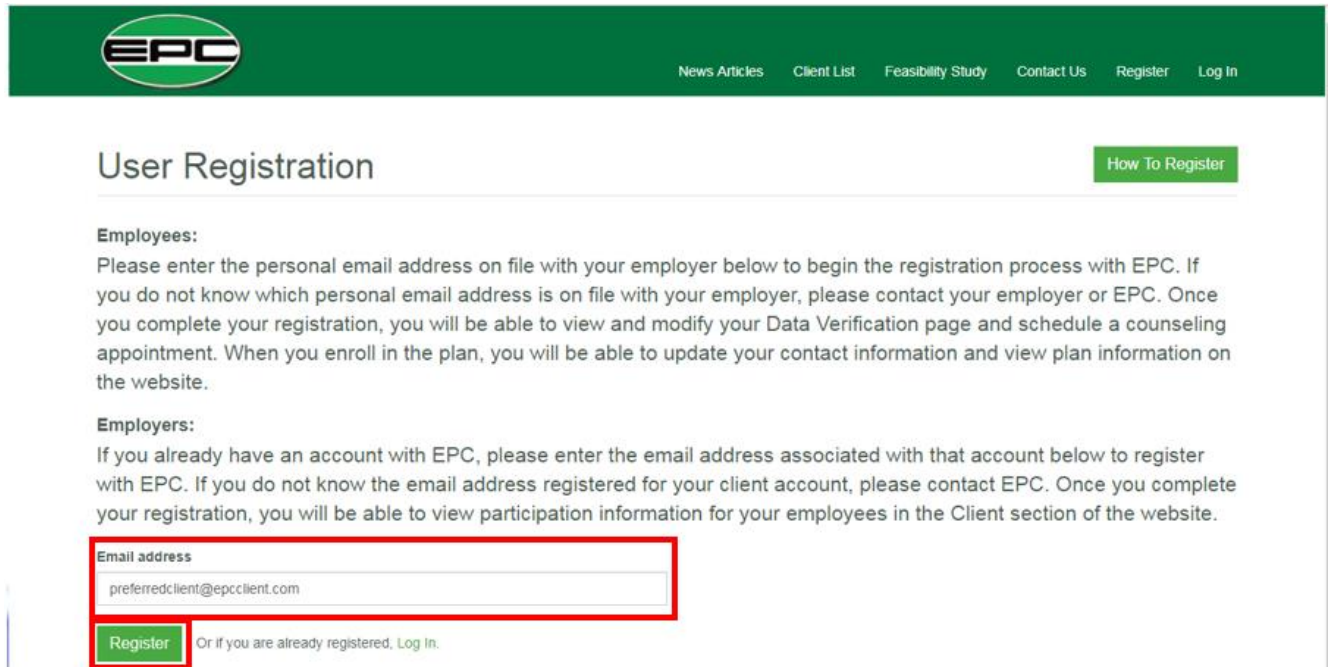
EPC Registration Instructions

When you access EPC for the first time, you will need to register as a new user. Please follow the instructions below to complete the registration.

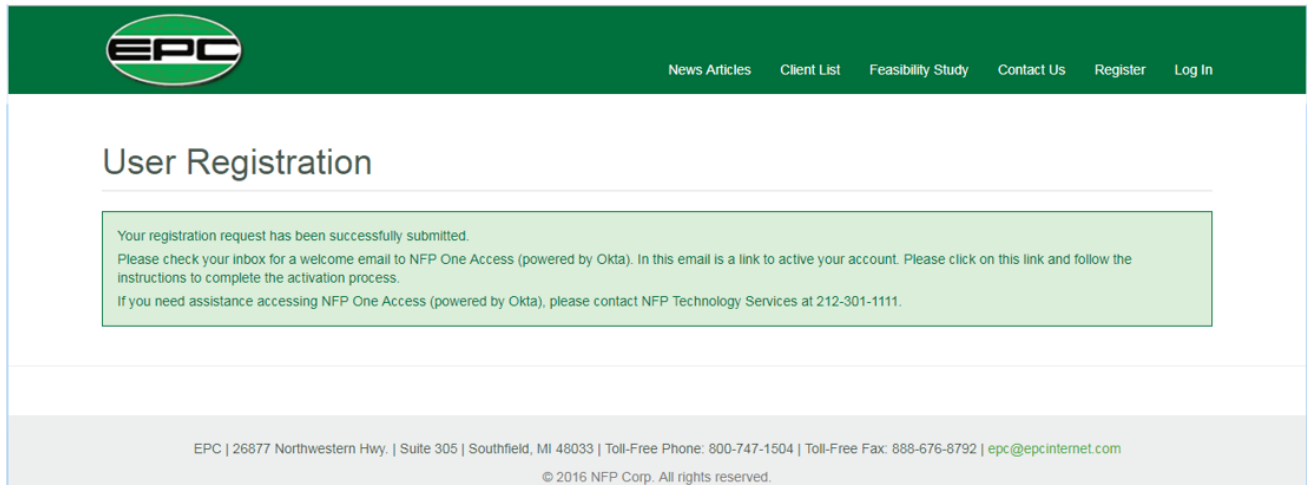
1. Navigate to epcinternet.com
2. Click the Register link in the upper right-hand corner of the page.



3. Enter the email address provided to EPC and click the Register button.



4. When the Registration process is complete, the following screen will be displayed.



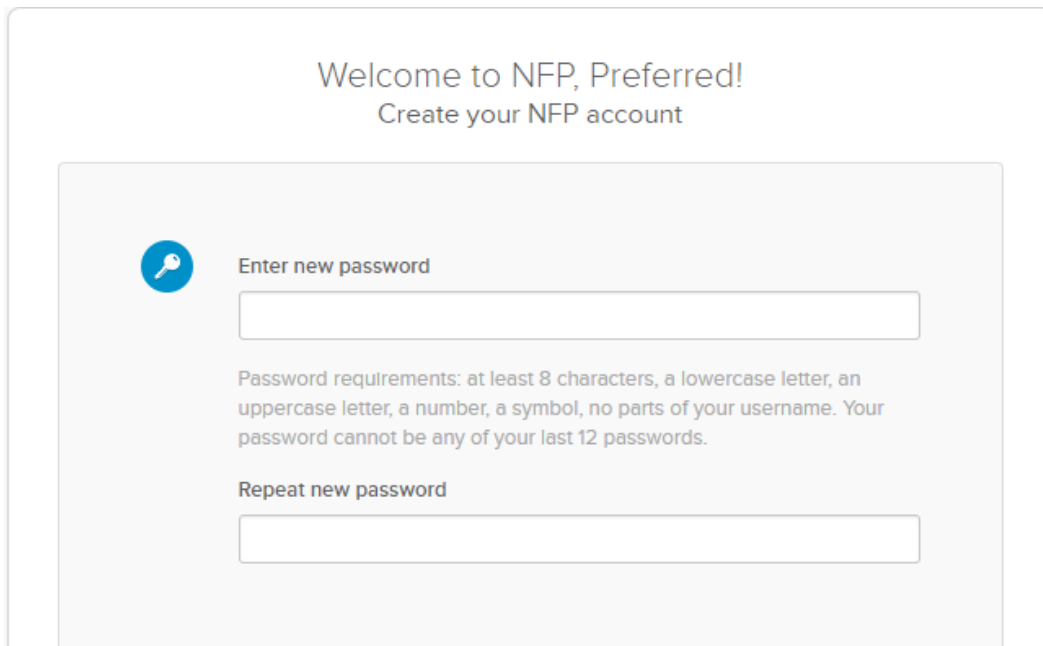
5. In approximately 45-60 minutes you will receive an email to activate your NFP One Access (powered by Okta) account. When you receive the email, click on the activation link and follow the instructions on the next page to complete the enrollment/activation of your NFP One Access account.

NFP One Access Enrollment/Activation Instructions


NFP One Access is your portal to the EPC application. NFP One Access provides a secure method of accessing the application by utilizing two methods of authentication, your login\password and a second authentication method such as a phone call, the Okta Verify mobile application or the Google Authenticator mobile application. Once enrolled, you will see tiles for your available applications.

Setting Up Your Account

1. Locate the Welcome to NFP One Access! email from noreply@okta.com. If this email is not in your inbox, please check your spam filter. Click the link within the welcome email to activate your account.
2. You will be prompted to establish a password.



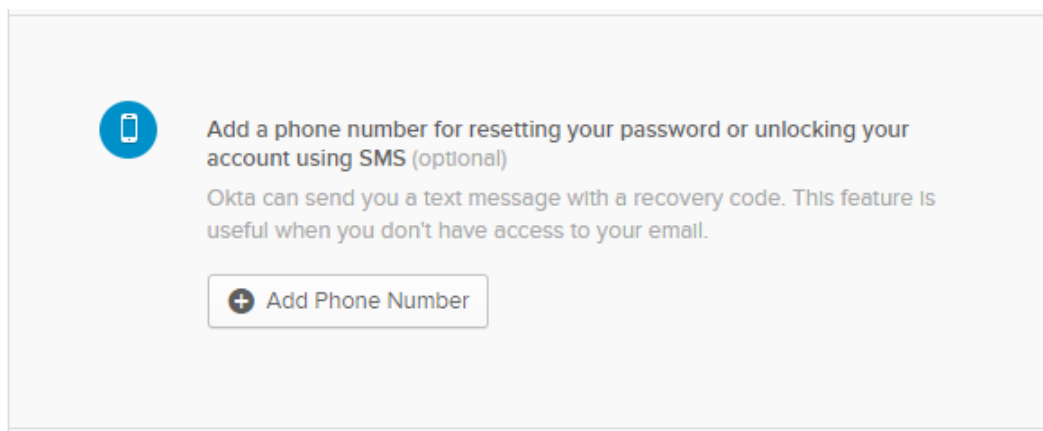
Welcome to NFP, Preferred!
Create your NFP account


 Enter new password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username. Your password cannot be any of your last 12 passwords.


Repeat new password

3. Click “Add Phone Number”. This number will be utilized for unlocking your account or resetting your password in the future.



 Add a phone number for resetting your password or unlocking your account using SMS (optional)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.



4. Choose the country where your phone is registered.
5. Enter your 10-digit mobile phone number in the “Phone number” field.
6. Click “Send Code”. You will receive a text message with a 6-digit authorization code.

**Please note you should only enter your 10-digit phone number, ie: 5555555555*

Forgot Password Text Message

Enter the phone number you'll use to receive codes via text message, then click Send Code to verify that it works.

Country: United States
Select the country where your phone is registered.

Phone number:
Enter your number the way you normally dial it. Do not add your country code prefix.

Send Code

- **Note:** A mobile phone is required to do the initial registration of your account. If you do not have a mobile phone, please contact support for assistance: TechnologyServices@nfp.com or 212-301-1111

7. Type the code from the text message into the “Enter Code” field and click “Verify”.

Forgot Password Text Message

Check your phone for the passcode and enter it below. Your message should arrive in less than a minute.

Enter code: Verify

Back Done

8. Click “Create My Account” at the bottom of the screen.
You are now enrolled in NFP One Access.

Choose a forgot password question
What is the food you least liked as a child?

Answer
none

Add a phone number for resetting your password or unlocking your account using SMS (optional)
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Add Phone Number

Create My Account

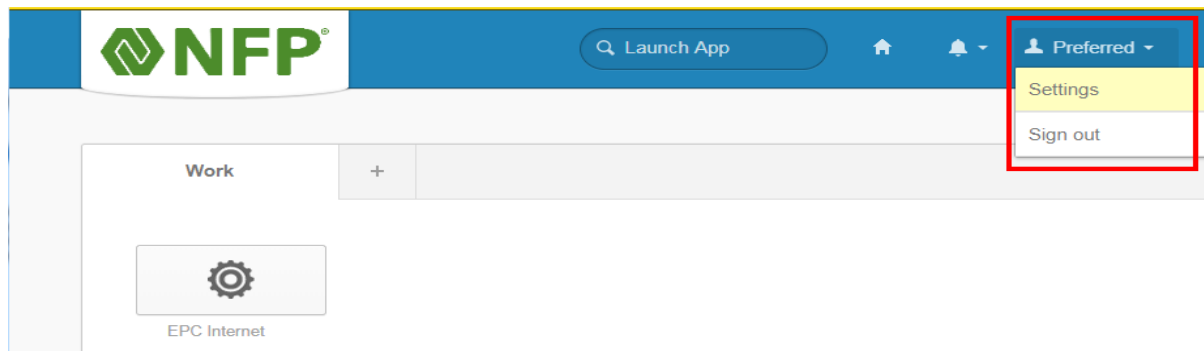
You're almost done! If you are presented with the Extra Verification window now, refer to step 3 on page 4 to continue enrollment, otherwise please continue to the next page to add at least one additional verification method.

*** Be sure to add at least one additional verification method. You will need it in the event you do not have access to your mobile device or you can use it instead of a text message.**

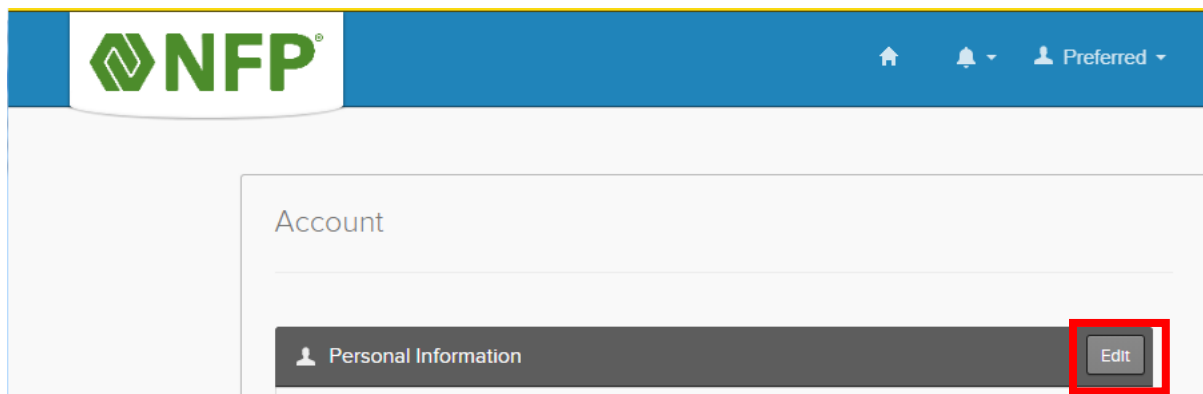
Additional Verification – Please Set Up at Least One

Follow these steps to add additional verification options.

1. Click on your name in the top right hand corner and select "Settings".



2. Your Account screen will appear. Click on "Edit" in the upper right hand corner of screen. The page will reload in edit mode.

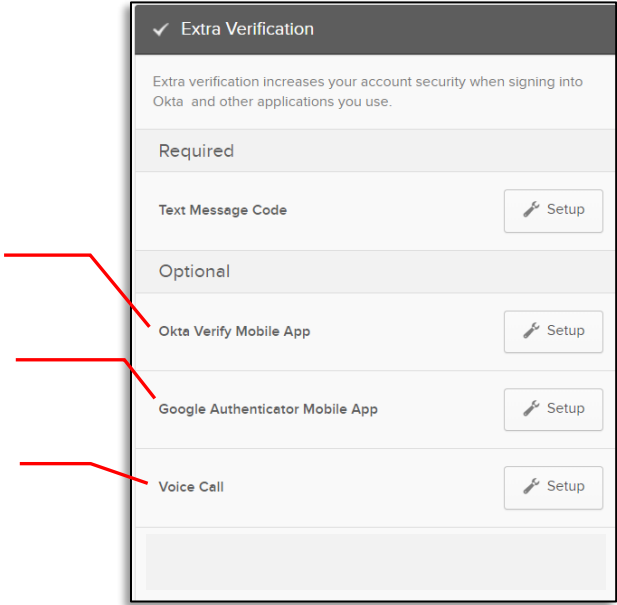


3. Scroll down the screen until you come to the “Extra Verification” section. You have several options to choose for multi-factor authentication setup. **Please refer to the page number for setup instructions for each option.**

Mobile App used to receive a verification code via a push notification <see page 8>

Mobile App used with google services like Gmail <see page 10>

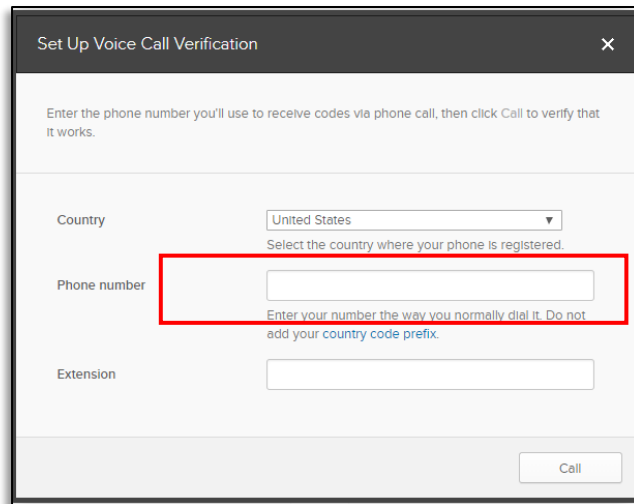
Receive a phone call with your verification code (this number cannot be the same as your mobile phone) <see page 7>



Voice Call

1. Click “Setup” next to “Voice Call”.
2. Select your Country where your phone is registered.
3. Enter the phone number to be called in the event you are not able to utilize your mobile phone for authentication verification (i.e. your mobile phone battery dies or you forget your mobile phone at home).
4. Click “Call”

**Please note you should only enter your 10-digit phone number, ie: 5555555555*



Set Up Voice Call Verification

Enter the phone number you'll use to receive codes via phone call, then click Call to verify that it works.

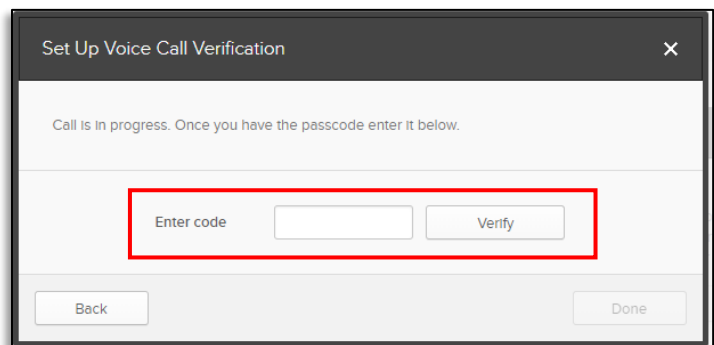
Country: United States
Select the country where your phone is registered.

Phone number:
Enter your number the way you normally dial it. Do not add your country code prefix.

Extension:

Call

5. You will receive an automated voice call at the number you entered. Enter the code provided in the voice call and click “Verify”.



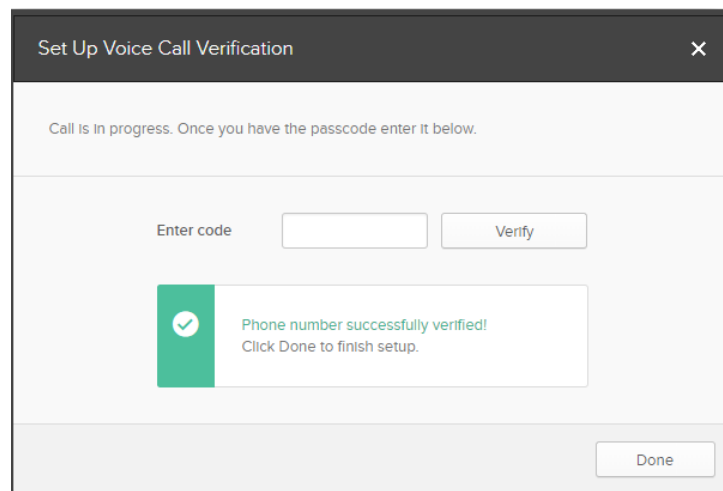
Set Up Voice Call Verification

Call is in progress. Once you have the passcode enter it below.

Enter code: Verify

Back Done

6. Once you have clicked “Verify” your screen will reflect successful verification.
7. Click “Done”.



Set Up Voice Call Verification

Call is in progress. Once you have the passcode enter it below.

Enter code: Verify

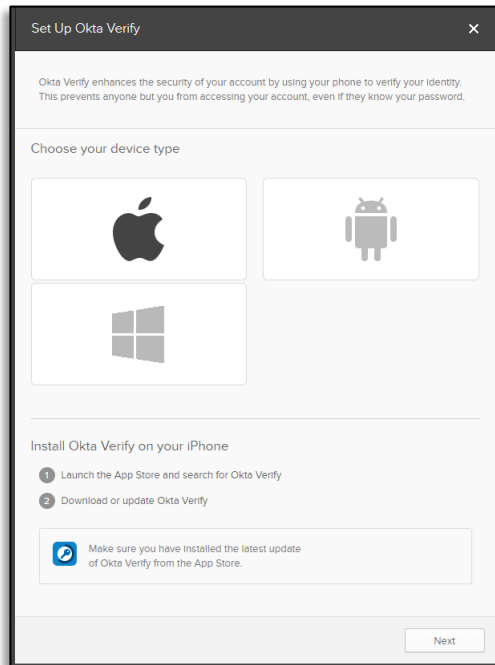
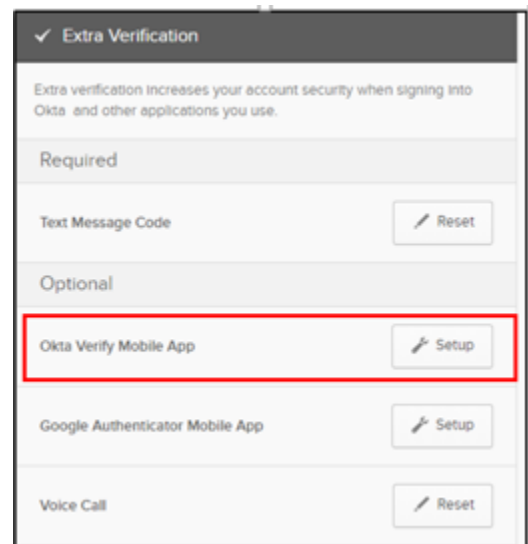
Phone number successfully verified!
Click Done to finish setup.

Done

Your Voice Call setup is now complete!

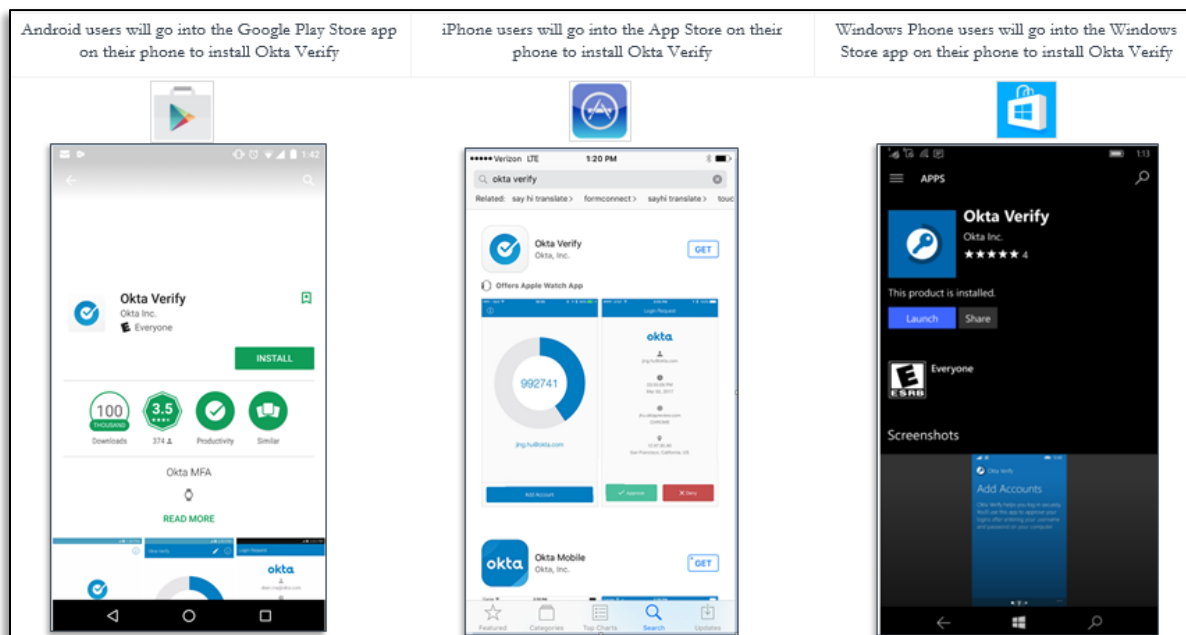
Okta Verify Mobile App

1. From your Account Page in the Extra Verification section, Click on “Setup” next to Okta Verify Mobile App.

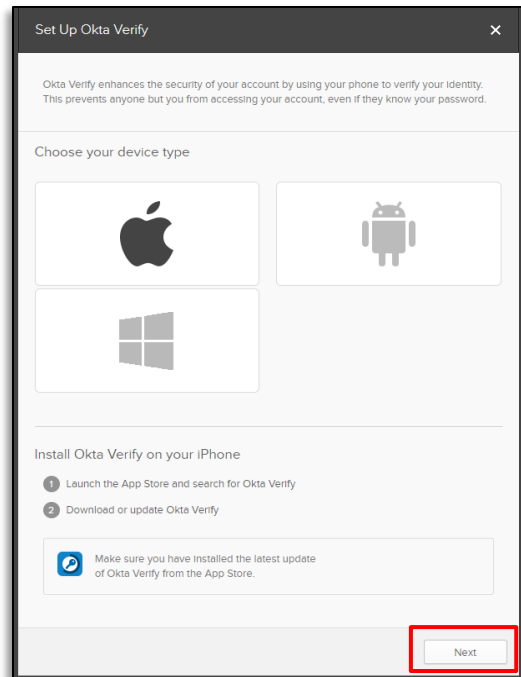


2. Click on the icon of the device you own and follow the steps prompted on your screen and click “Next”.

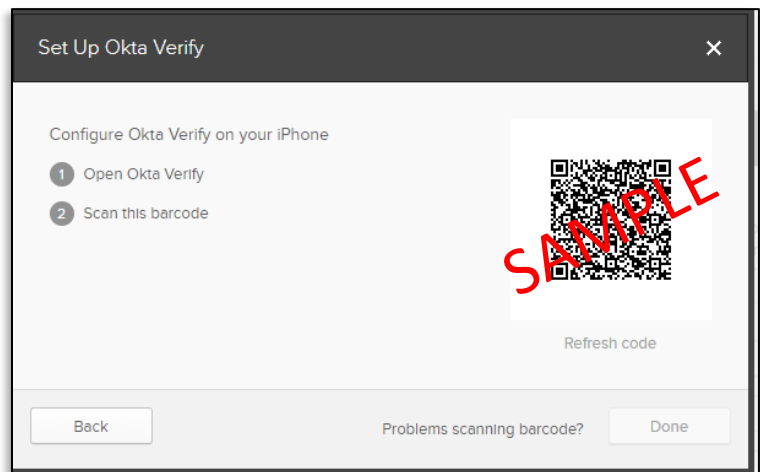
Below is a snapshot of what the application looks like for each mobile device.



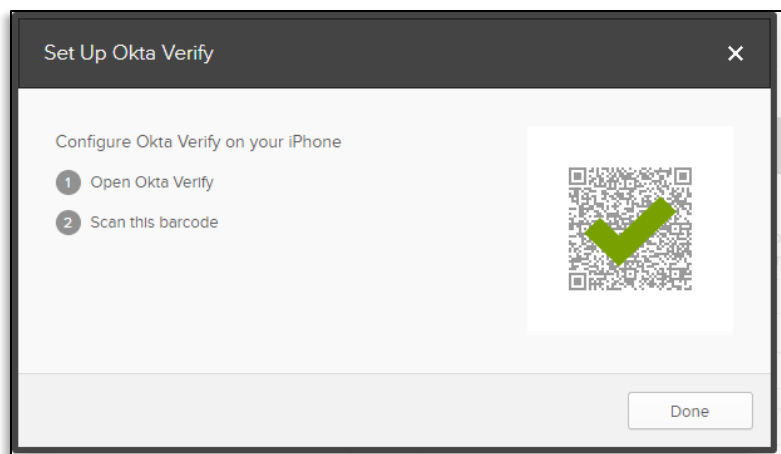
- Once mobile app download is complete, return to your computer screen.
- Click "Next".



- Open the Okta Verify App on your phone.
- Scan the QR Code **on your computer screen**.



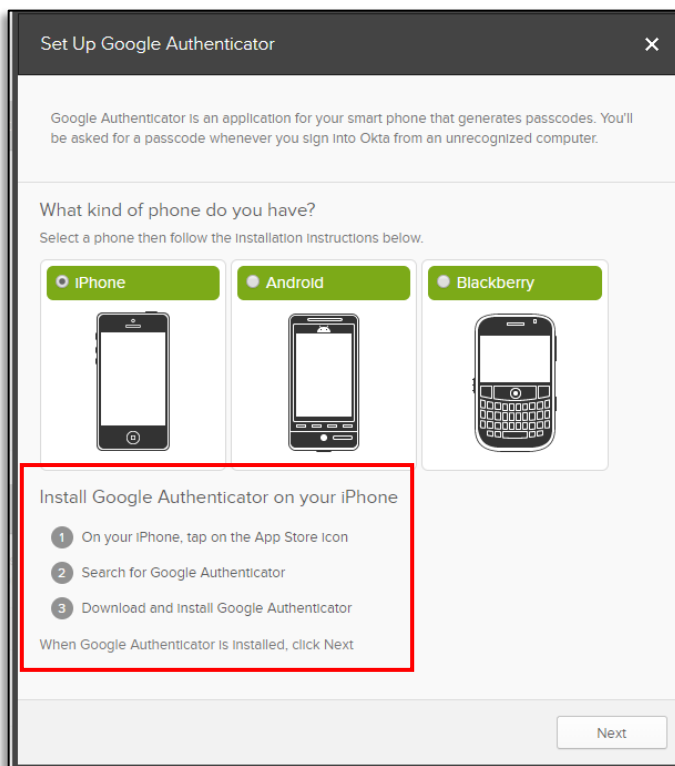
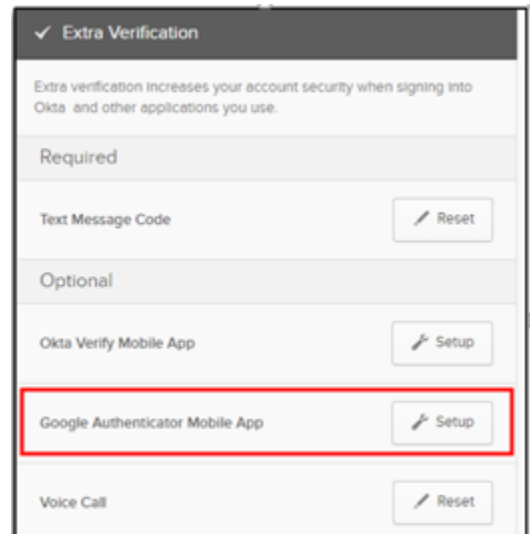
- Once the scan is successful you will see the following populate your computer screen. Click "Done".



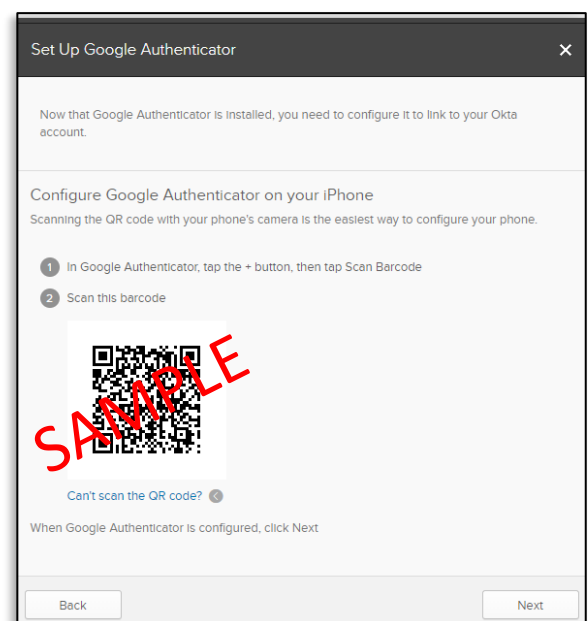
Your Okta Verify Mobile App setup is now complete!

Google Authenticator Mobile App

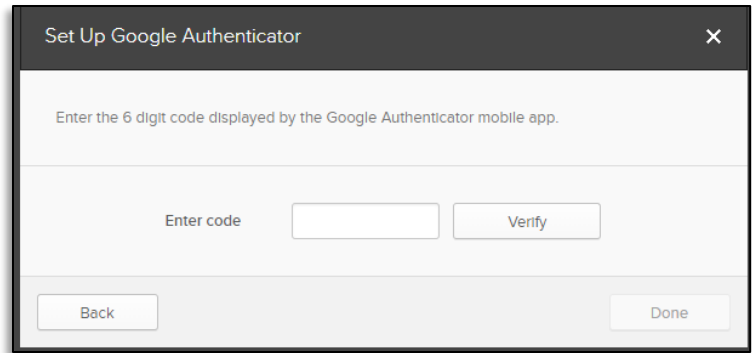
1. From your Account Page in the Extra Verification section, Click on “Setup” next to Google Authentication Mobile App.
2. Click on the type of phone you have.
3. Follow the instructions highlighted in the red box for your device.



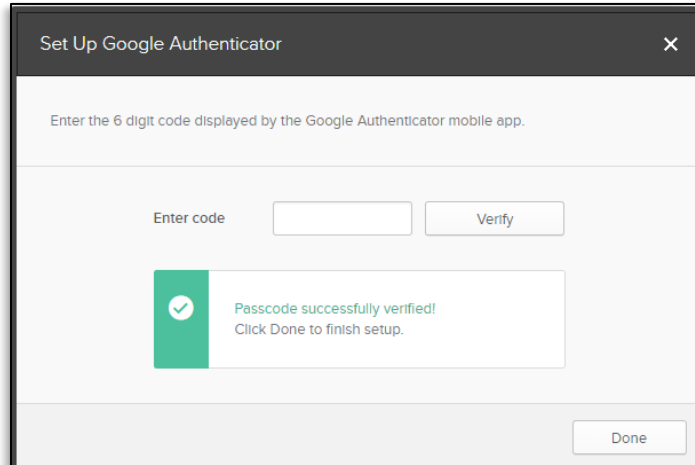
4. Scan the QR Barcode on your computer screen and click “Next”.



5. Enter the 6 digit code that is displayed on your phone via the Google Authenticator Mobile App. Click "Verify".



6. A verification screen will appear. Click "Done".



Your Google Authenticator Mobile App setup is now complete!