

Multi-Factor Authentication (MFA) User Guide

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- Emergency Token Request Registration
- Retrieving an Emergency Token
- Registering for Self-Service Password Reset (SSPR)
- Resetting your Password with SSPR
- Remove/Register a Device in SecurID

Quick Reference

1 Download SecurID app:

Apple

Android





Register your device in <u>DART</u>
Open the SecurID App



3 Log into DART using MFA

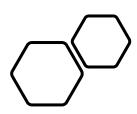
Need Help?

Email: MFASupportHD@kindermorgan.com

Frequently Asked Questions



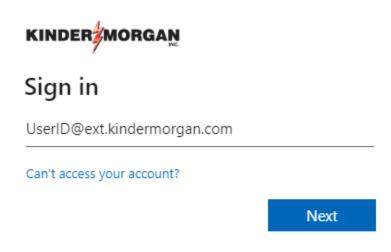
- What is the right App?
 - SecurID Look for the Cloud
 - SecurID has changed to RSA Authenticator after version 4.3.3
- I log in through my personal computer. Do I need to download anything new to it?
 - No new Apps are needed on personal PCs assuming Citrix Receiver is already installed.
- Can I use a different authentication App? Google Authenticator, Microsoft Authenticator, etc.
 - No, RSA Authenticator (SecurID) is the only approved authenticator.
- Does the App require internet access?
 - Internet is not needed to provide the token.
 - Internet is only required to download and register the App.
- SecurID is not available on my mobile device.
 - Please contact the Help Desk for alternative token methods.
- What happens if my token doesn't work?
 - Wait for the token to change and try again.
 - If the problem continues, email <u>MFASupportHD@kindermorgan.com</u>



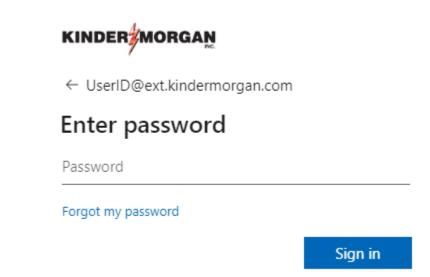
Logging Into DART

DART Access: https://pipeline.kindermorgan.com/ > DART Login

Enter your DART User ID with the extension @ext.kindermorgan.com click next.



Enter your DART Password click Sign in.



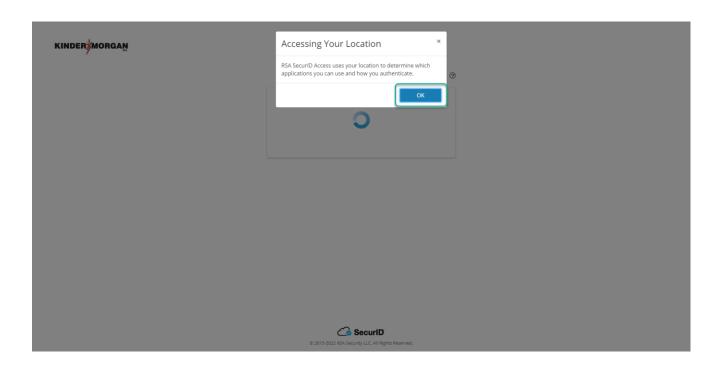
ATTENTION! DO NOT FAVORITE THE SIGN IN PAGE!

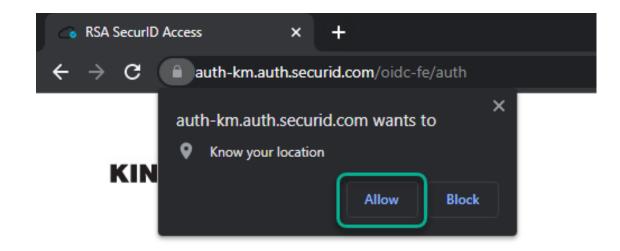
The sign in page contains session information for that login. Bookmarking it will result in a HTTP 500 Error. Instead, bookmark https://pipeline.kindermorgan.com/

You will be prompted to allow access to your location. Click *Ok.*

The browser may request access to your location. Click *Allow.*

You may not receive these popup's depending on your security settings.





You will be prompted to change your password.

Enter the temporary password used to login as the current password, and then enter your new password.

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

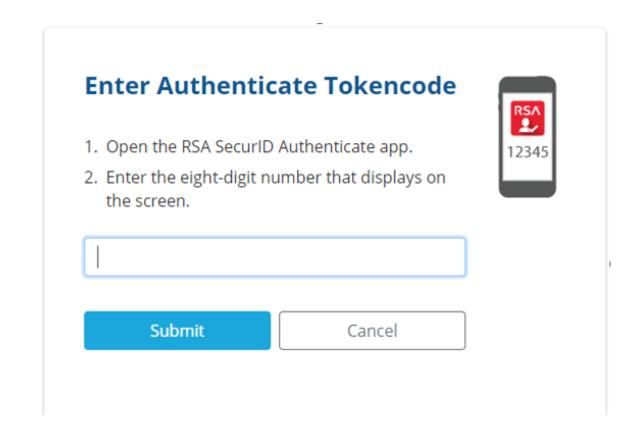
Sign in



You will be prompted to enter you token code.

If this is your first login, you will need to complete your SecurID/RSA token set up.

You will return to this page after registering for SecurID.



If you have already completed SecurID/RSA set up. Please continue to "Completing DART Login".

Downloading SecurID

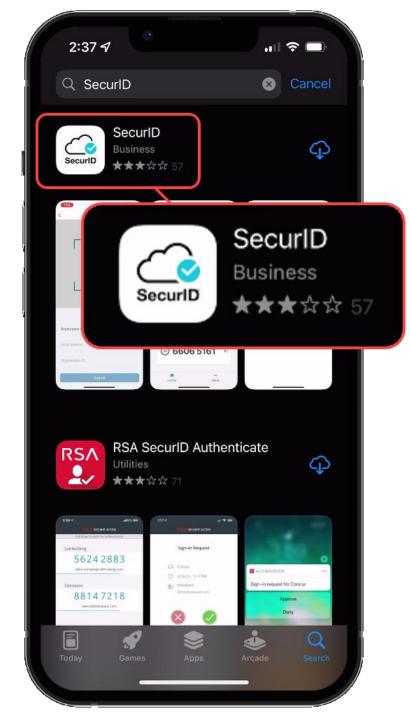


Outlook

LastPass

Calculator

Authenticator



RSA Authenticator (SecurID)

- Free
- Available on
 - Apple App Store IOS 11.0 or later
 - Google Play Store Android 8.0 or later
- It is **REQUIRED** to have a passcode or biometric security on the mobile device to complete registration.
- Internet access is needed to download and register.
- Internet access is **not** needed for token requests.
- Only one device can be registered at a time.
- If you have multiple User IDs, complete registration for each User ID you have.

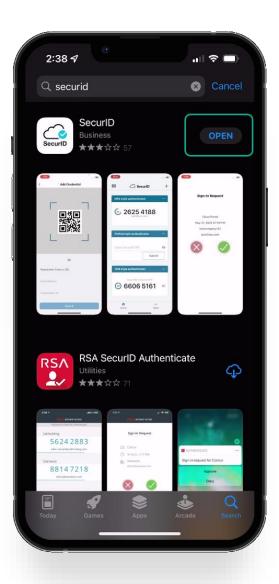
Open the App Store on your device.





Search for "SecurID" in the App Store.

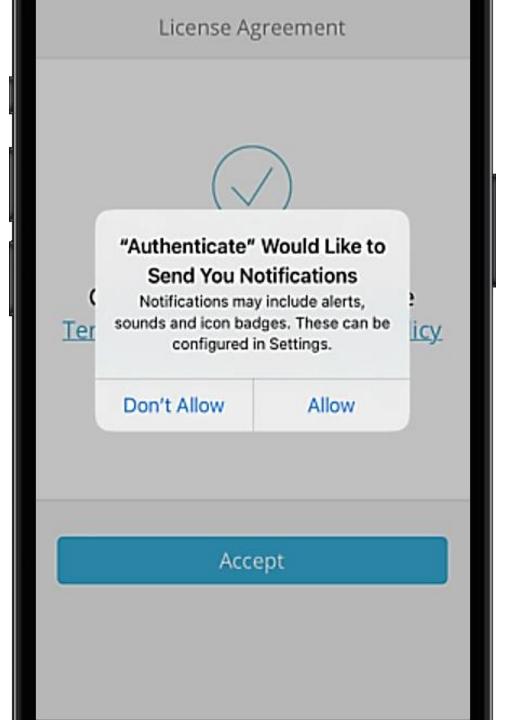




Verify the application is the "SecurID" application with the cloud and a blue checkmark as shown in the red square.

Download the app to your device.

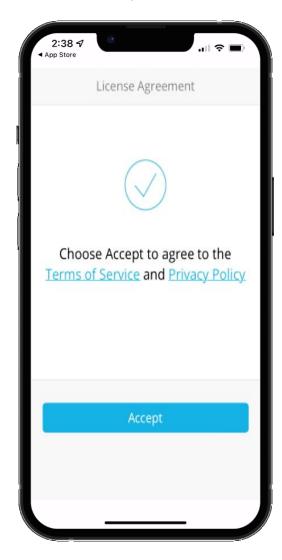
When the app is done downloading, open it by clicking open.



The first time you open the app you will be prompted to *Don't Allow* or *Allow* notifications.

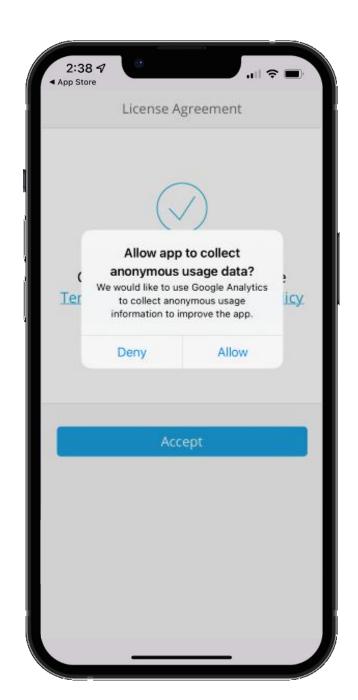
This setting is a user preference. It will not interfere with operation of the token delivery process.

After reading the Terms of Service and the Privacy Policy, click the *Accept* button to accept.



Allow or Deny app to collect anonymous usage data.

This setting is a user preference. It will not interfere with the operation of the token delivery process.





RSA Authenticator helps you quickly and easily access your organization's protected resources.



Get Started

Need Help?

Once you've reached the Welcome Screen you have completed the SecurID application install process.

You're now ready to move onto the registration process.



Registering SecurlD

- Open a new session in your preferred internet browser.
- Navigate to:

https://pipeportal.kindermorgan.com/PortalUI/HelpInfo.aspx

• Open *SecurID Registration* by Double-Clicking.

DART Help & Information

The Kinder Morgan family of pipelines invites you to learn more about our pipelines and services. Our pipelines offer a variety of customer oriented services.

This NAESB-compliant web site will allow you to select a pipeline group/pipeline from the menu bar on the left, and easily navigate to the section of this site that interests you by selecting the appropriate section from the expanded menu.

Kinder Morgan is continually looking for new ways to serve current and prospective customers through new service offerings and facility expansions. To obtain information on facility expansions that are proposed or currently underway, please select the EXPANSION PROJECTS link from the menu bar at left.

We have tried to make the sections of this site applicable for all pipelines. However, if a section is not applicable to the pipeline you have selected, no data will be provided when your request is submitted. This website uses Adobe Acrobat Reader® for reading some of its documents. If you don't have Acrobat Reader, download the Reader from the Acrobat button at the bottom of this page. Adobe Acrobat Reader is free software available from Adobe Systems Incorporated. Download the software and install as a browser plug-in, following the instructions available at the Adobe site. The Customer Activities or secured sections (NOMINATION, FLOWING GAS, INVOICING, CAPACITY RELEASE, and CONTRACTS/RATES) require log-on ids and passwords.

DART utilizes a Multi-Factor Authentication process to log in. To learn more about this process, please select the following links:

- DART Multi-Factor Authentication (MFA) FAQs
- DART Multi-Factor Authentication (MFA) User Guide
- Self Service Password Reset (SSPR) User Guide
- Emergency Token Request (ETR) User Guide
- SecurID User Guide:
- . First Time Registration
- Reregister SecurID

The following links provide access to DART processes:

- SecurID Registration
- Emergency Token Request
- DART Login

To request a new login ID, modify the security on an existing ID or receive a password reset, contact your company's DSA (DART Security Administrator). When an DSA does not exist for the company, a security form must be sent to the DART Security Coordinator.

- . DART Security Information and Forms
- · DART Access/Firewall Rules
- . DART For Tablets Instructions

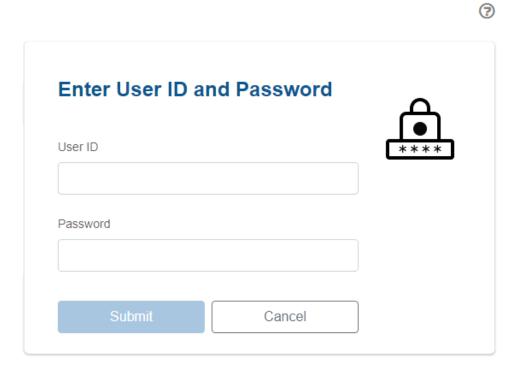
DART Maintenance Windows

WED, SUN 10:30 PM - 1:30 AM SAT 10:30 PM - 6:30 AM Enter your DART User ID without the extension @ext.kindermorgan.com

Enter your password and press Submit.

*Your password will be the same one you log into DART with.





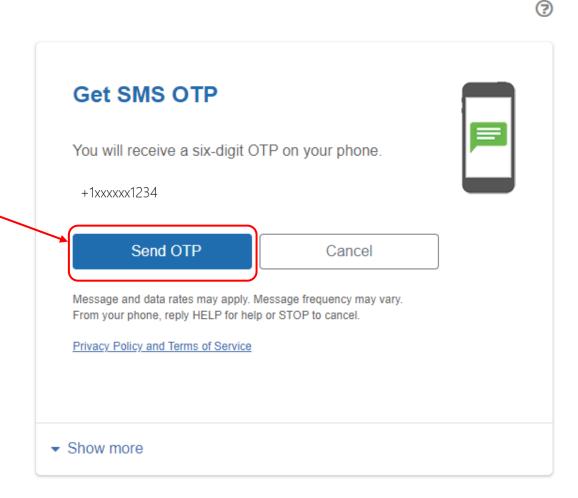


SecurID

 You will be prompted to receive an SMS OTP to your cell phone number associated to your DART User ID.

• Click "Send OTP" to receive text message with OTP token code.

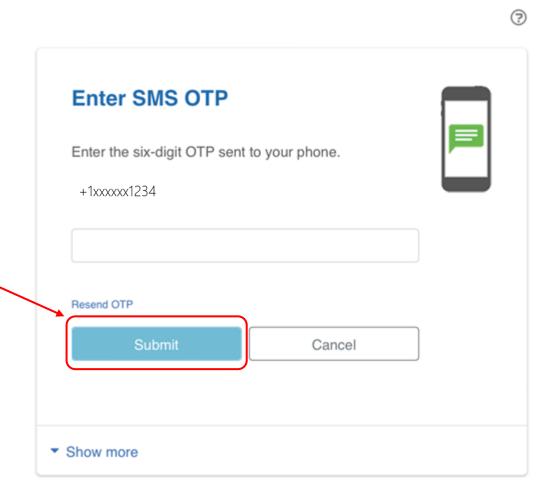
• NOTE: If you are unable to receive a text message with the cell phone number associated to the DART User ID, you will not be able to complete the registration process.



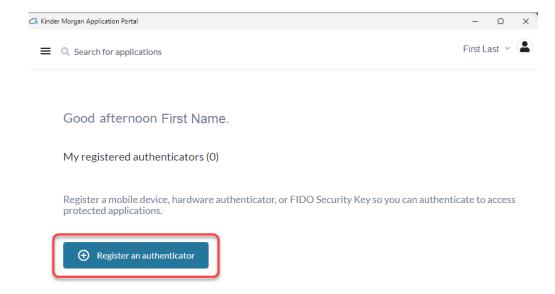
KINDER MORGAN
SecurID

• Enter OTP token received through text message in the field provided and click "Submit".

• NOTE: If you need to resend another code, please click the "Resend OTP" link above the Submit button.

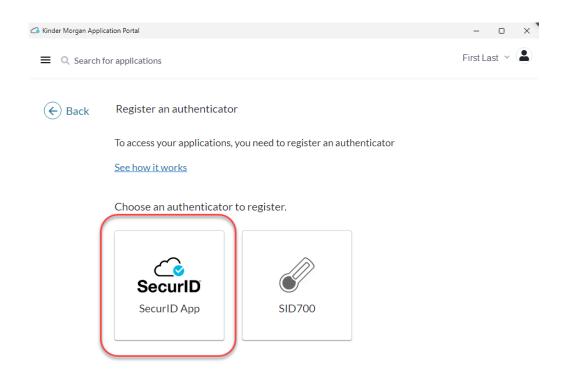


Click Register an authenticator





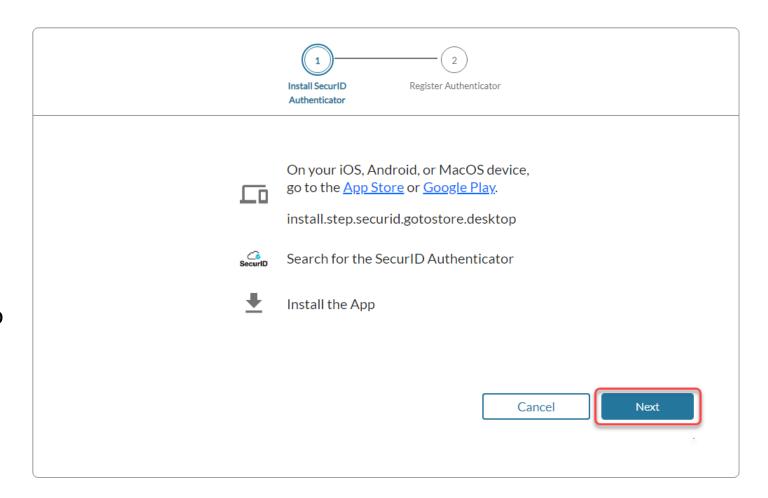
Click the SecurID App icon





If the application is installed on the mobile device, click the *next* button and open the *SecurID* app on your mobile device.

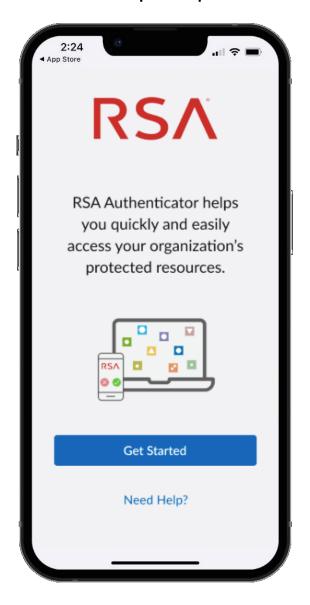
If you have not installed the app, go to installation instructions.



Open the *SecurID* app on your mobile device.



Press the *Get Started* button to begin the credential import process.

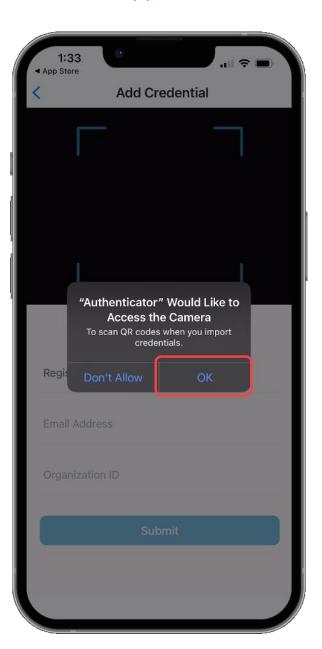


Allow access to the Camera to scan the QR Code displayed in the SecurID Browser.

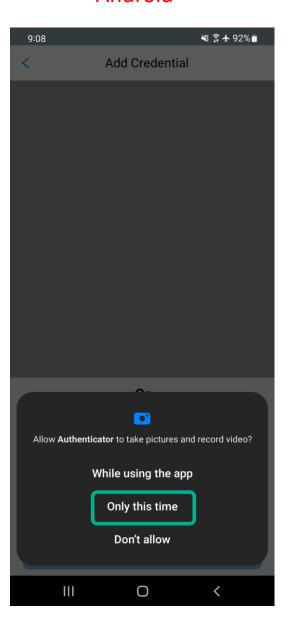
You can change this setting in your device settings after completing the registration process.

If you do not want to allow access to the camera, press *Don't Allow*. You will need to enter the information manually.

Apple



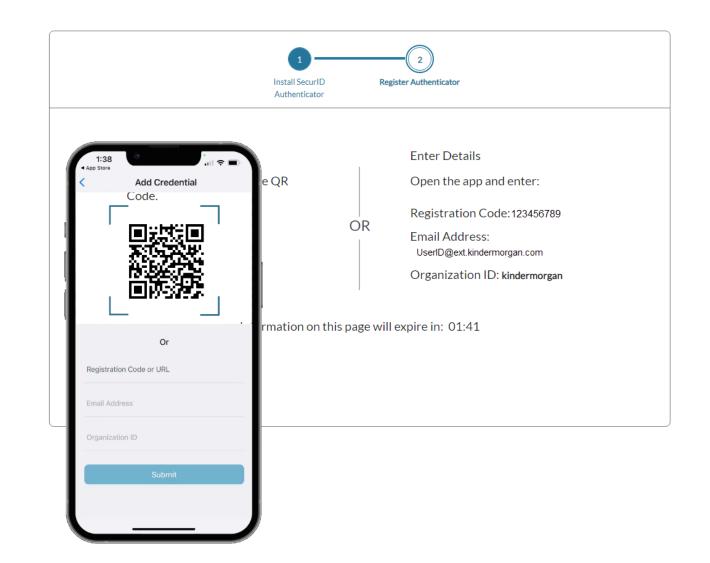
Android



Hold your mobile device up to the screen displaying the QR Code.

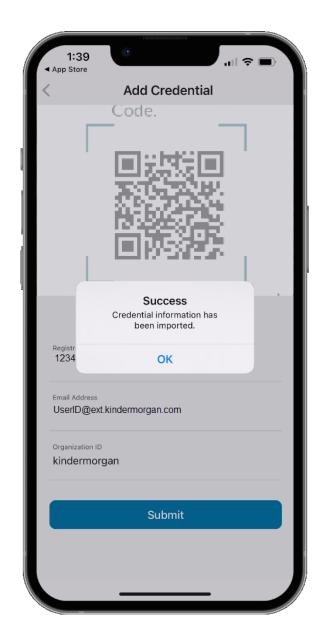
DO NOT SCAN THE QR CODE FROM THIS DOCUMENT!

Center the QR Code in the camera viewing window while slowly moving the device backwards until the QR Code is read.



When the credential information is imported successfully, a pop-up will be shown. Press *OK* to continue.

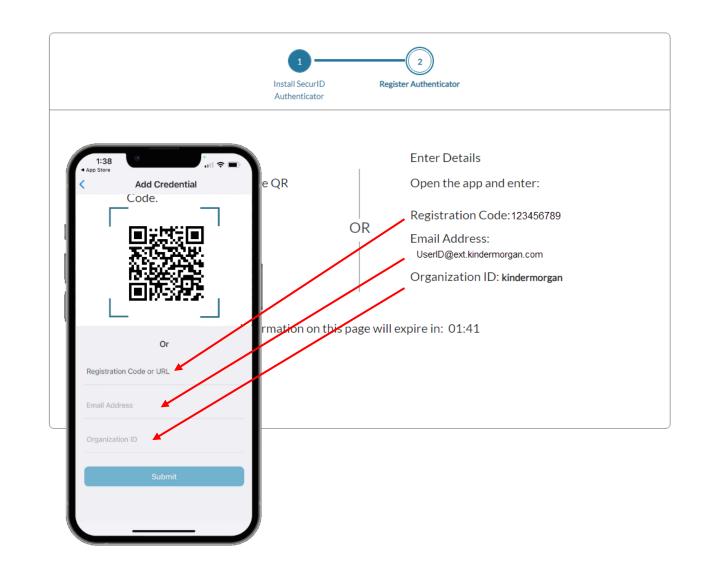
Leave the device and application open to test the authentication token process.



If you are unable to successfully scan the QR code, please enter the details manually into your phone.

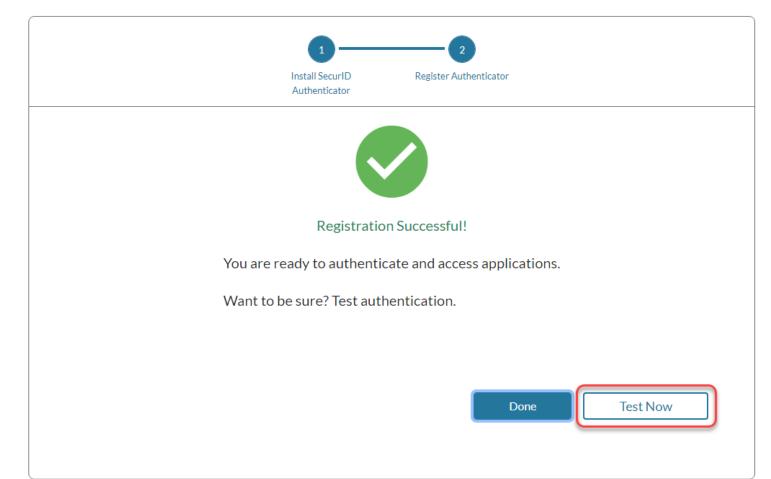
DO NOT SCAN THE REGISTRATION CODE FROM THIS DOCUMENT!

If you were able to successfully scan the QR code, please disregard this slide.



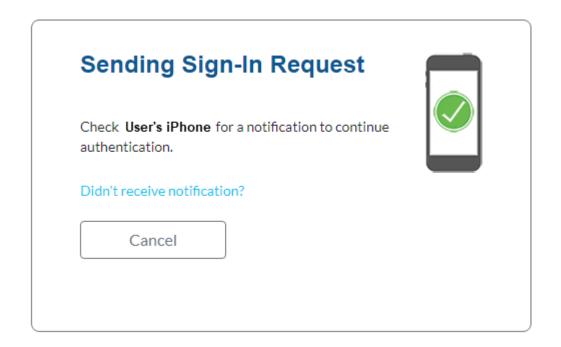
After the mobile device has successfully imported the credential information, the browser screen will change to the one displayed on the right.

Use the *Test Now* button to ensure the device registration was successful.



The browser window will update to show a screen like below.

Confirm the test by pressing the green check mark on your mobile device.

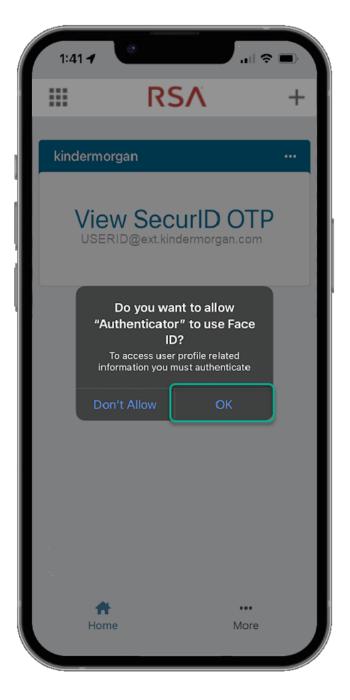




Open your SecurID App and click *View SecurID OTP*.

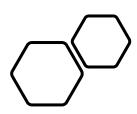
If your device supports it, you will be prompted to allow biometric security to the SecurID App.

*Depending on your device, you may be prompted to use a different form of biometric security.



The app requires a pin in the event biometric security does not work.

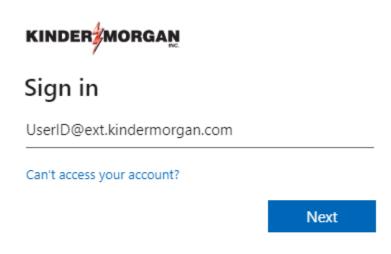




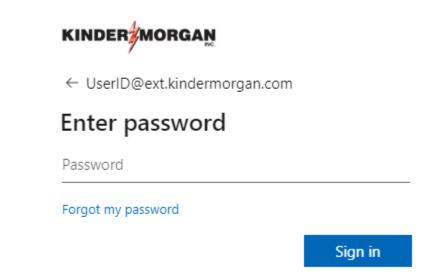
Completing DART Login

DART Access: https://pipeline.kindermorgan.com/ > DART Login

Enter your DART User ID with the extension @ext.kindermorgan.com click next.



Enter your DART Password click Sign in.



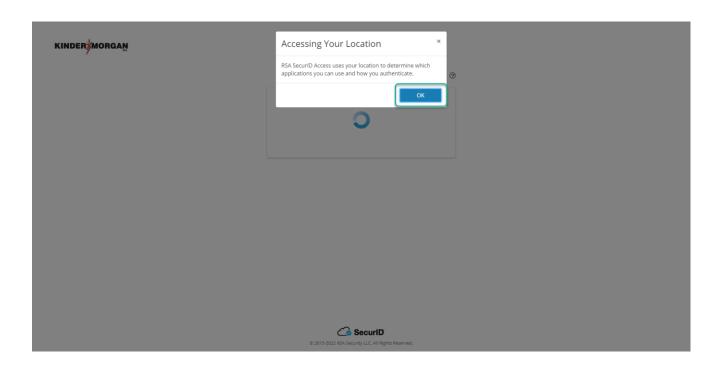
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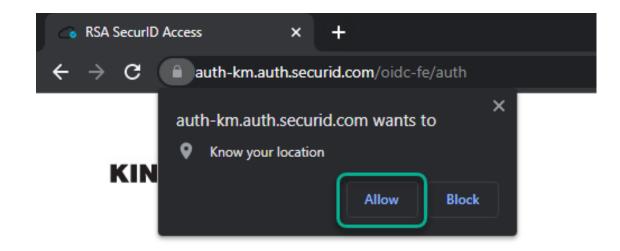
The sign in page contains session information for that login. Bookmarking it will result in a HTTP 500 Error. Instead, bookmark https://pipeline.kindermorgan.com/

You will be prompted to allow access to your location. Click *Ok.*

The browser may request access to your location. Click *Allow.*

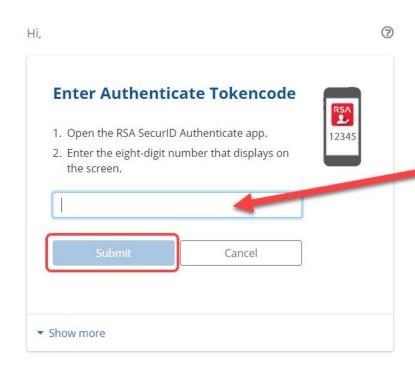
You may not receive these popup's depending on your security settings.

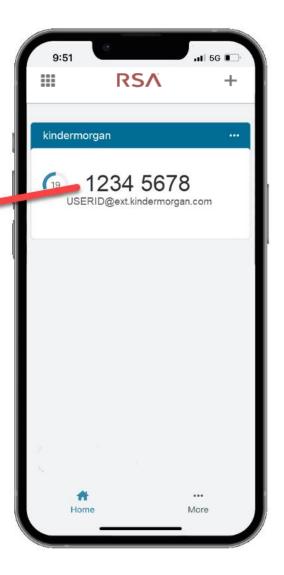






Enter the Authenticate
Tokencode shown on the
mobile device into the text
box.







UserID@ext.kindermorgan.com

More information required

Your organization needs more information to keep your account secure

Use a different account

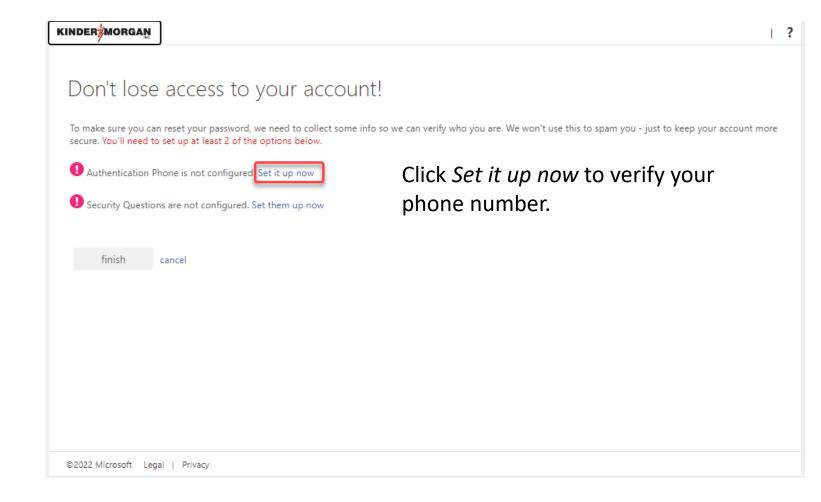
Learn more



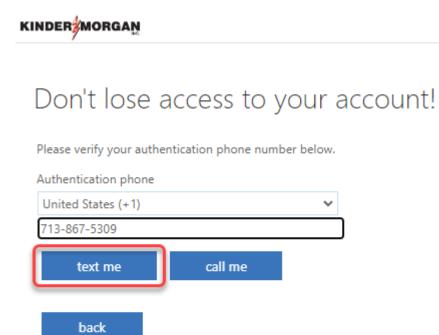
System User acknowledges and agrees Kinder Morgan's Management and its authorized agents reserve the right to monitor all aspects of KMI computer infrastructure and systems, without limitation. Computers, accounts and systems issued to System Users are to assist in performing their jobs. System Users should have no expectation of privacy in the use of such systems. These systems are the property of KMI. Use is intended for legitimate business purposes only.

System User agrees affirmative acknowledgment means the System User understands and consents to these terms and conditions. KMI or any authorized agents may monitor, intercept, record, and search any communications, data transiting or stored information on this system. At KMI's sole discretion, KMI may disclose information to the U.S. Government and its authorized representatives to protect the security of critical infrastructure and key resources, ensure information security, comply with applicable law, regulation, legal process or governmental request.

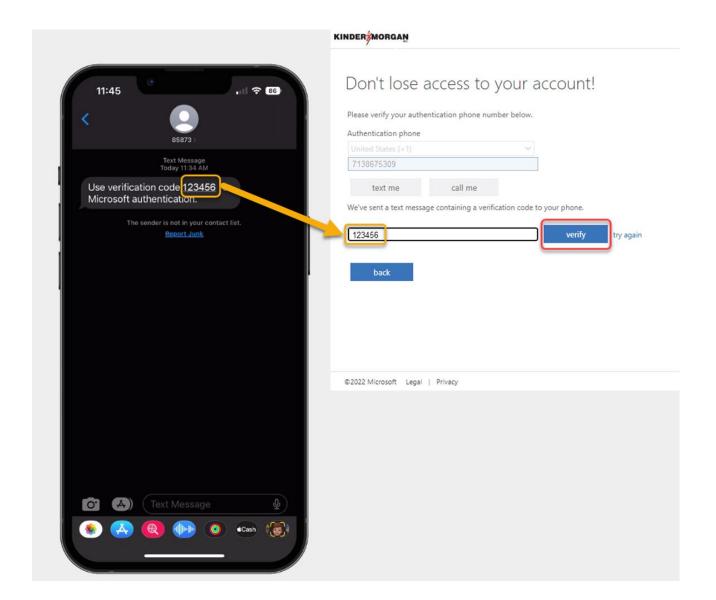
The fist time you log in you will be prompted to enter more information. This information will be used for the Self-Service Password Reset. Press *Next* to continue.



Click *text me* to have a text message sent to the number you entered.

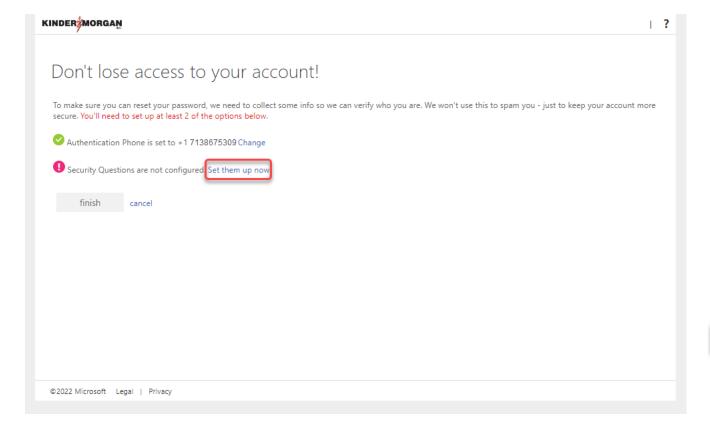


Enter the 6-digit number sent to your device into the text box and press *verify*



Click *Set them up now* to set your Security Questions.

*You will answer these questions if you need to reset your password.



KINDER MORGAN Don't lose access to your account! Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long. Security question 1 In what city did you meet your first spouse/partner? Security question 2 In what city does your nearest sibling live? Security question 3 In what city was your first job? Security question 4 What is your father's middle name? Security question 5 What is your favorite food? ~ Click save answers to submit your questions. back

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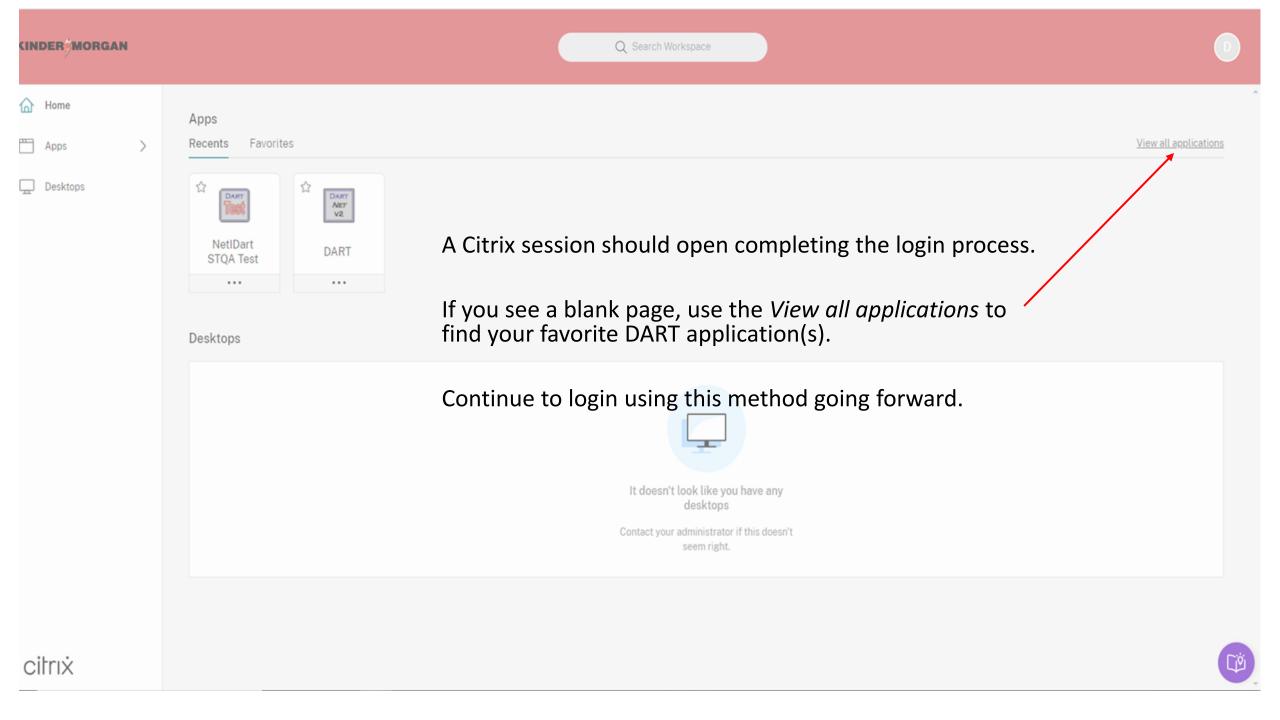
Don't lose access to your account!

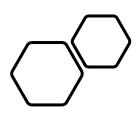
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✓ Authentication Phone is set to +17138675309. Change
- Security Questions are configured. Change



Click *finish* to complete the verification.





Emergency Token Registration

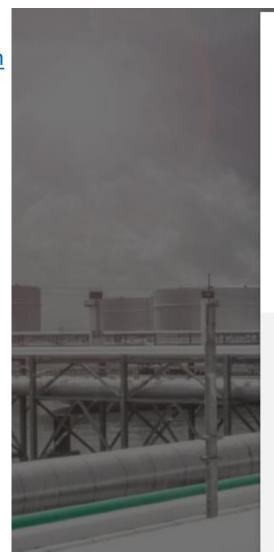
Emergency Token Request Guidelines

- Registration must be completed no sooner than 24-hours after registering for SecurID
- Registration must be completed prior to receiving an Emergency Token
- Contact the help desk if you need your security information updated
 - Email: MFASupportHD@kindermorgan.com

Open a browser and navigate to: https://pipeline.kindermorgan.com

Click DART Login

Enter your DART User ID and Password





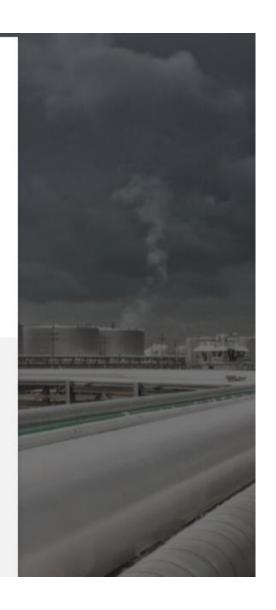
Sign in

ID@KinderMorgan.com / EXT.KinderMorgan.com

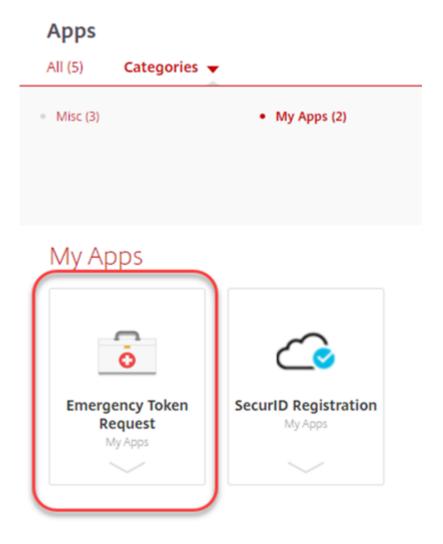
Can't access your account?

Next

System User acknowledges and agrees Kinder Morgan's Management and its authorized agents reserve the right to monitor all aspects of KMI computer infrastructure and systems, without limitation. Computers, accounts and systems issued to System Users are to assist in performing their jobs. System Users should have no expectation of privacy in the use of such systems. These systems are the property of KMI. Use is intended for legitimate business purposes only.

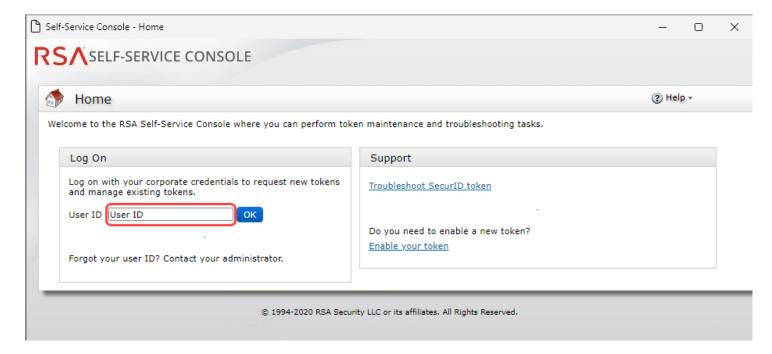


Click *Emergency Token Request* to launch the application. This will open a new tab in your browser or launch a new Citrix session.

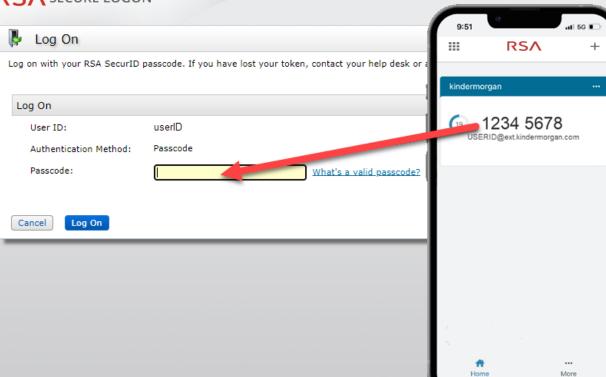


Enter your DART User ID and press ok.

Note: Use only your DART User ID on this page. You do not need to add @ext.kindermorgan.com







Enter your token from the SecurID App to the *Passcode* field.

SA Security LLC or its affiliates. All Rights Reserved.

Once logged into the Self-Service Console, click set up to set your **Security Questions**





My Account

This page allows you to view your user profile and manage your authenticators. Certain edits to your account require administrator approval. You can also use this page to request authenticators and user group membership, and view your request history.



You have not answered security questions that are used for emergency authentication. To answer them, click set up in the My Auther

My Authenticators

Tokens - request a new token view SecurID token demo

test, Forgot or Lost your Authenticator SecurID Authenticate

PIN: none Create PIN

On-Demand Authentication

You are not currently enabled for on-demand authentication.

Security Questions -



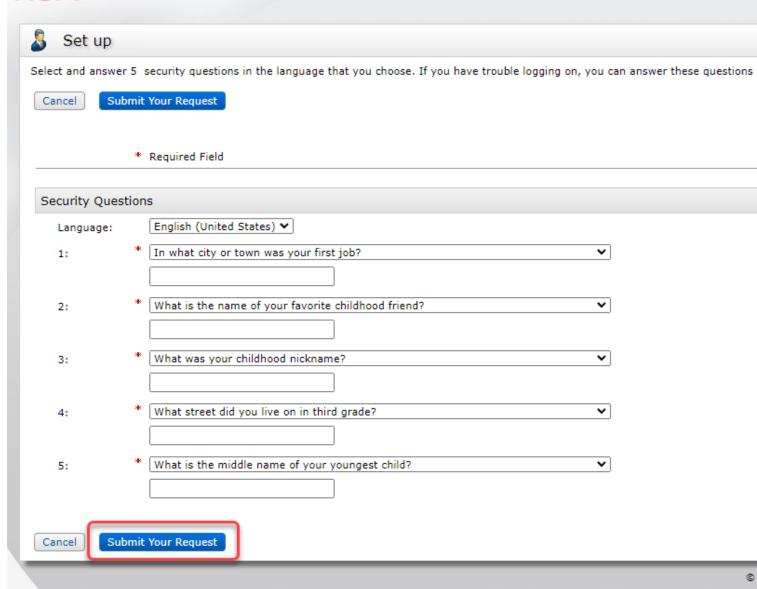
Not configured Please set up your security questions and answers

© 199

Choose five security questions to use in the instance an emergency token is needed

Click Submit Your Request to save your questions and answers





You have now successfully registered for Emergency Token Request!

RSA SELF-SERVICE CONSOLE



My Account

This page allows you to view your user profile and manage your authenticators. Certain edits to your account require administrator approval. You can also use this page to request authenticators and user group membership, and <u>view your request history.</u>



Security Questions successfully registered.

My Authenticators

Tokens - request a new token view SecurID token demo

SecurID Authenticate test, Forgot or Lost your Authenticator

PIN: none <u>Create PIN</u>

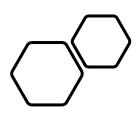


On-Demand Authentication

You are not currently enabled for on-demand authentication.

Security Questions

You've successfully setup your security questions. During logon you may be prompted to answer those questions to verify your identity.



Retrieving an Emergency Token

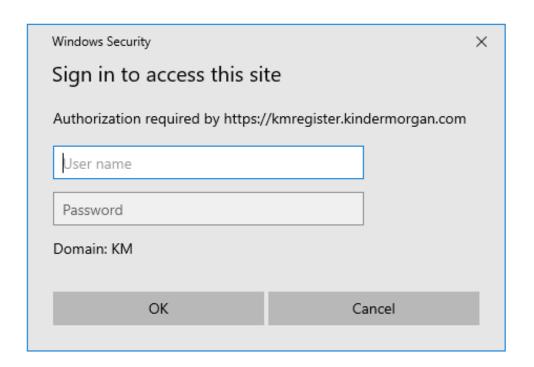
DART Access: https://pipeline.kindermorgan.com/ > DART Login Help > Emergency Token Request

Enter your DART User ID and Password

Note: Use only your DART User ID on this

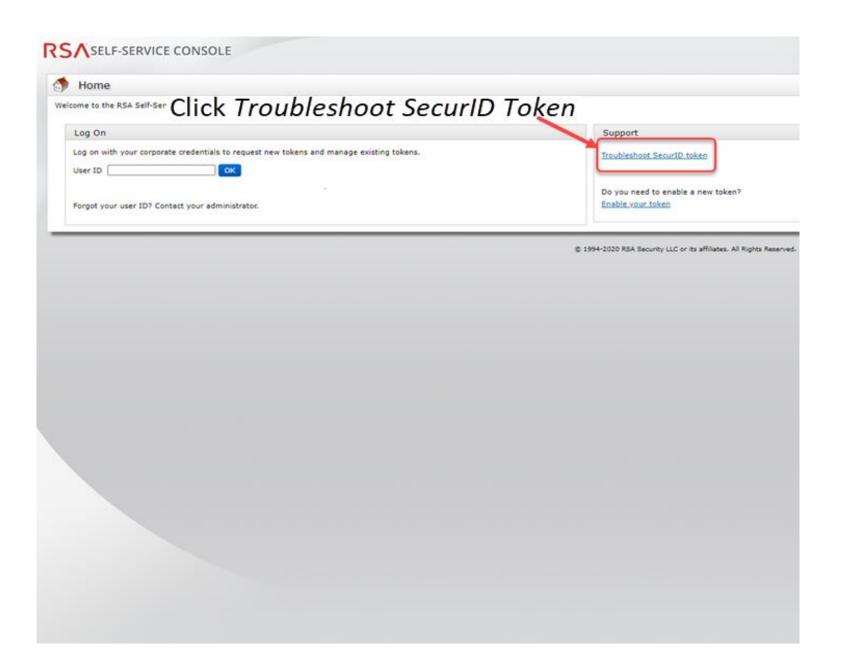
page. You do not need to add

@ext.kindermorgan.com

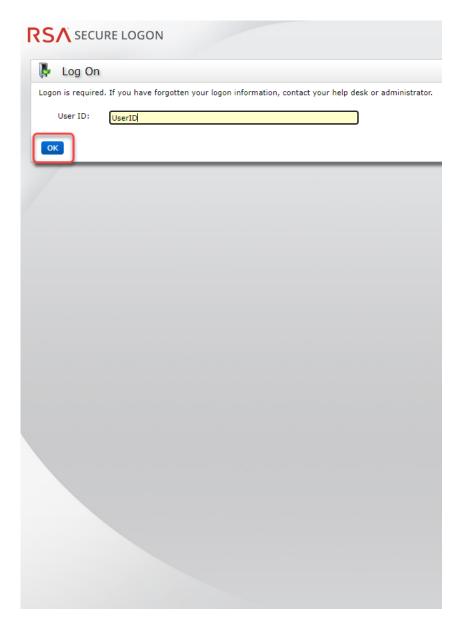


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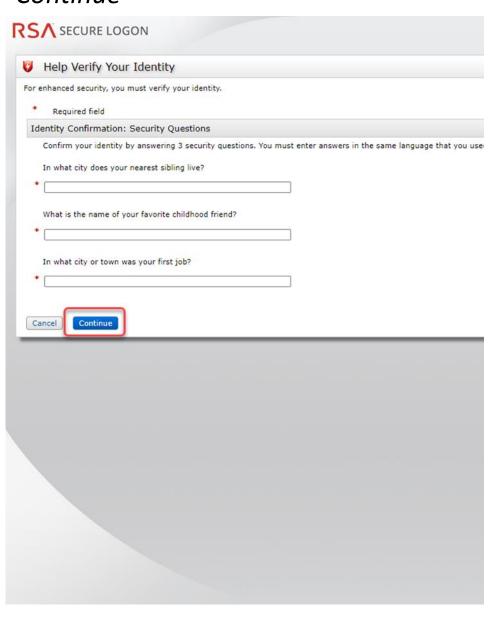
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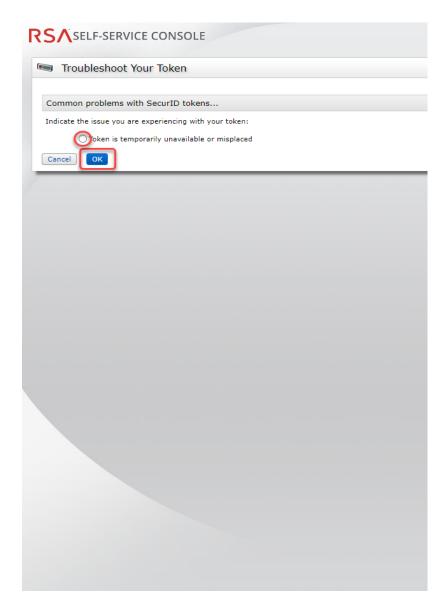
Enter your DART User ID and click OK



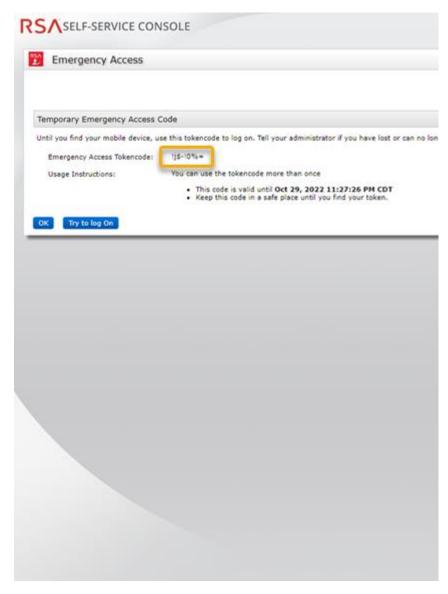
Answer the challenge questions and press *Continue*



Select the radial button then click *OK*



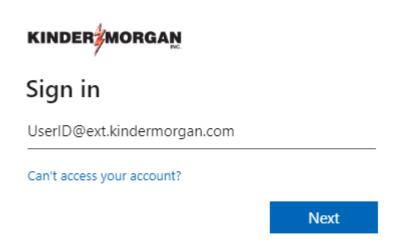
Your Emergency Access Tokencode will be displayed. You can now close the Self-Service Console



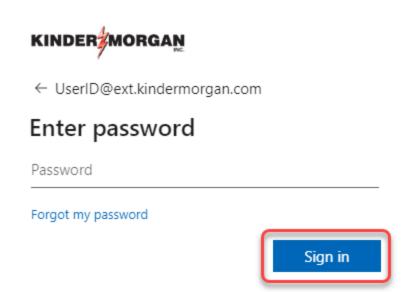
Open a new browser window and navigate to: https://pipeline.kindermorgan.com

Click DART Login

Enter your DART User ID with the extension @ext.kindermorgan.com click next.

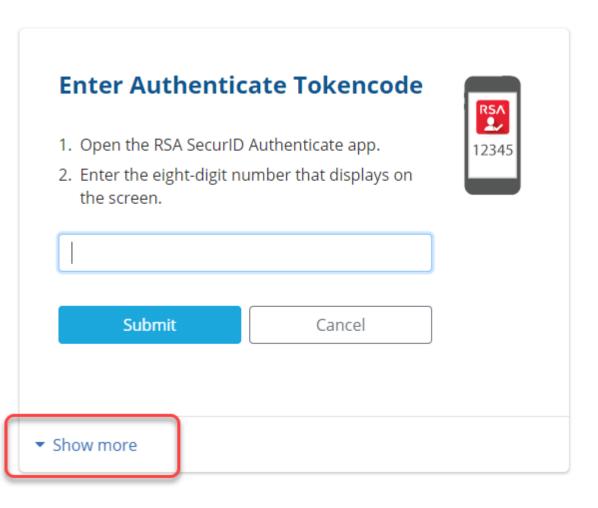


Enter your DART Password click Sign in.

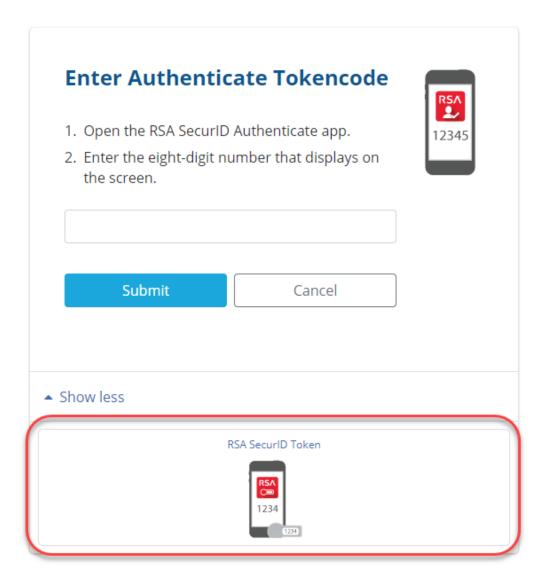


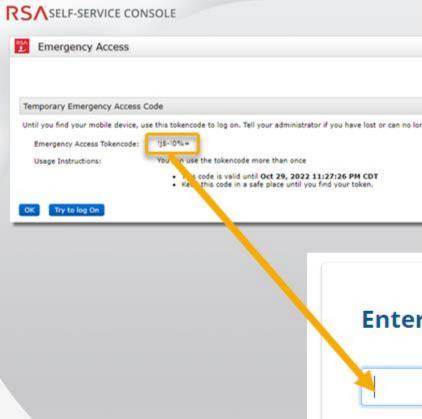
DART Access: https://pipeline.kindermorgan.com

When you get to the token screen, click *Show More* to show other sign in options



Click RSA SecurID Token





Enter the Emergency Access
Tokencode into the text box and click
Submit.

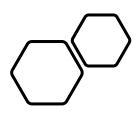
After successfully submitting, a Citrix session should open.



If you need further assistance, contact the Help Desk:

Phone: 833-941-0066

MFASupportHD@kindermorgan.com



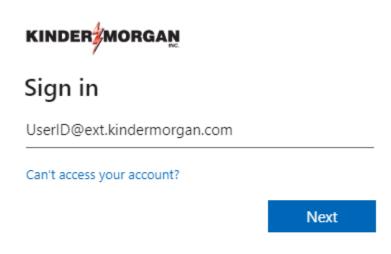
Registering For SSPR

Self-Service Password Reset (SSPR) Rules

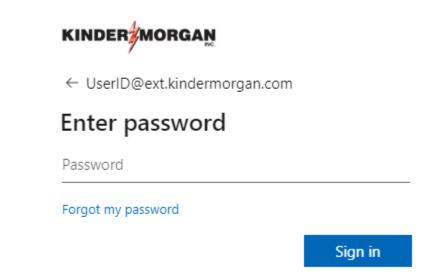
- User Id must be registered with SSPR prior to resetting password
- Password can be reset once every 24hrs
 - If your password needs to be reset inside that limit, contact your Dart Security
 Admin
- You must register two authentication methods
 - Token delivered via SMS
 - Personal Challenge questions
 - Each answer must be unique
- Password cannot be one that you have used in the past
 - Must have eight digits, uppercase, lowercase, special character, and number
- Contact the help desk if you need your security information updated
 - Email: MFASupportHD@kindermorgan.com

DART Access: https://pipeline.kindermorgan.com/ > DART Login

Enter your DART User ID with the extension @ext.kindermorgan.com click next.



Enter your DART Password click Sign in.

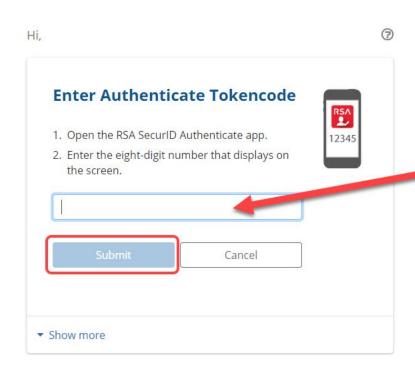


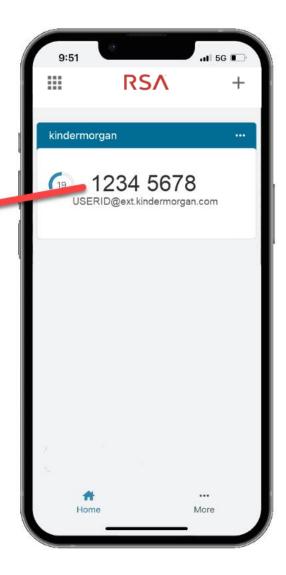
ATTENTION! DO NOT FAVORITE THE SIGN IN PAGE!

The sign in page contains session information for that login. Bookmarking it will result in a HTTP 500 Error. Instead, bookmark https://pipeline.kindermorgan.com/



Enter the Authenticate
Tokencode shown on the
mobile device into the text
box and click *Submit*.





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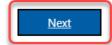
UserID@ext.kindermorgan.com

More information required

Your organization needs more information to keep your account secure

Use a different account

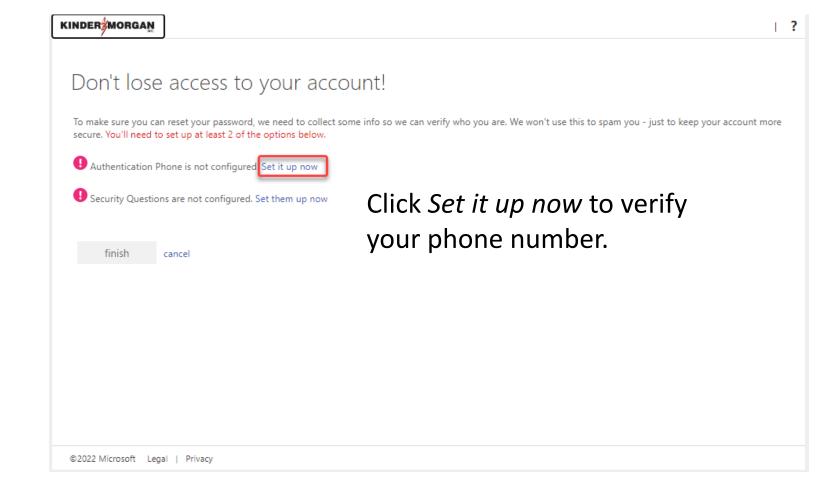
Learn more



System User acknowledges and agrees Kinder Morgan's Management and its authorized agents reserve the right to monitor all aspects of KMI computer infrastructure and systems, without limitation. Computers, accounts and systems issued to System Users are to assist in performing their jobs. System Users should have no expectation of privacy in the use of such systems. These systems are the property of KMI. Use is intended for legitimate business purposes only.

System User agrees affirmative acknowledgment means the System User understands and consents to these terms and conditions. KMI or any authorized agents may monitor, intercept, record, and search any communications, data transiting or stored information on this system. At KMI's sole discretion, KMI may disclose information to the U.S. Government and its authorized representatives to protect the security of critical infrastructure and key resources, ensure information security, comply with applicable law, regulation, legal process or governmental request.

The first time you log in, you may be prompted to enter more information. This information will be used for the Self-Service Password Reset. Press *Next* to continue.

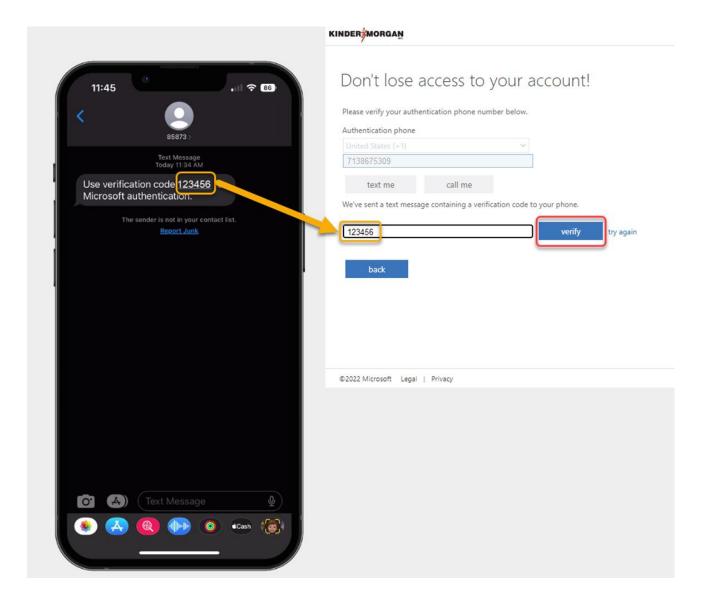


Click *text me* to have a text message sent to the number you entered.



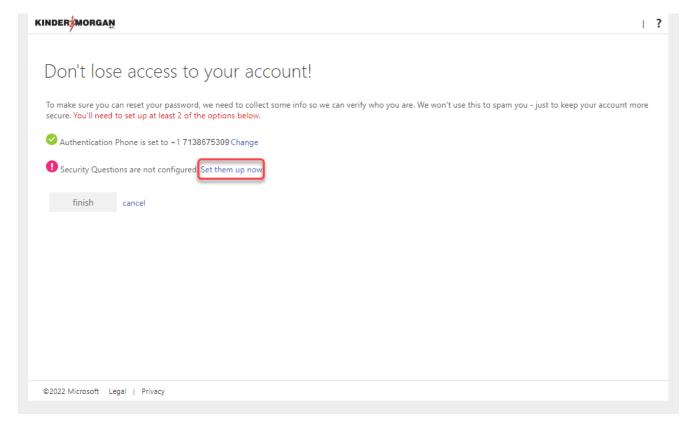
Don't lose access to your account! Please verify your authentication phone number below. Authentication phone United States (+1) 713-867-5309 text me call me

Enter the 6-digit number sent to your device into the text box and press *verify*



Click Set them up now to set your Security Questions.

*You will answer these questions if you need to reset your password.



KINDER MORGAN Don't lose access to your account! Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long. Security question 1 In what city did you meet your first spouse/partner? Security question 2 In what city does your nearest sibling live? Security question 3 In what city was your first job? Security question 4 What is your father's middle name? Security question 5 What is your favorite food? ~ Click save answers to submit your

questions and answers.

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back



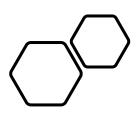
Don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✓ Authentication Phone is set to +17138675309. Change
- Security Questions are configured. Change



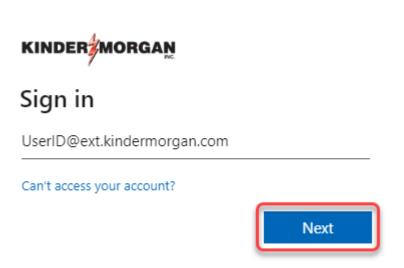
Click *finish* to complete the verification.



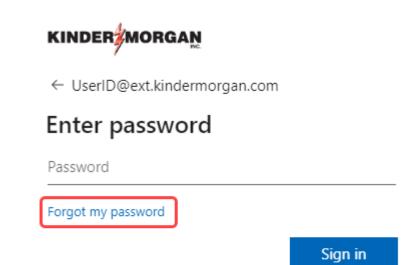
Resetting Your Password With SSPR

DART Access: https://pipeline.kindermorgan.com/
Click DART Login

Enter your DART User ID with the extension @ext.kindermorgan.com click next.



Click Forgot my password



Enter the characters from the picture and click next.



Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *	
userID@ext.kindermorgan.com	
Example: user@contoso.onmicros	oft.com or user@contoso.com
Enter the characters in the picture	or the words in the audio. *
Enter the characters in the picture	e or the words in the audio. *



Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

Text my mobile phone	In order to protect your account, we need you to enter your complete mobile phone number (************09) below. You will then receive a text message with a verification code which can be used to reset your password.	
O Call my mobile phone		
O Answer my security questions	7138675309	
	Text	

Cancel

Enter the phone number you used during registration into the text box and click *Text*

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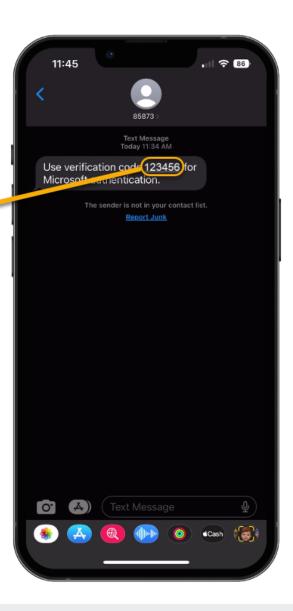
Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:



Cancel



Enter the verification code into the text box.

Press *Next* to continue.

Microsoft ©2021 Microsoft Corporation Support code



Get back into your account

verification step 1 ✓ > verification step 2 > choose a new password

Please choose the second contact method we should use for verification:

 Answer my security questions What is your father's middle name? In what city was your first job? In what city did you meet your first spouse/partner? Contact your administrator

Answer your security questions you used during registration.

Press Next to continue.

Cancel

Microsoft ©2021 Microsoft Corporation Support code



Get back into your account

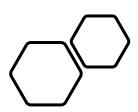
det back into your o	account	
verification step 1 \checkmark > verification step 2 \checkmark > choose a new password		
* Enter new password:		

* Confirm new password:	_	
Finish		

Enter your new password and click Finish.

Your password should now be reset, and you can continue to DART

Microsoft ©2021 Microsoft Corporation Support code



Remove/Register a Device in SecurID

- Open a new session in your preferred internet browser.
- Navigate to:

https://pipeportal.kindermorgan.co
m/PortalUI/HelpInfo.aspx

• Open *SecurID Registration* by Double-Clicking.

DART Help & Information

The Kinder Morgan family of pipelines invites you to learn more about our pipelines and services. Our pipelines offer a variety of customer oriented services.

This NAESB-compliant web site will allow you to select a pipeline group/pipeline from the menu bar on the left, and easily navigate to the section of this site that interests you by selecting the appropriate section from the expanded menu.

Kinder Morgan is continually looking for new ways to serve current and prospective customers through new service offerings and facility expansions. To obtain information on facility expansions that are proposed or currently underway, please select the EXPANSION PROJECTS link from the menu bar at left.

We have tried to make the sections of this site applicable for all pipelines. However, if a section is not applicable to the pipeline you have selected, no data will be provided when your request is submitted. This website uses Adobe Acrobat Reader® for reading some of its documents. If you don't have Acrobat Reader, download the Reader from the Acrobat button at the bottom of this page. Adobe Acrobat Reader is free software available from Adobe Systems Incorporated. Download the software and install as a browser plug-in, following the instructions available at the Adobe site. The Customer Activities or secured sections (NOMINATION, FLOWING GAS, INVOICING, CAPACITY RELEASE, and CONTRACTS/RATES) require log-on ids and passwords.

DART utilizes a Multi-Factor Authentication process to log in. To learn more about this process, please select the following links:

- DART Multi-Factor Authentication (MFA) FAQs
- DART Multi-Factor Authentication (MFA) User Guide
- Self Service Password Reset (SSPR) User Guide
- Emergency Token Request (ETR) User Guide
- SecurID User Guide:
- . First Time Registration
- Reregister SecurID

The following links provide access to DART processes:

- SecurID Registration
- Emergency Token Request
- DART Login

To request a new login ID, modify the security on an existing ID or receive a password reset, contact your company's DSA (DART Security Administrator). When an DSA does not exist for the company, a security form must be sent to the DART Security Coordinator.

- · DART Security Information and Forms
- · DART Access/Firewall Rules
- . DART For Tablets Instructions

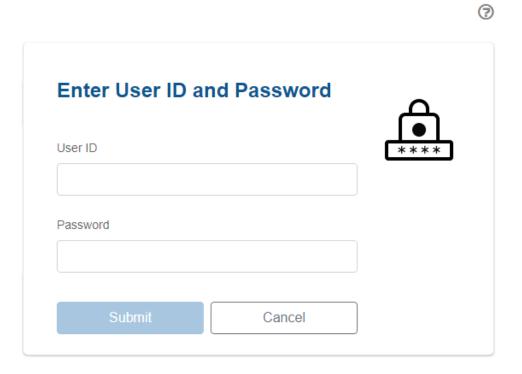
DART Maintenance Windows

WED, SUN 10:30 PM - 1:30 AM SAT 10:30 PM - 6:30 AM Enter your DART User ID without the extension @ext.kindermorgan.com

Enter your password and press Submit.

*Your password will be the same one you log into DART with.

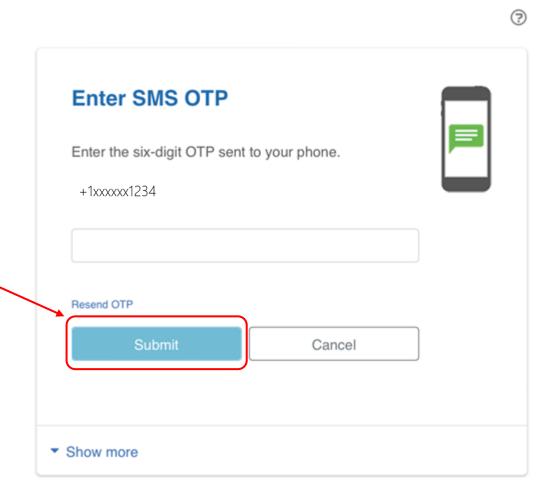




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SecurID

• Enter OTP token received through text message in the field provided and click "Submit".

• NOTE: If you need to resend another code, please click the "Resend OTP" link above the Submit button.



Once logged in to SecurID, hover over your registered device and click the trash can icon to delete the device.

5-10 minutes after the device is deleted, you can follow the instructions for <u>registration</u>.

