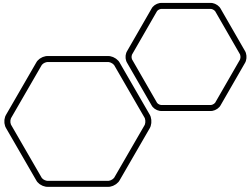




Emergency Token Request User Guide

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
 - Phone: 833-941-0066
 - Email: MFASupportHD@kindermorgan.com

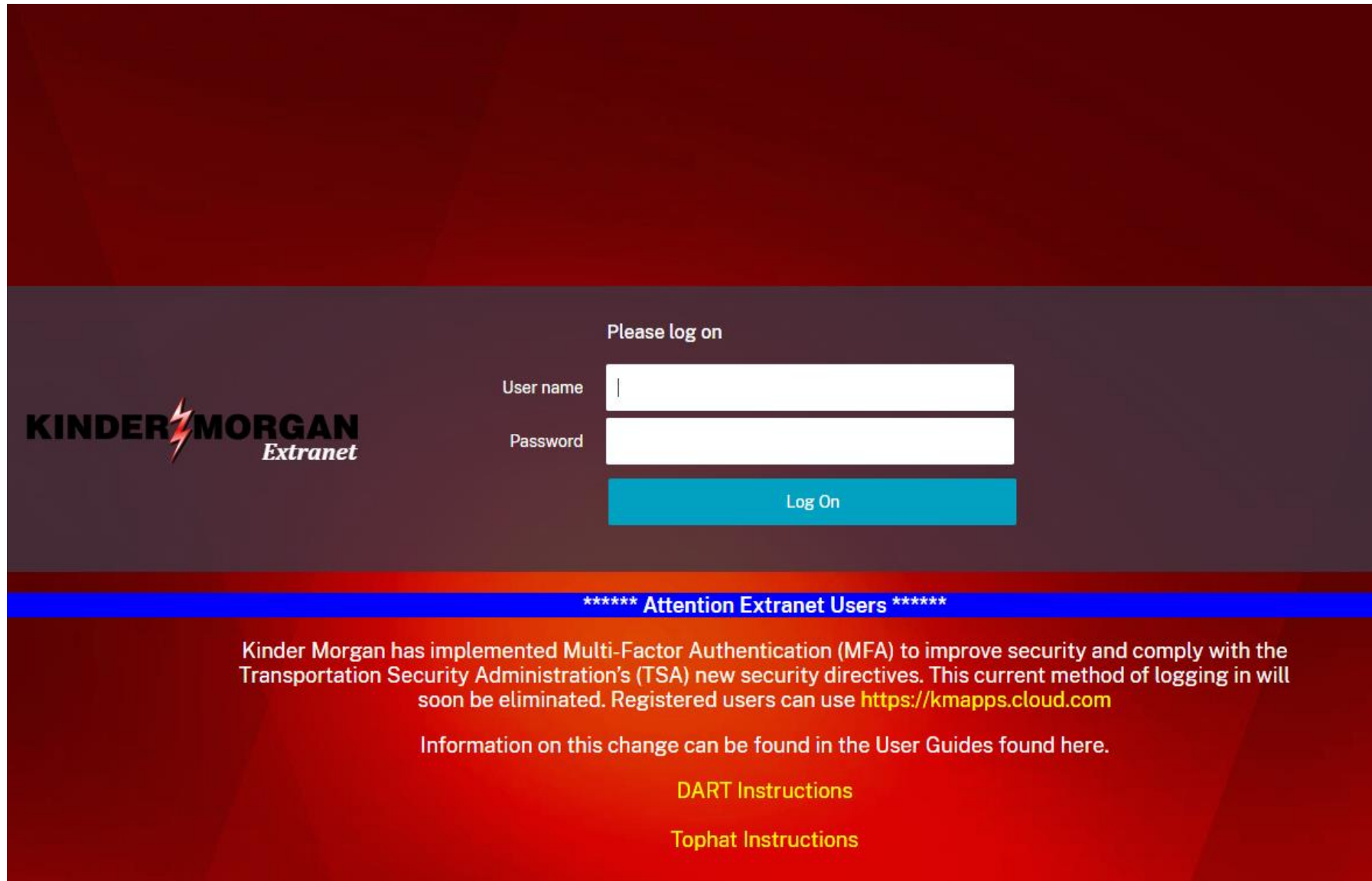


Emergency Token Registration

Open a browser and navigate to:
<https://extranet.kindermorgan.com>

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



KINDER MORGAN
Extranet

Please log on

User name

Password

Log On

***** Attention Extranet Users *****

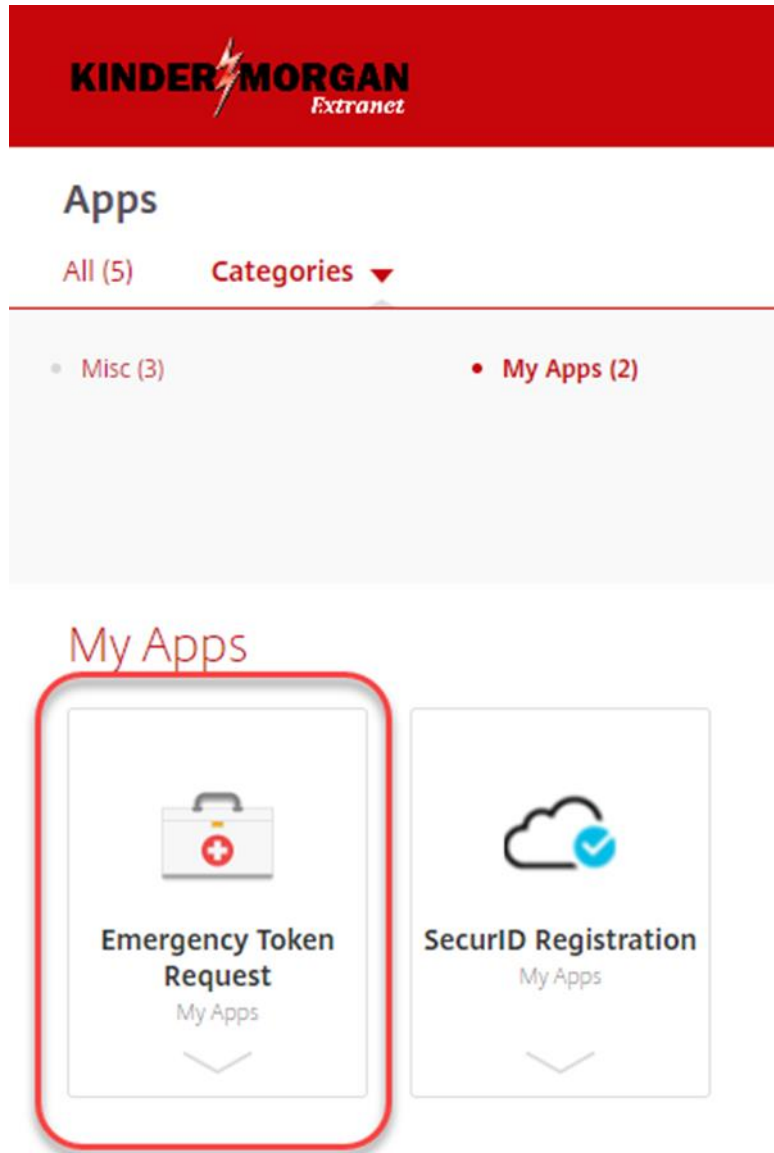
Kinder Morgan has implemented Multi-Factor Authentication (MFA) to improve security and comply with the Transportation Security Administration's (TSA) new security directives. This current method of logging in will soon be eliminated. Registered users can use <https://kmapps.cloud.com>

Information on this change can be found in the User Guides found here.

[DART Instructions](#)

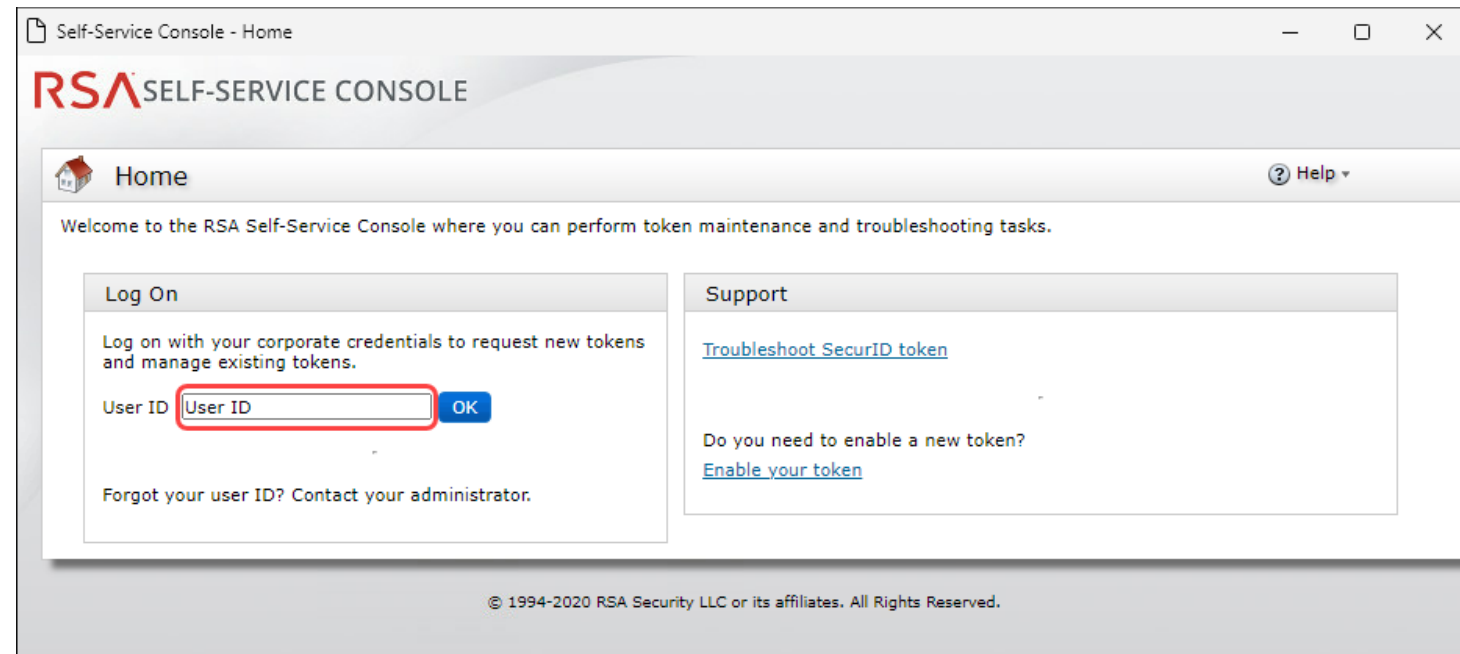
[Tophat Instructions](#)

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



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



Log On

Log on with your RSA SecurID passcode. If you have lost your token, contact your help desk or administrator.

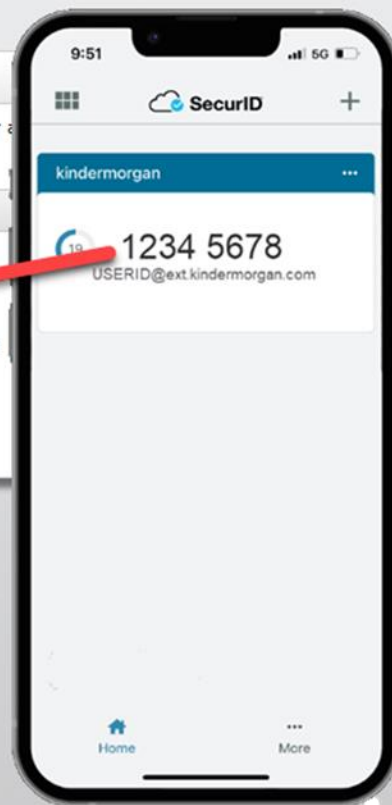
Log On

User ID:

Authentication Method:

Passcode:

[What's a valid passcode?](#)





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](#).



Notes

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

My Authenticators

Tokens - [request a new token](#) | [view SecurID token demo](#)

SecurID Authenticate

[test](#), [Forgot or Lost your Authenticator](#)

PIN:

none [Create PIN](#)

On-Demand Authentication

You are not currently enabled for on-demand authentication.

Security Questions - [set up](#)

Not configured


Please set up your security questions and answers

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

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

Click *Submit Your Request* to save your questions and answers

RSA SELF-SERVICE CONSOLE

 Set up

Select and answer 5 security questions in the language that you choose. If you have trouble logging on, you can answer these questions

* Required Field

Security Questions

Language:

1: *

2: *

3: *

4: *

5: *

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 [view your request history](#).



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 [Create PIN](#)

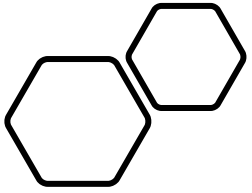


On-Demand Authentication

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.

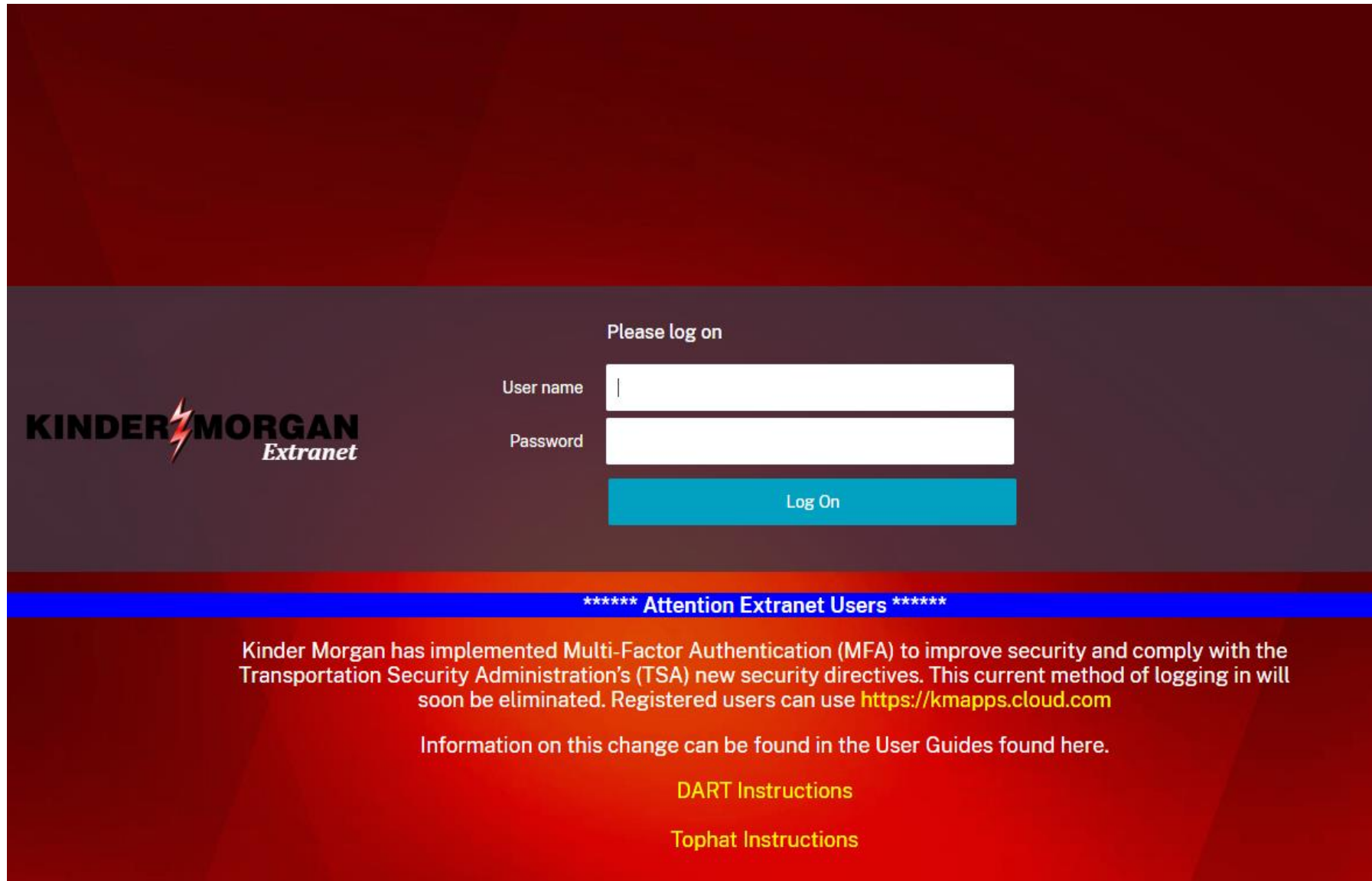


Retrieving an Emergency Token

Open a browser and navigate to:
<https://extranet.kindermorgan.com>

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



KINDER MORGAN
Extranet

Please log on

User name

Password

Log On

***** Attention Extranet Users *****

Kinder Morgan has implemented Multi-Factor Authentication (MFA) to improve security and comply with the Transportation Security Administration's (TSA) new security directives. This current method of logging in will soon be eliminated. Registered users can use <https://kmapps.cloud.com>

Information on this change can be found in the User Guides found here.

[DART Instructions](#)

[Tophat Instructions](#)

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

KINDER MORGAN
Extranet


Apps

All (5) Categories ▾


Misc (3)


My Apps (2)

My Apps




Emergency Token Request
My Apps





SecurID Registration
My Apps



RSA SELF-SERVICE CONSOLE

Home

Welcome to the RSA Self-Ser

Click Troubleshoot SecurID Token

Log On

Log on with your corporate credentials to request new tokens and manage existing tokens.

User ID

Forgot your user ID? Contact your administrator.

Support

[Troubleshoot SecurID token](#)


Do you need to enable a new token?
[Enable your token](#)

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Enter your DART User ID and click *OK*

RSA

SECURE LOGON

 Log On

Logon is required. If you have forgotten your logon information, contact your help desk or administrator.


User ID:

OK

Answer the challenge questions and press *Continue*

RSA

SECURE LOGON

 Help Verify Your Identity

For enhanced security, you must verify your identity.

* Required field

Identity Confirmation: Security Questions

Confirm your identity by answering 3 security questions. You must enter answers in the same language that you use.

In what city does your nearest sibling live?

*

What is the name of your favorite childhood friend?

*

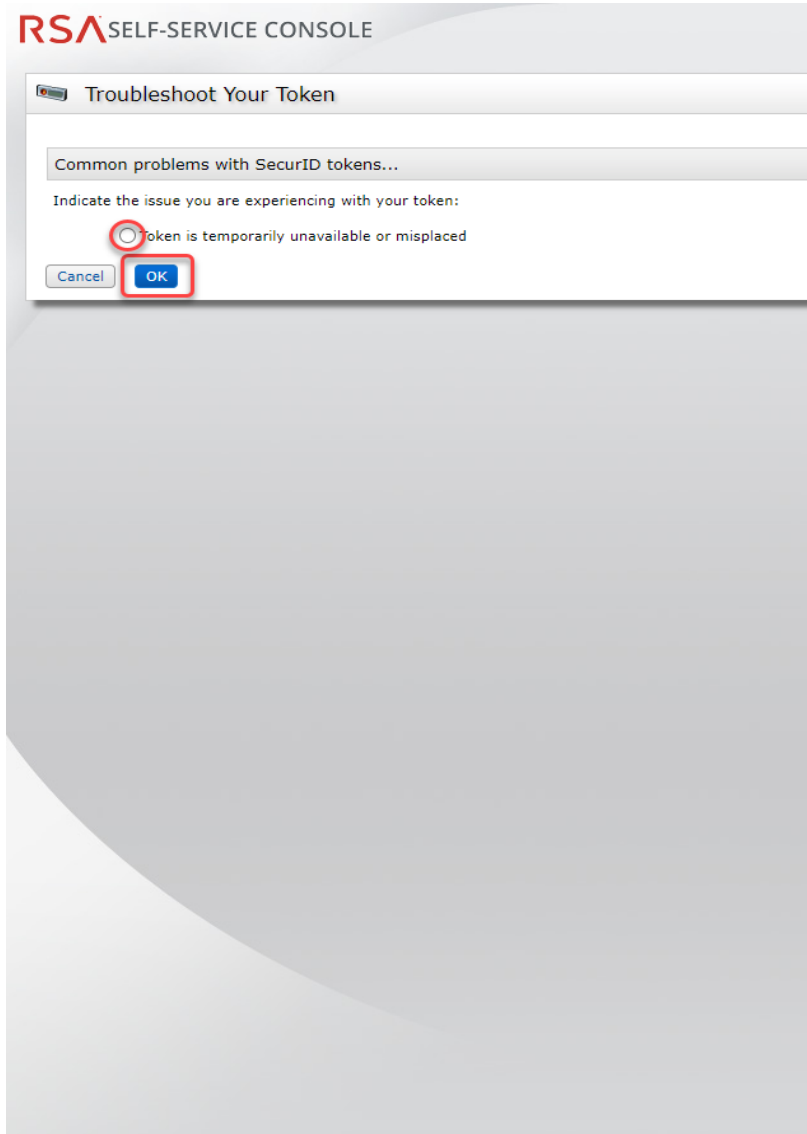
In what city or town was your first job?

*

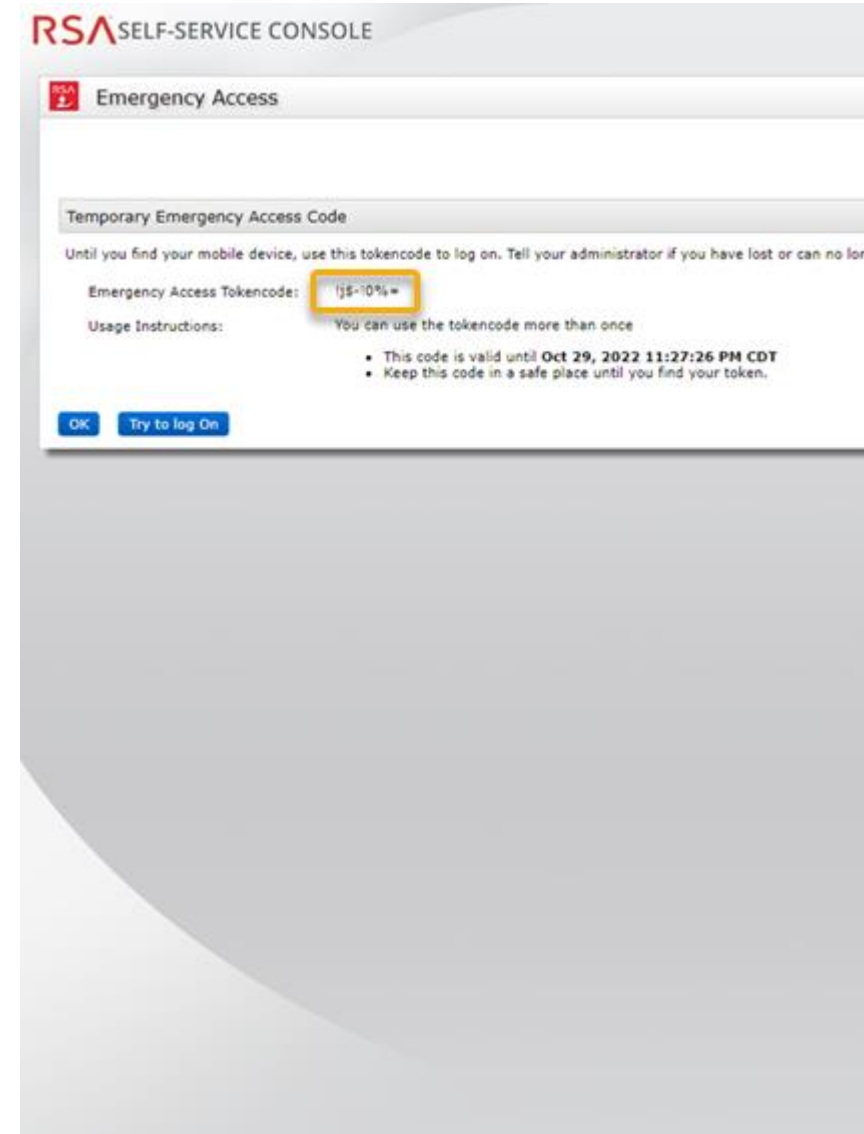
Cancel

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://kmapps.cloud.com/>

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



Sign in

[Can't access your account?](#)

Next

Enter your DART Password click *Sign in*.



←

Enter password

[Forgot my password](#)

Sign in

DART Access: <https://kmapps.cloud.com/>

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

Enter Authenticate Tokencode

1. Open the RSA SecurID Authenticate app.

2. Enter the eight-digit number that displays on the screen.

Submit

Cancel

Show more

Click *RSA SecurID Token*

Enter Authenticate Tokencode

1. Open the RSA SecurID Authenticate app.

2. Enter the eight-digit number that displays on the screen.

Submit

Cancel

Show less

RSA SecurID Token

Emergency Access

Temporary Emergency Access Code

Until you find your mobile device, use this tokencode to log on. Tell your administrator if you have lost or can no longer use your mobile device.

Emergency Access Tokencode: 1j\$-10%*

Usage Instructions:

- You can use the tokencode more than once.
- This code is valid until **Oct 29, 2022 11:27:26 PM CDT**
- Keep this code in a safe place until you find your token.

OK **Try to log On**

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

After successfully submitting, a Citrix session should open.

Enter RSA SecurID Passcode

Submit **Cancel**

▼ Show more

If you need further assistance, contact the Help Desk:

Phone: 833-941-0066

MFASupportHD@kindermorgan.com