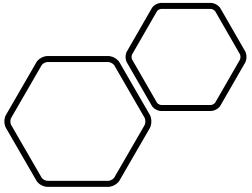




# Emergency Token Request User Guide

# 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
  - Email: [MFASupportHD@kindermorgan.com](mailto:MFASupportHD@kindermorgan.com)



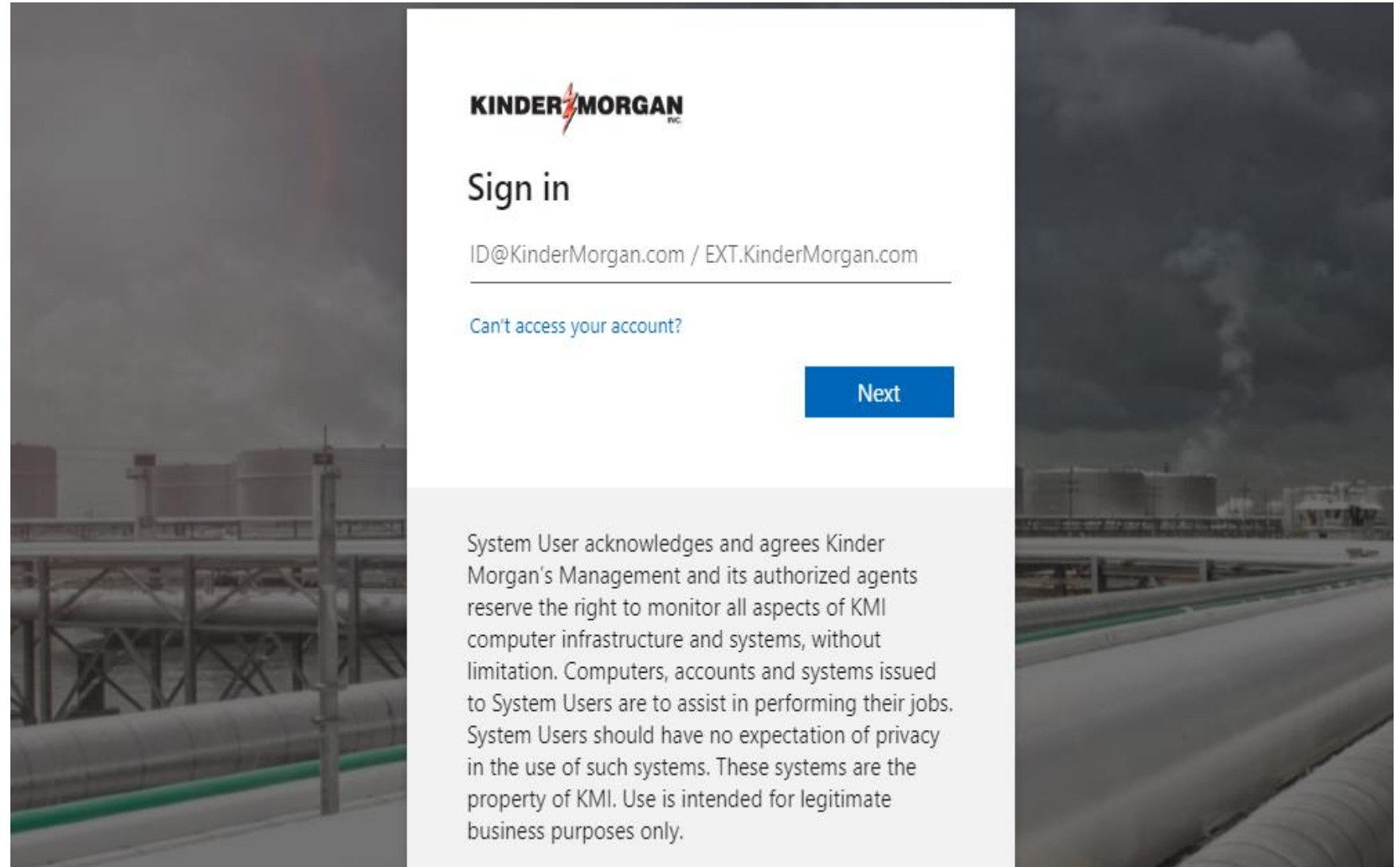
# Emergency Token Registration



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

Click *DART Login*

Enter your DART User ID and  
Password



**KINDER MORGAN**  
INC.

## Sign in

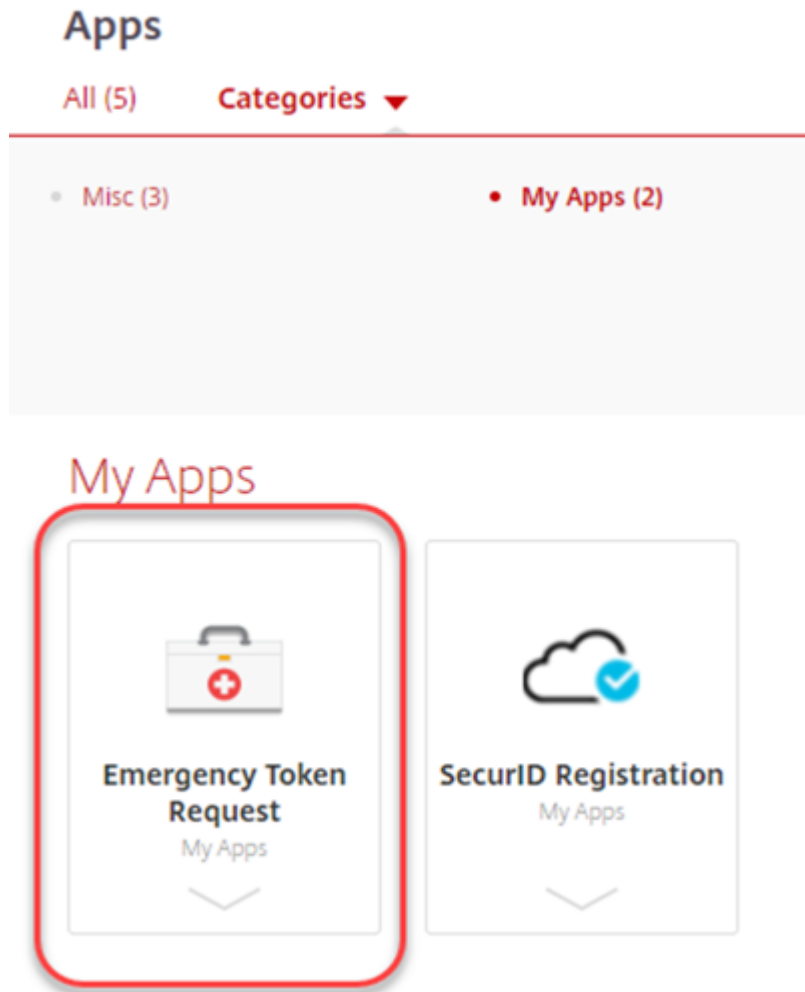
ID@KinderMorgan.com / EXT.KinderMorgan.com

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

**Next**

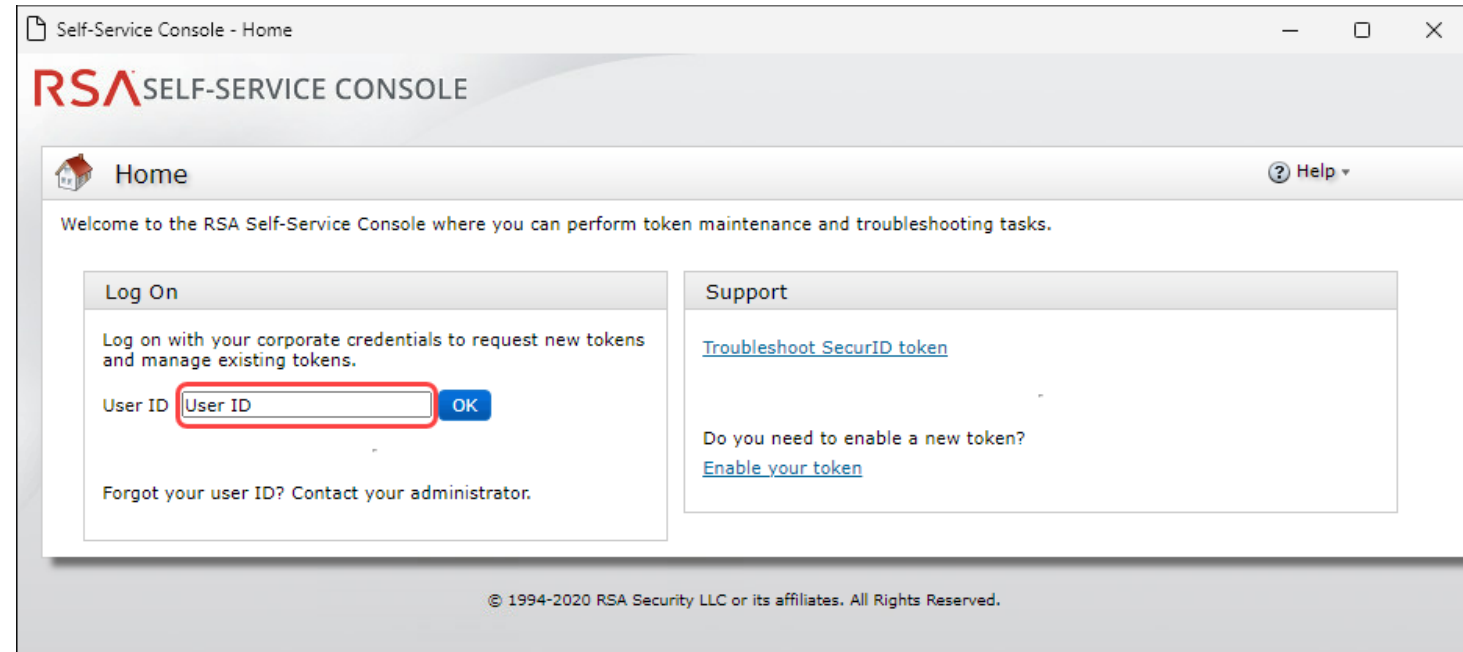
System User acknowledges and agrees Kinder Morgan's Management and its authorized agents reserve the right to monitor all aspects of KMI computer infrastructure and systems, without limitation. Computers, accounts and systems issued to System Users are to assist in performing their jobs. System Users 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



Log On

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

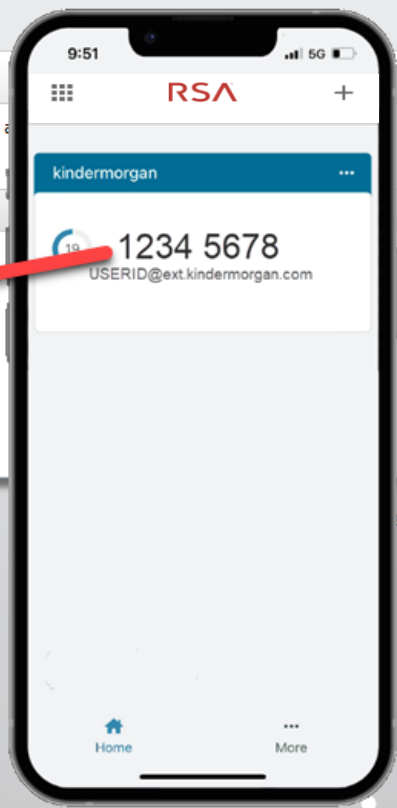
Log On

User ID: userID


Authentication Method: Passcode

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

Cancel Log On



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

 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



## 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

[Cancel](#)[Submit Your Request](#)

\* Required Field

## Security Questions

Language: 1: \* 2: \* 3: \* 4: \* 5: \* [Cancel](#)[Submit Your Request](#)

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!

## 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](#)

<b>SecurID Authenticate</b>	<a href="#">test</a> , <a href="#">Forgot or Lost your Authenticator</a>
PIN:	none <a href="#">Create PIN</a>

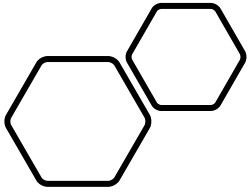


### On-Demand Authentication

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.



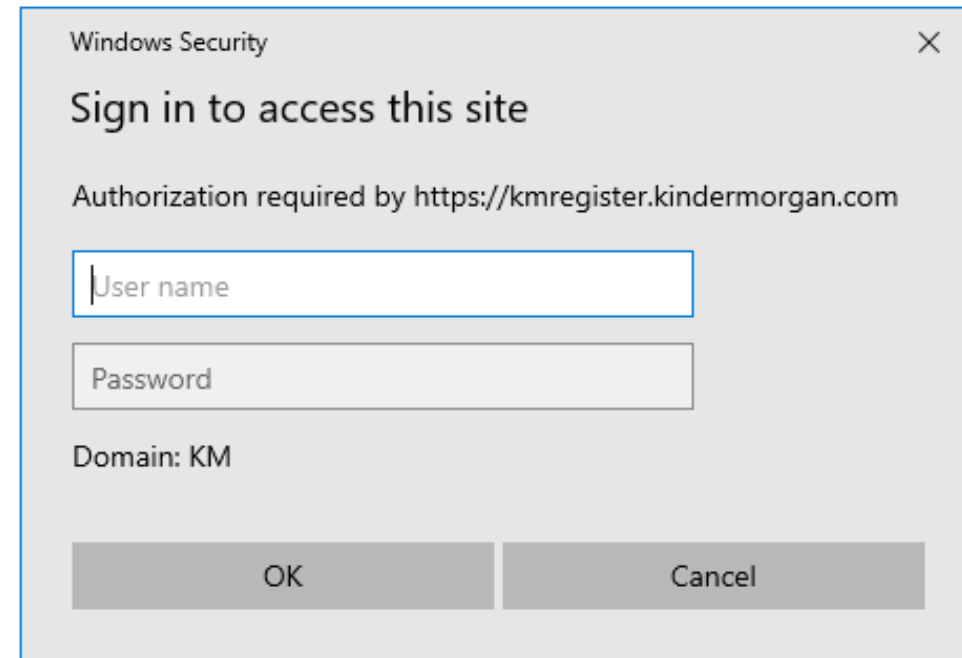
# Retrieving an Emergency Token



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



Windows Security

Sign in to access this site

Authorization required by <https://kmregister.kindermorgan.com>

User name

Password

Domain: KM

OK Cancel

**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/>

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.

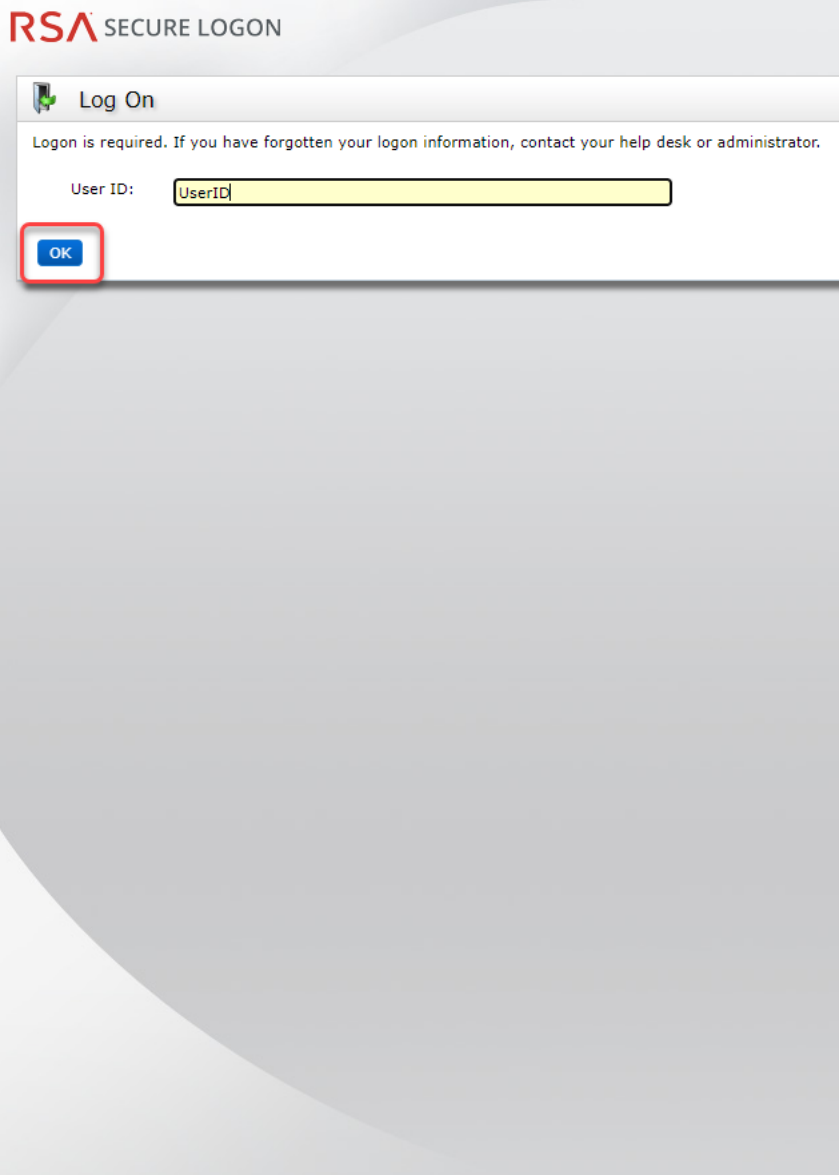
Support

[Troubleshoot SecurID token](#)

Do you need to enable a new token?

[Enable your token](#)

Enter your DART User ID and click *OK*



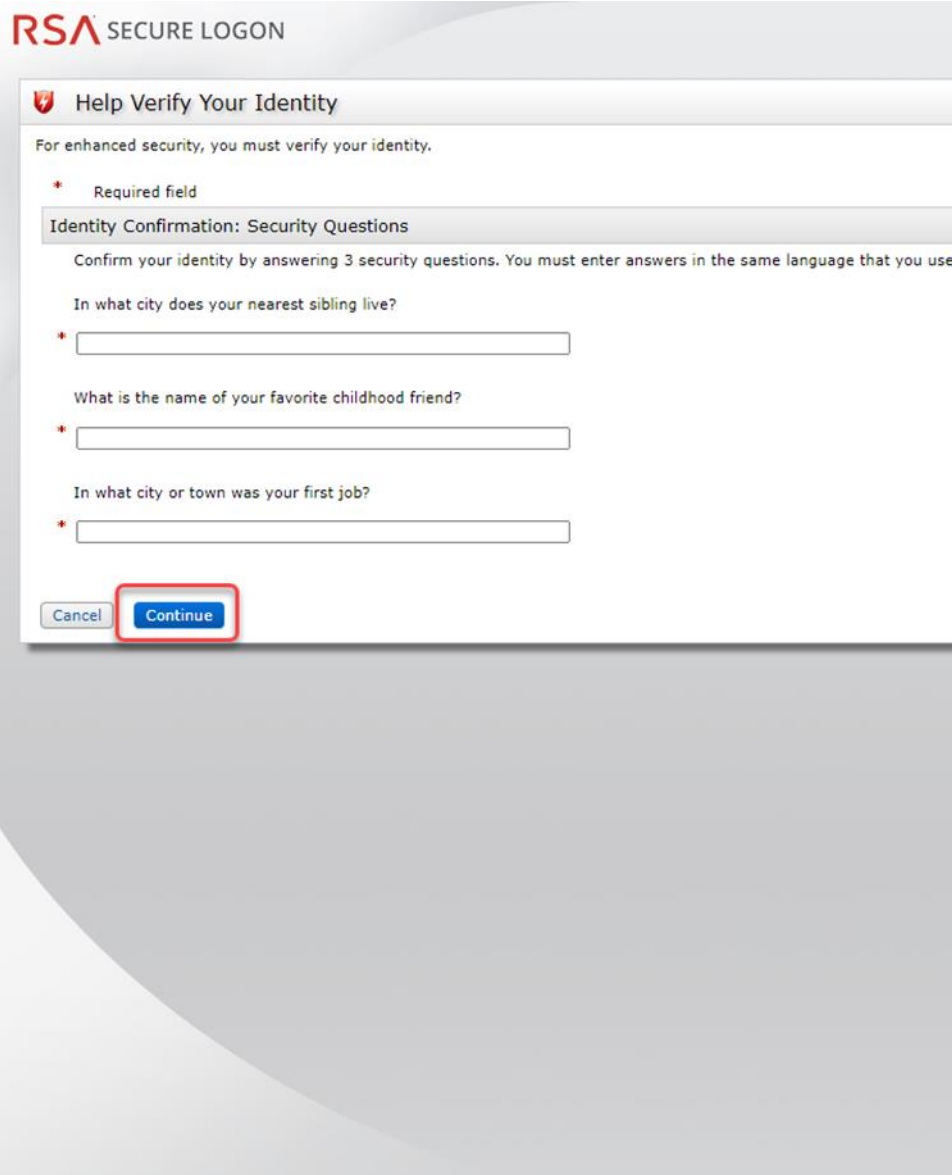
RSA SECURE LOGON

Log On

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

User ID:

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?

\*

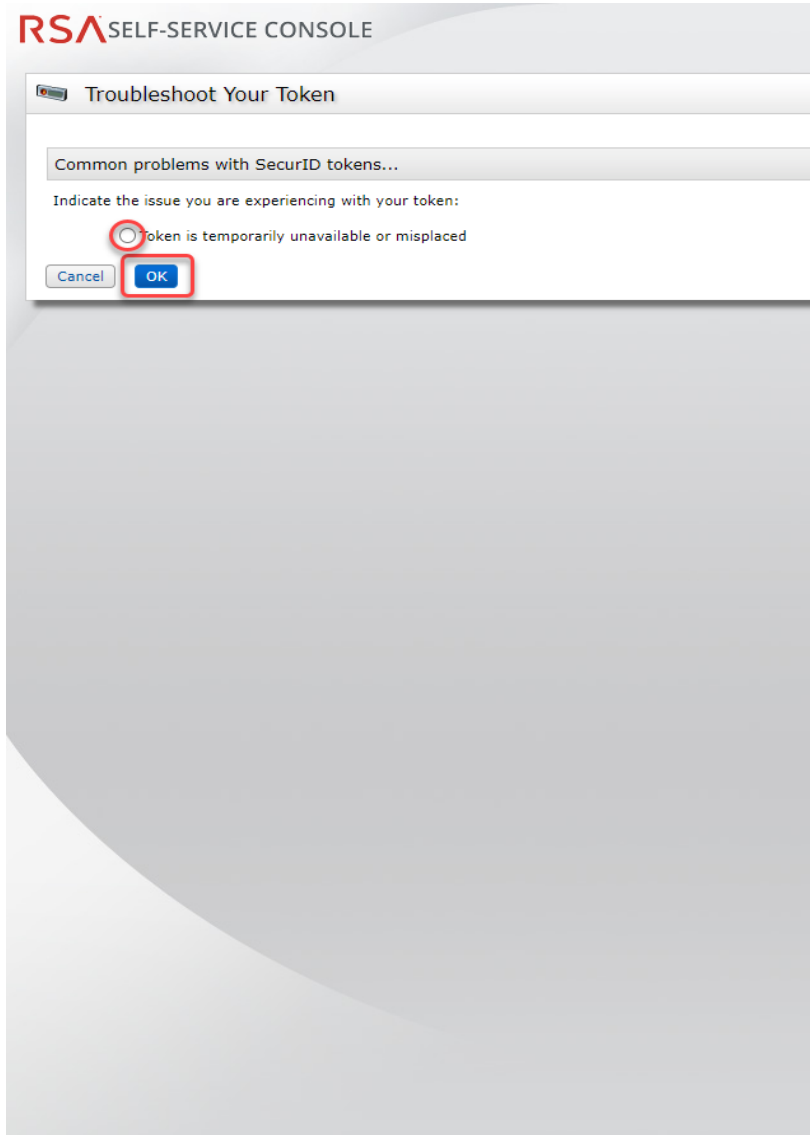
What is the name of your favorite childhood friend?

\*

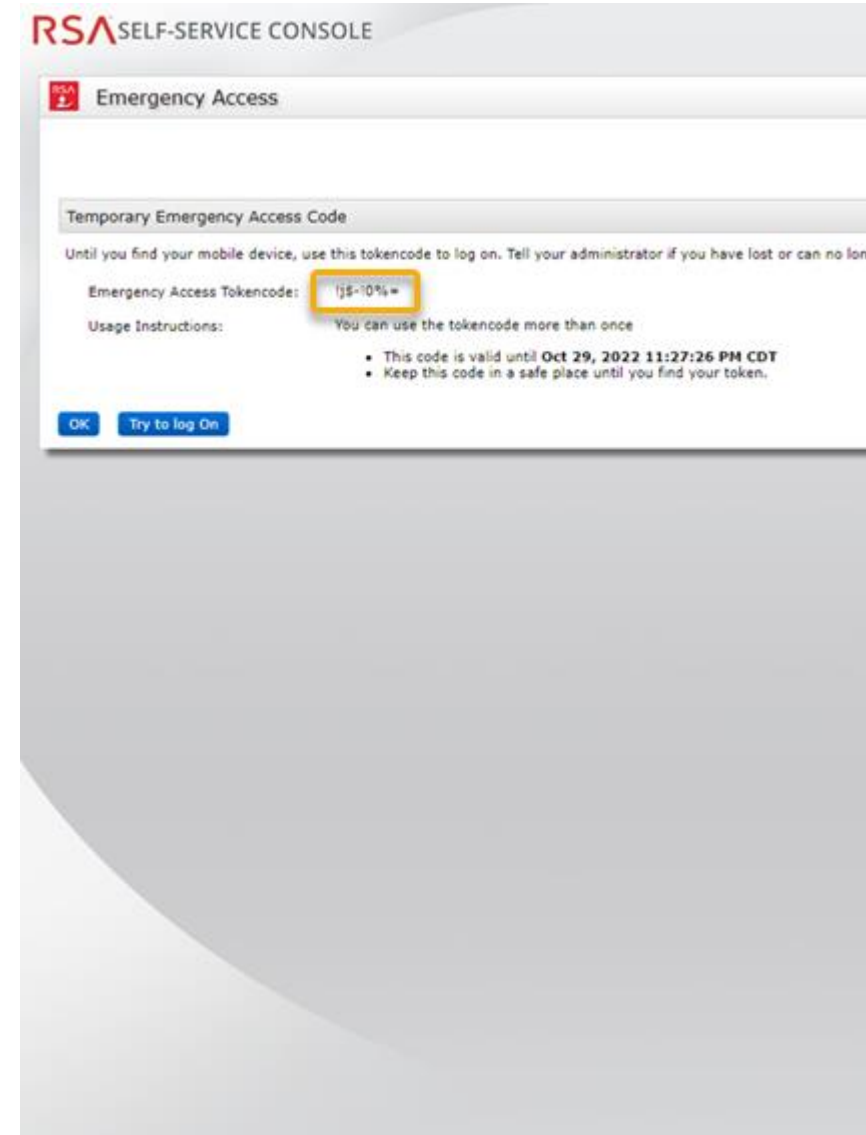
In what city or town was your first job?

\*

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

UserID@ext.kindermorgan.com

---

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

Next

Enter your DART Password click *Sign in*.



← UserID@ext.kindermorgan.com

## Enter password

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.

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

After successfully submitting, a Citrix session should open.

**Enter RSA SecurID Passcode**

▼ Show more



If you need further assistance, contact the Help Desk:

[MFASupportHD@kindermorgan.com](mailto:MFASupportHD@kindermorgan.com)