

Multi-Factor Authentication (MFA) User Guide

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

# Quick Reference



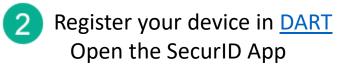
## Download SecurID app:

Apple

Android









SecurID Registration My Apps



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

# Frequently Asked Questions



• What is the right App?

٠

- SecurID Look for the Cloud
- 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, 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>



# SecurID Authenticator

- 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.

# Downloading SecurID







Camera





App Store



T

Teams



Calculator







Authenticator Outlook LastPass

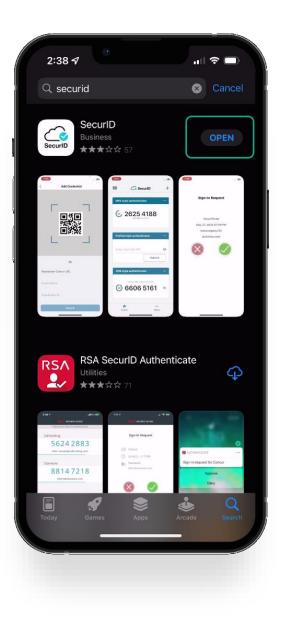
## Open the App Store on your device.



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Q SecurID	× Cance	el
	ecurID	
् ् securid rsa secur	ity	
Q rsa securid softw	are token	
्र rsa securid	nticate	
	are token by rsa security	
Q rsa securid token		
Q securidex		
qwer	t y u i o	р
a s d f	g h j k l	
☆ Z X C	v b n m <	
123 😝	space search	

# Search for "SecurID" in the App Store.

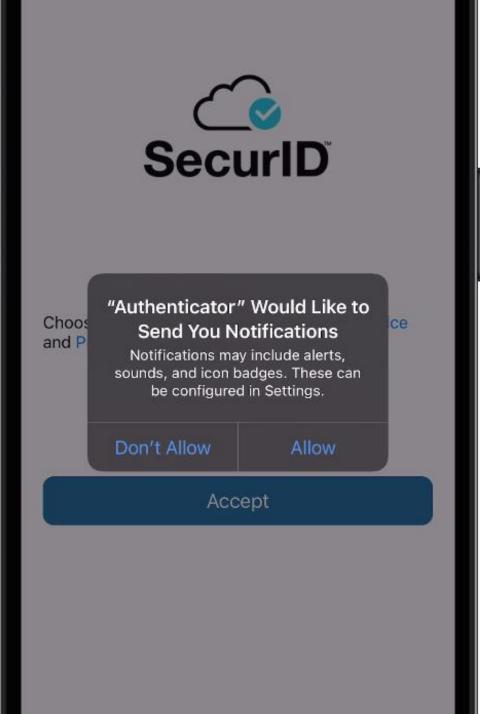




Verify the application is the "SecurID" application with the cloud and a blue checkmark as shown in the red square.

Download the app to your device.

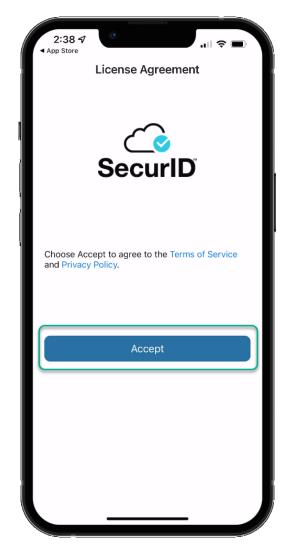
When the app is done downloading, open it by clicking *open*.



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

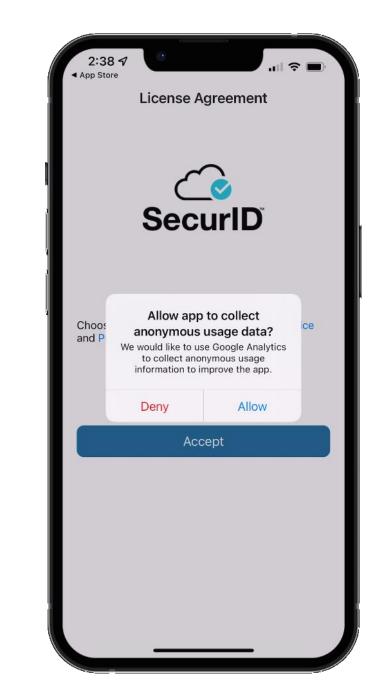
This setting is a user preference. It will not interfere with operation of the token delivery process.

## 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.





Welcome to SecurID.

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

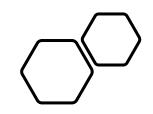


Get started

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 SecurID

# • Open a new session in your preferred internet browser.

• Navigate to: <u>https://pipeportal.kindermorgan.co</u> <u>m/PortalUI/HelpInfo.aspx</u>

• 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

- Open a new session in your preferred internet browser.
- Navigate to: <u>https://pipeportal.kindermorgan.com/</u> <u>PortalUI/HelpInfo.aspx</u>
- Log into the Kinder Morgan Extranet by clicking *SecurID Registration*, then enter your DART *User ID* and *Password*.
- Open *SecurID Registration* by Double-Clicking.
- Note: Use only your DART User ID on to the Extranet. You cannot add @ext.kindermorgan.com

		se log on	
KINDER MORGAN ExtranetSecure	User name Password		
		Log On	
My Apps			
	·		
SecurID Regis			
My App			

Enter your DART User ID without or 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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**KINDER**MORGAN

SecurID

<u> </u>
• ****

## Click Register an authenticator

## Click the SecurID App icon

My registered authenticators (0)       See how it works         Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access       Choose an authenticator to register.	Good afternoon First Name.   My registered authenticators (0)     Register an authenticator   To access your applications, you need to register an authenticat   See how it works	Good afternoon First Name.   My registered authenticators (0)   Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications.   Image: Character and the evice of the evice	Cool afternoon First Name. My registered authenticators (0) Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications.	Good afternoon First Name.   My registered authenticators (0)   Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications.   Image: Choose an authenticator to register.   Image: Choose an authenticator to register.
Good afternoon First Name.       To access your applications, you need to register an authenticator         My registered authenticators (0)       See how it works         Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access       Choose an authenticator to register.	Good afternoon First Name.       To access your applications, you need to register an authenticator         My registered authenticators (0)       See how it works         Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access       Choose an authenticator to register.	Good afternoon First Name. My registered authenticators (0) Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications. Register an authenticator to register. Protected applications.	Good afternoon First Name. My registered authenticators (0) Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications.	Good afternoon First Name. My registered authenticators (0) Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications. Protected applications. Protec
Good afternoon First Name.       To access your applications, you need to register an authenticator         My registered authenticators (0)       See how it works         Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access       Choose an authenticator to register.	Good afternoon First Name.       To access your applications, you need to register an authenticator         My registered authenticators (0)       See how it works         Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access       Choose an authenticator to register.	Good afternoon First Name.  My registered authenticators (0)  Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications.  Register an authenticator Choose an authenticator to register.  Choo	Good afternoon First Name.  My registered authenticators (0)  Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications.  Choose an authenticator to register.  Choose an authenticator to register.  Register an authenticator	Good afternoon First Name. My registered authenticators (0) Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications. Register an authenticator Register an authenticator Register an authenticator Register an authenticator Register an authenticator Register an authenticator Register an authenticator
My registered authenticators (0)       See how it works         Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access       Choose an authenticator to register.	My registered authenticators (0)       See how it works         Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access       Choose an authenticator to register.	My register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications. Choose an authenticator to register.	My registered authenticators (0)       See how it works         Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications.       Choose an authenticator to register.	My registered authenticators (0) See how it works   Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications.   Image: Choose an authenticator to register.
		protected applications.	protected applications.	protected applications.
		⊕ Register an authenticator	Register an authenticator	• Register an authenticator





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

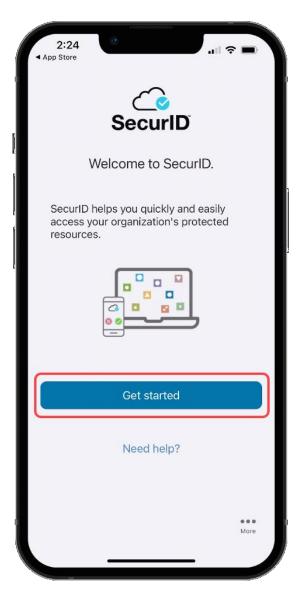
If you have not installed the app, go to installation instructions.

	2 Install SecurID Register Authenticator Authenticator
	On your iOS, Android, or MacOS device, go to the <u>App Store</u> or <u>Google Play</u> . install.step.securid.gotostore.desktop
SecuriD	Search for the SecurID Authenticator
<b>⊥</b>	Install the App
	Cancel Next

Open the *SecurID* app on your mobile device.



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

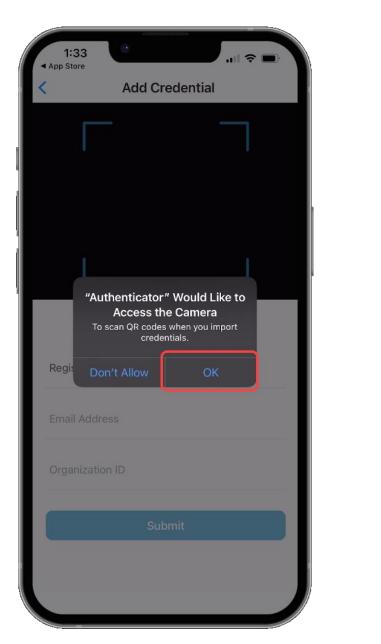


### Apple

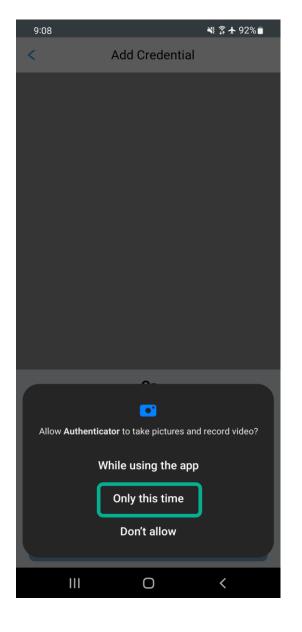
Allow access to the Camera to scan the QR Code displayed in the SecurID Browser.

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.



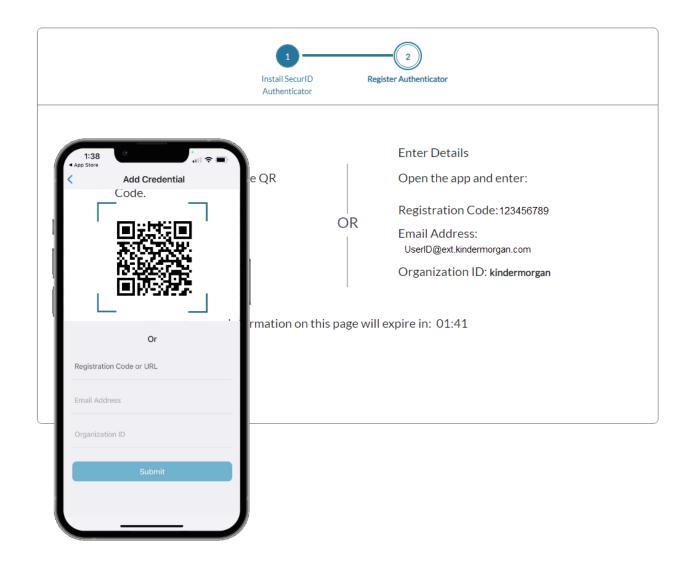
### Android



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

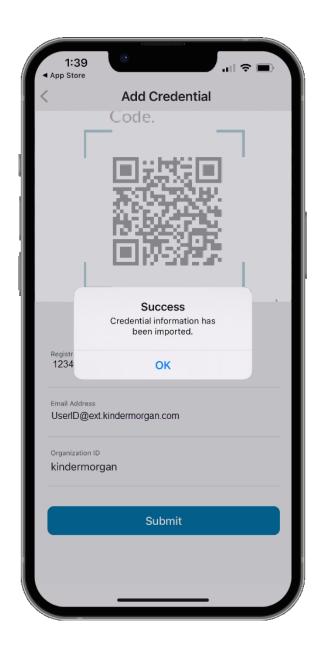
DO NOT SCAN THE QR CODE FROM THIS DOCUMENT!

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



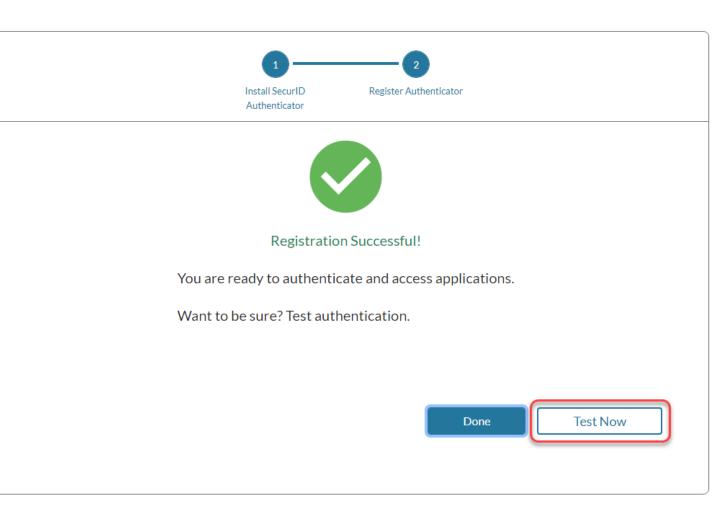
When the credential information is imported successfully, a pop-up will be shown. Press *OK* to continue.

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



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.

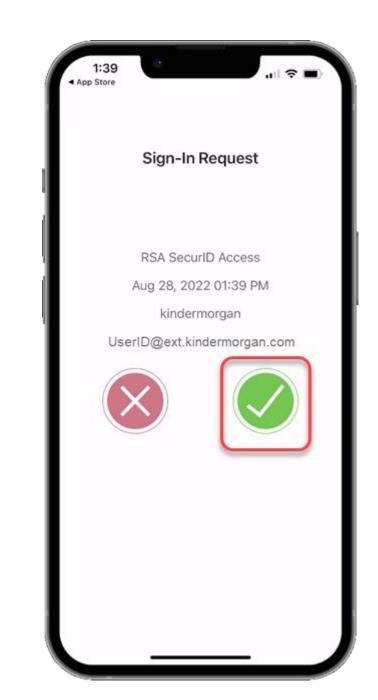
Confirm the test by pressing the green check mark on your mobile device.

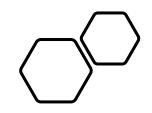
### Sending Sign-In Request

Check **User's iPhone** for a notification to continue authentication.

Didn't receive notification?

Cancel





# Logging Into DART

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

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

Sign in UserID@ext.kindermorgan.com

Next

Enter your DART Password click Sign in.

## KINDER

← UserID@ext.kindermorgan.com

Enter password

Password

Forgot my password

Sign in

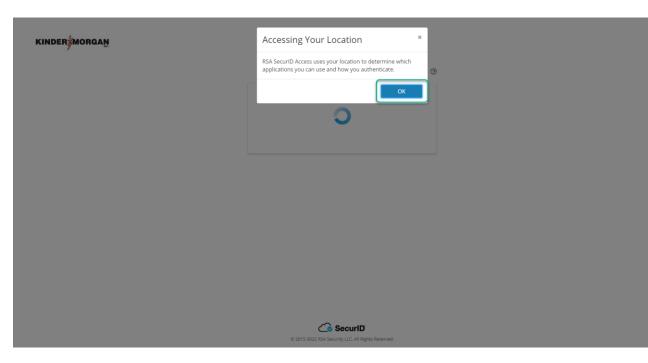
ATTENTION! DO NOT FAVORITE THE SIGN IN PAGE!

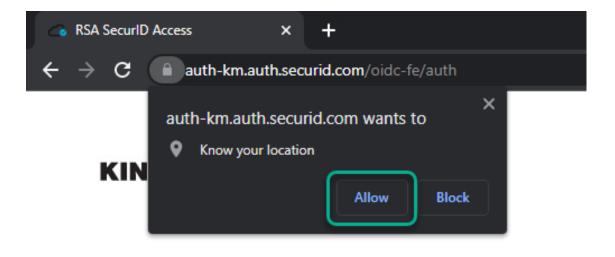
The sign in page contains session information for that login. Bookmarking it will result in a HTTP 500 Error. Instead, bookmark <u>https://pipeline.kindermorgan.com/</u>

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.





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.

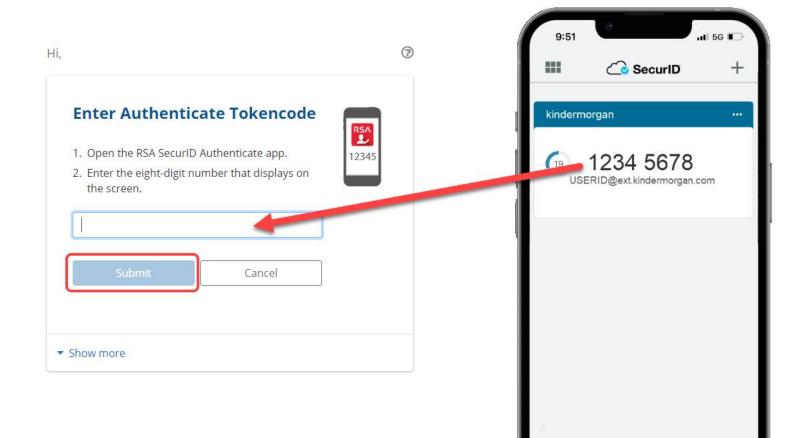
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	<u>്</u> s	ecurID	+
kinc	lermorgan		
,		curID OTI	þ
	"Authenticato I To access use	ant to allow or" to use Face D? er profile related must authenticate	
	Don't Allow	ОК	
	<b>H</b> ome	••• More	

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

		ecurID	-
kin	dermorgan		•••
	Create a numeric P digits. You will use	te PIN PIN that is at least 4 either biometrics or iew the OTP.	
	Enter PIN		
	Confirm PIN		
	Cancel	Submit	
18 19			
12 14	*		



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



...

More

A Home





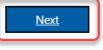
UserID@ext.kindermorgan.com

### 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.

#### KINDER

finish

### Don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.



cancel

Click *Set it up now* to verify your phone number.

| ?

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

### KINDER

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

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

	KINDER
11:45 ★  \$60 \$5873>	Don't lose access to your account! Please verify your authentication phone number below. Authentication phone United States (+1)
Text Message Today 11:34 AM	7138675309
Use verification code 123456 Microsoft authentication.	text me call me We've sent a text message containing a verification code to your phone.
The sender is not in your contact list. Report Junk	123456 verify try again back
	©2022 Microsoft Legal   Privacy
<ul> <li>Text Message </li> <li>●      <li>●      <li>●      <li>●      <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●     </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●       </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> <li>●      </li> </li> <li>●</li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></ul>	

Click Set them up now to set your Security Questions.

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

KINDER	?	Security question 2	
· · · · · · · · · · · · · · · · · · ·		In what city does your nearest sibling live?	~
Don't lose access to your account!			
To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account	more	Security question 3	
secure. You'll need to set up at least 2 of the options below.	more	In what city was your first job?	~
Authentication Phone is set to +1 7138675309 Change			O
Security Questions are not configured Set them up now		Security question 4	
finish cancel		What is your father's middle name?	~
			$\bigcirc$
		Security question 5	
		What is your favorite food?	~
			<b>O</b>
		Click save ans questions.	<i>wers</i> to submit your
©2022 Microsoft Legal   Privacy		back	

KINDER

Security question 1

### Don't lose access to your account!

In what city did you meet your first spouse/partner?

Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.

 $\mathbf{v}$ 

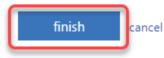
©2022 Microsoft Legal | Privacy

## 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

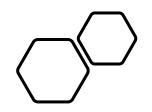


Click *finish* to complete the verification.

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CINDER MORGAN		Q Search Workspace	0
☆ Home ∴ Apps >	Apps Recents Favorites		View all applications
🖵 Desktops	Image: Stope	A Citrix session should open completing the login process. If you see a blank page, use the <i>View all applications</i> to find your favorite DART application(s).	
		Continue to login using this method going forward.	

citrix



# Emergency Token Registration

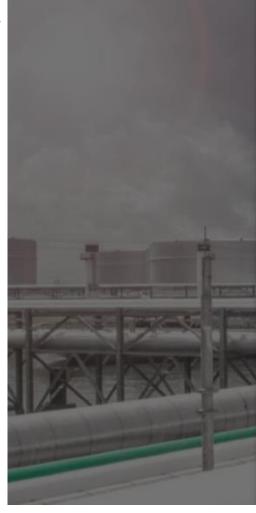
# Emergency Token Request Guidelines

- 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
  - Phone: 833-941-0066
  - Email: <u>MFASupportHD@kindermorgan.com</u>

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

Click DART Login

Enter your DART User ID and Password



### KINDERMORGAN

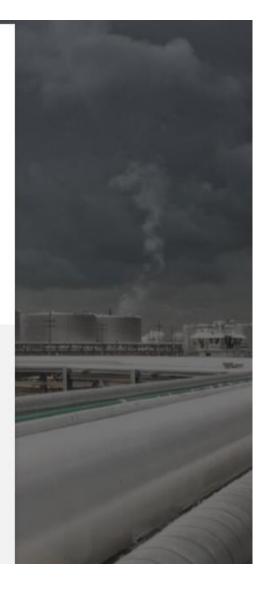
## Sign in

ID@KinderMorgan.com / EXT.KinderMorgan.com

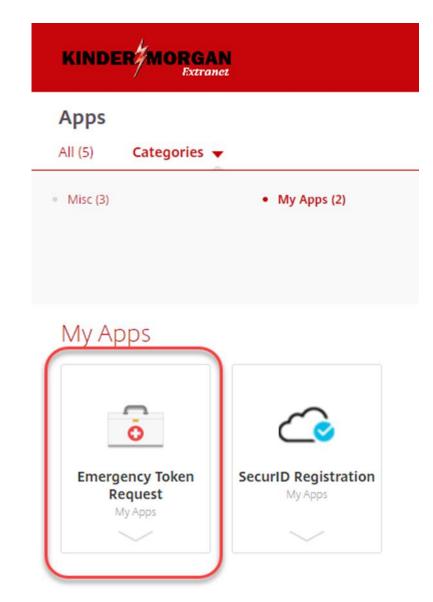
#### Can't access your account?

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.



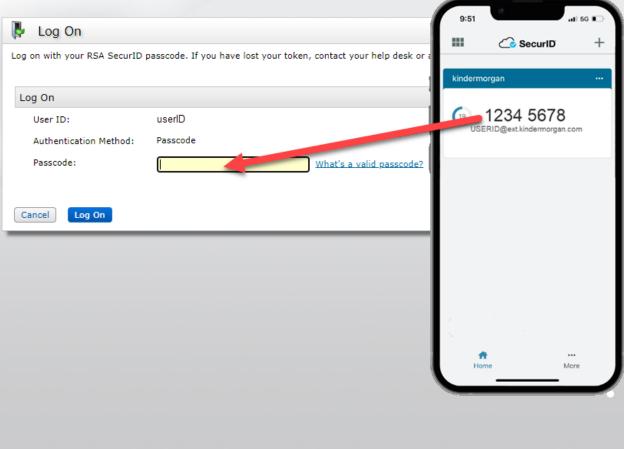
Click *Emergency Token Request* to launch the application. This will open a new tab in your browser or launch a new Citrix session.



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

### **RS** SECURE LOGON



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

SA Security LLC or its affiliates. All Rights Reserved.

### **RSA**SELF-SERVICE CONSOLE

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

My Account	
	r user profile and manage your authenticators. Certain edits to your account require administrator a uest authenticators and user group membership, and <u>view your request history.</u>
Notes	
	ecurity questions that are used for emergency authentication. To answer them, click <b>set up</b> in the N
My Authenticators	
Tokens - request a new toke	n 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 enable	d for on-demand authentication.
Security Questions - set up	
Not configured Please set up your security o	questions and answers

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

	* Required Field
Security Quest	ions
Language:	English (United States) 🗸
1:	* In what city or town was your first job?
2:	* What is the name of your favorite childhood friend?
	* Instance of the state of the
3:	* What was your childhood nickname?
4:	* What street did you live on in third grade?
5:	* What is the middle name of your youngest child?
_	
Cancel Sub	mit Your Request

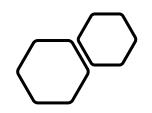
### **RS** SELF-SERVICE CONSOLE

### 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>

You have now successfully registered for Emergency Token Request!

Security Questions success	fully registered.	
My Authenticators		
Tokens - request a new token	view SecurID token demo	
SecurID Authenticate PIN:	<u>test, Forgot or Lost your Authenticator</u> none <u>Create PIN</u>	RS∧ ⊈∕
On-Demand Authentication		
You are not currently enabled	for on-demand authentication.	
Security Questions		
You've successfully setup you	r security questions. During logon you may be prompted to answer those questions to verify your identity.	
	@ 1994	-2020 RSA Security L

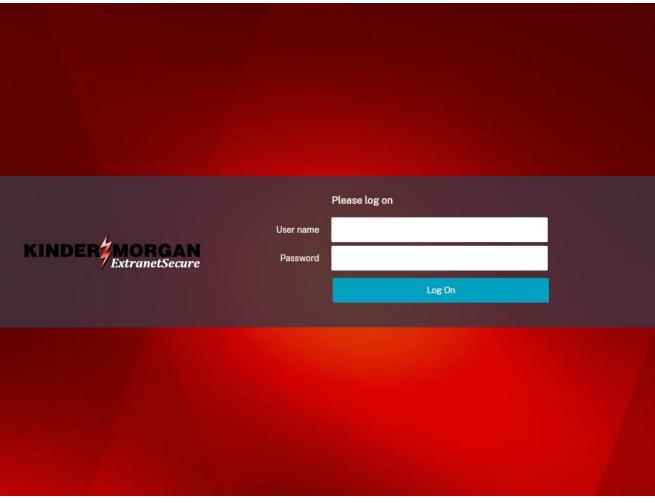


# Retrieving an Emergency Token

### DART Access: <u>https://pipeline.kindermorgan.com/</u> > 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



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 <u>https://pipeline.kindermorgan.com/</u>

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

	Apps All (5) Catego	ories 🔻		
	<ul> <li>Misc (3)</li> </ul>		• My Apps (2)	
(	My Apps			
	õ			
	Emergency Tok Request	en Se	curID Registration My Apps	

My Apps

## **RSA**SELF-SERVICE CONSOLE Home Welcome to the RSA Self-Ser Click Troubleshoot SecurID Token Log On Support Log on with your corporate credentials to request new tokens and manage existing tokens. Troubleshoot SecurID token User ID Do you need to enable a new token? Forgot your user ID? Contact your administrator. Enable your token @ 1994-2020 RSA Security LLC or its affiliates. All Rights Reserved.

### 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: UserID
[OK]

## Answer the challenge questions and press *Continue*

	/erify Your Identity
or enhanced	security, you must verify your identity.
* Requi	red field
Identity Co	onfirmation: Security Questions
Confirm	your identity by answering 3 security questions. You must enter answers in the same language that you us
In what	city does your nearest sibling live?
*	
What is t	he name of your favorite childhood friend?
*	
In what	city or town was your first job?
Cancel	Continue

### Select the radial button then click OK

RSA SELF-SERVICE CONSOLE
🐚 Troubleshoot Your Token
Common problems with SecurID tokens
Indicate the issue you are experiencing with your token:
Cancel

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

Emergency Access	
Temporary Emergency Acces	is Code
Until you find your mobile device Emergency Access Tokencode	
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	

Open a new browser window and navigate to: <a href="https://pipeline.kindermorgan.com">https://pipeline.kindermorgan.com</a>

Click DART Login

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

**KINDER**<sup>\*</sup>MORGAN

Sign in

UserID@ext.kindermorgan.com

Can't access your account?

Next

### Enter your DART Password click Sign in.

### KINDER

← UserID@ext.kindermorgan.com

Enter password

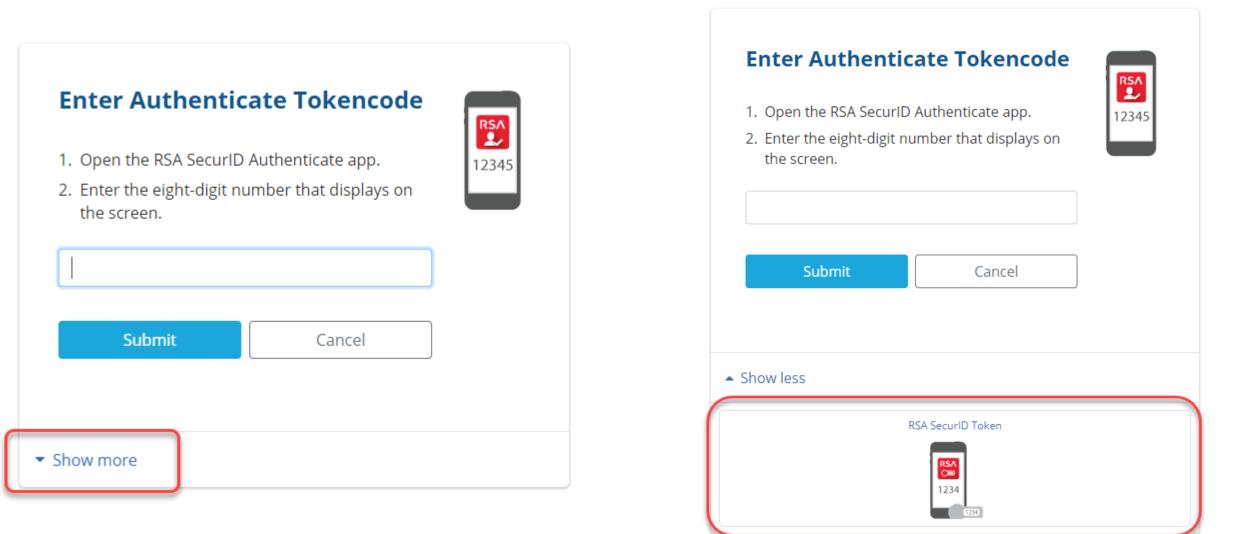
Password

Forgot my password



DART Access: <a href="https://pipeline.kindermorgan.com">https://pipeline.kindermorgan.com</a>

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



### Click RSA SecurID Token

#### RSA SELF-SERVICE CONSOLE



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

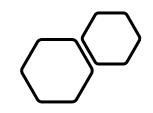
After successfully submitting, a Citrix session should open.

Enter RSA Secu	rID Passcode	RSA C
Submit	Cancel	1234
<ul> <li>Show more</li> </ul>		

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
  - Phone: 833-941-0066
  - Email: <u>MFASupportHD@kindermorgan.com</u>

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

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

Sign in UserID@ext.kindermorgan.com

Next

Enter your DART Password click Sign in.

### KINDER

← UserID@ext.kindermorgan.com

Enter password

Password

Forgot my password

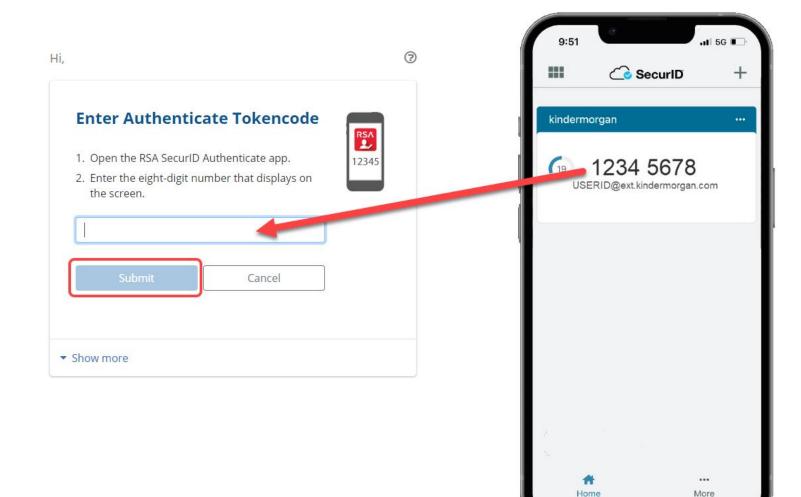
Sign in

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 <u>https://pipeline.kindermorgan.com/</u>



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







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.

## KINDER 2 Don't lose access to your account! To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below. Authentication Phone is not configured Set it up now Security Questions are not configured. Set them up now Click Set it up now to verify your phone number. finish cancel

©2022 Microsoft Legal | Privacy

# 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 pho	one number below.
Authentication phone	
United States (+1)	~
713-867-5309	
text me call n	ne
back	

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

	KINDER
11:45 Text Message Today 11:34 AM Use verification code 123456 Microsoft authentication. The sender is not in your contact list. Report Junk	Don't lose access to your account! Please verify your authentication phone number below. Authentication phone United States (+1) 7138675309 text me call me We've sent a text message containing a verification code to your phone. 123456 verify try again back
	©2022 Microsoft Legal   Privacy
Text Message	

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

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

KINDER	?	Security question 2
		In what city does your
Don't lose access to your account!		
To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account m secure. You'll need to set up at least 2 of the options below.	ore	Security question 3
Authentication Phone is set to +1 7138675309 Change		In what city was your f
Security Questions are not configured Set them up now		Security question 4
finish cancel		What is your father's r
		Security question 5
		What is your favorite f
		save answers
©2022 Microsoft Legal   Privacy		back

### 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 su	bmit your
questions and answers.	

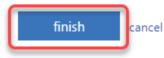
©2022 Microsoft Legal | Privacy

### 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.

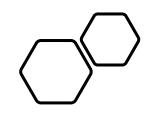
Authentication Phone is set to +17138675309. Change

Security Questions are configured. Change



Click *finish* to complete the verification.

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## Resetting Your Password With SSPR

DART Access: <u>https://pipeline.kindermorgan.com/</u> Click DART Login

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



Sign in

UserID@ext.kindermorgan.com

Can't access your account?



### Click Forgot my password

### KINDER

← UserID@ext.kindermorgan.com

Enter password

Password

Forgot my password

Sign in

## Enter the characters from the picture and click *next*.

### KINDER

### 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.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. \*



### KINDER

### 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

Cancel

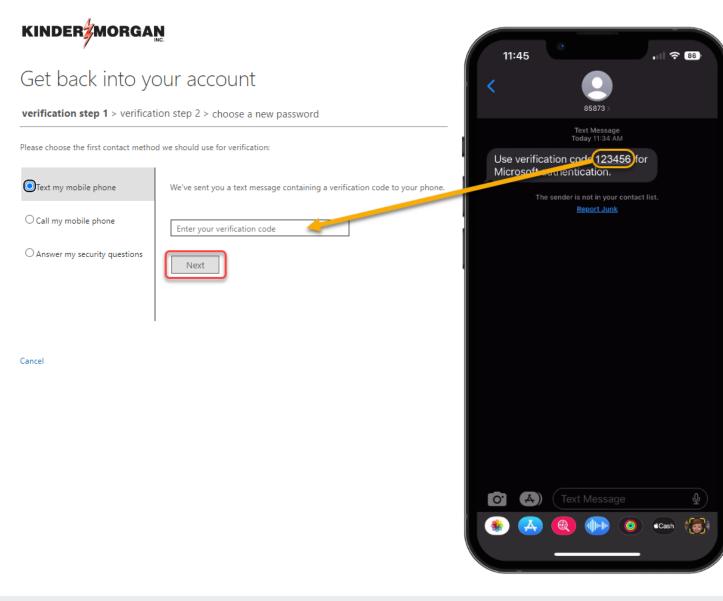
In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*\*\*\*\*\*09) below. You will then receive a text message with a verification code which can be used to reset your password.

O Answer my security questions



7138675309

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



Enter the verification code into the text box.

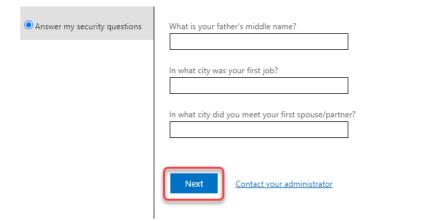
Press Next to continue.



### Get back into your account

verification step  $1 \checkmark >$  verification step 2 > choose a new password

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



Answer your security questions you used during registration.

Press Next to continue.

Cancel



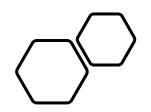
### Get back into your account

verification step 1  $\checkmark$  > verification step 2  $\checkmark$  > **choose a new password** 

* Enter new password:	
•••••	
* Confirm new password:	
<b>Finish</b> Cancel	

Enter your new password and click *Finish*.

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



# Remove/Register a Device in SecurID

## • Open a new session in your preferred internet browser.

• Navigate to: <u>https://pipeportal.kindermorgan.co</u> <u>m/PortalUI/HelpInfo.aspx</u>

• 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

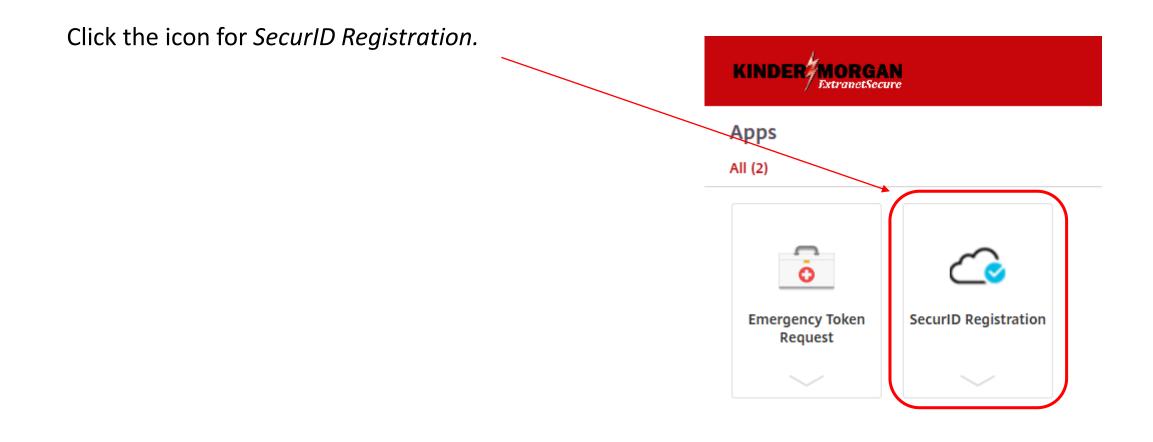
WED, SUN	10:30 PM - 1:30 AM
SAT	10:30 PM - 6:30 AM

### DART Access: <u>https://extranetsecure.kindermorgan.com/vpn/index.html</u> DART Login

• Log into the Kinder Morgan Extranet by entering your DART User ID and Password.

 Note: Use only your DART User ID on this page. You cannot add @ext.kindermorgan.com

F User name Password	Please log on Log On	



Enter your DART User ID without or without the extension @ext.kindermorgan.com

Enter your password and press Submit.

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

?

**KINDER**MORGAN

SecurID

<u> </u>
****

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>.

