

Remove/Register a Device in SecurID

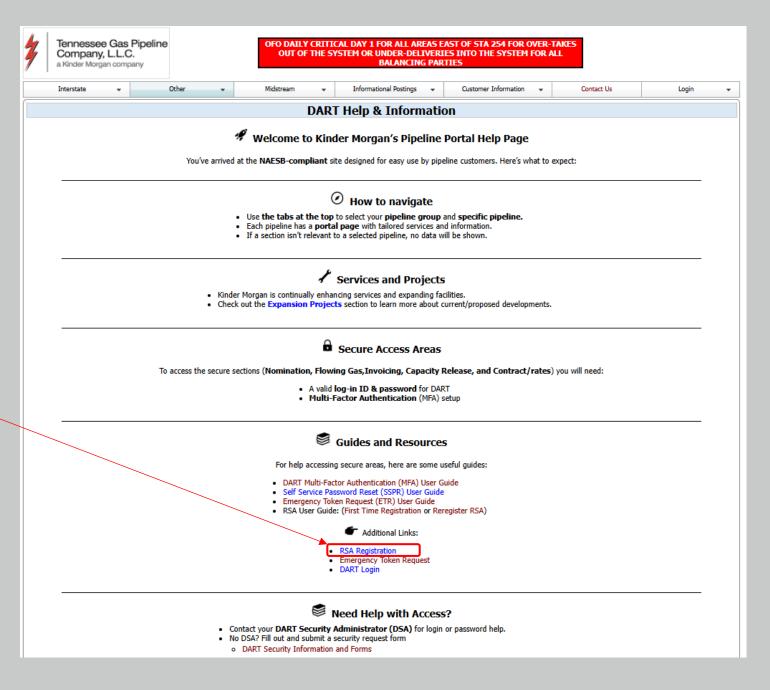


<u>NOTE</u>: If you received a new phone number when you got your new device, you are required to reach out to <u>MFASupportHD@kindermorgan.com</u> for assistance.

- 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.

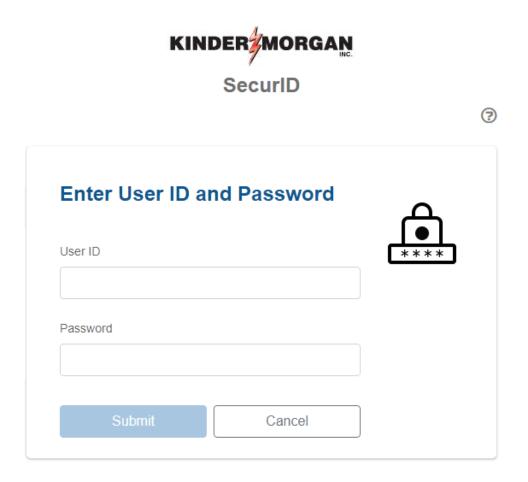
Need Help?

Email: MFASupportHD@kindermorgan.com



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

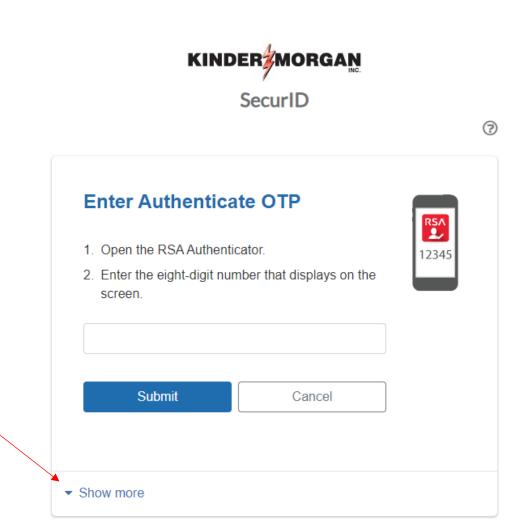
Enter your DART Password click Submit.



NOTE: You will not be able to login to this screen with a temporary password. If you have a temporary password, please login to kmapps.cloud.com > change password > and return to this page.

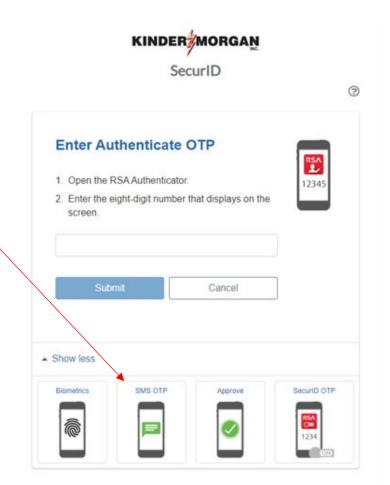
If you are not prompted for an OTP Token, please skip to Slide 7

NOTE: If prompted to receive an OTP Token and do not have access to your device, please click the "Show More" option



Select the option "SMS OTP" to receive text message with token code.

Click "Send OTP" on the next prompt.





SecurID





NOTE: If you only see the two approval options below, this means that you do not have a cell phone number associated to your DART User ID.

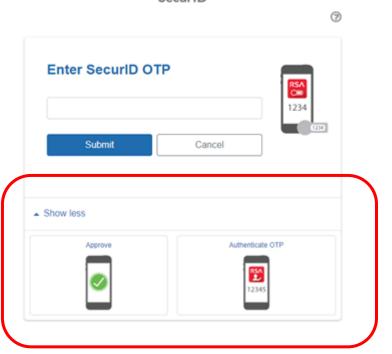
Please reach out to your Company's DART Security Administrator (DSA) to add your cell phone number.

If a DSA is unavailable, please reach out to DARTSystemSecurity@kindermorgan.com



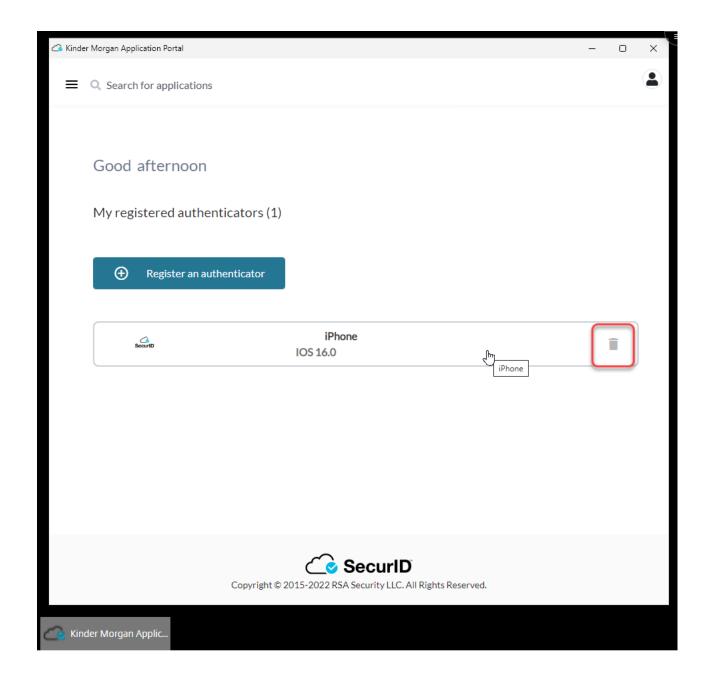
KINDER

SecurID

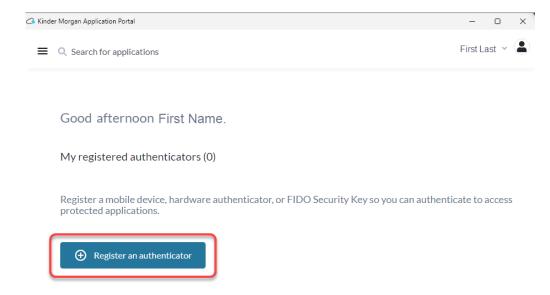


Once logged into SecurID, hover over your registered device and click the trash can icon to delete the device.

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

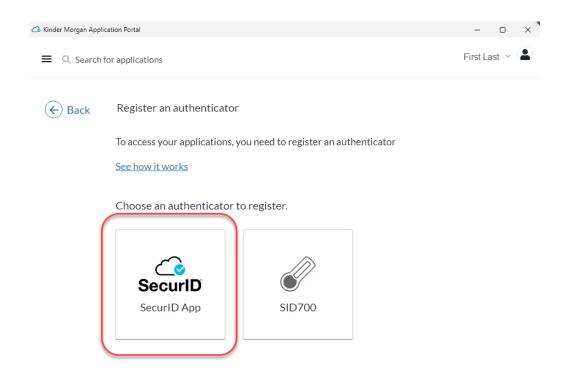


Click Register an authenticator





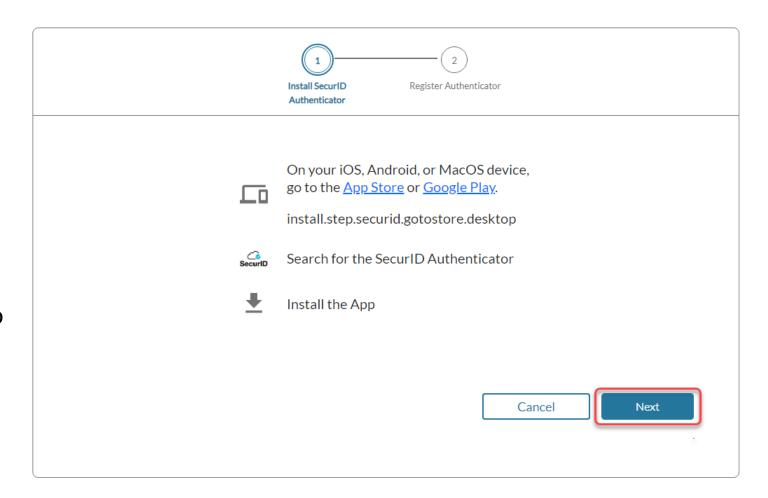
Click the SecurID App icon





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

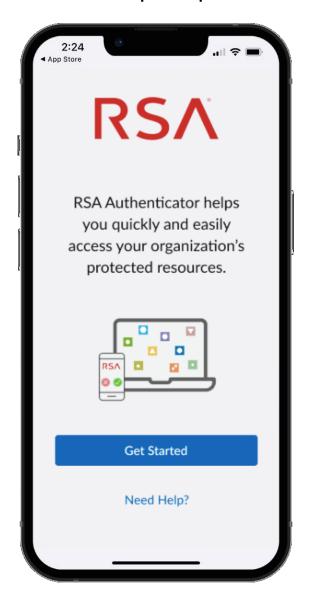
If you have not installed the app, go to installation instructions.



Open the *SecurID* app on your mobile device.



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

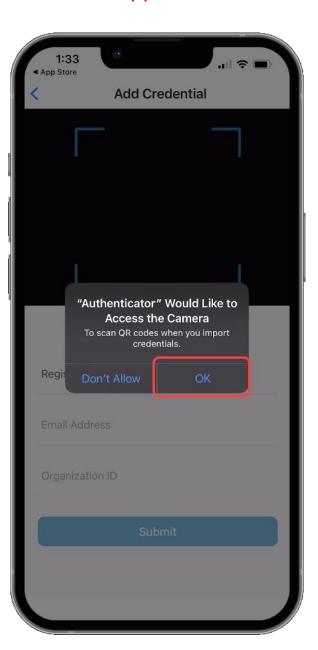


Allow access to the Camera to scan the QR Code displayed in the SecurID Browser.

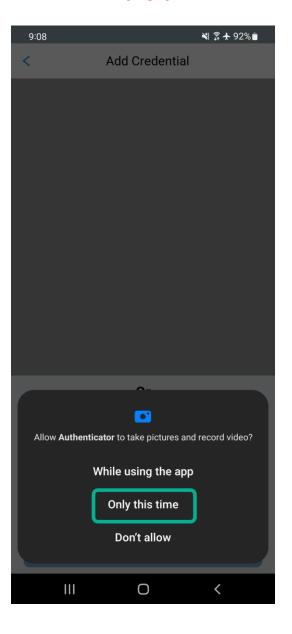
You can change this setting in your device settings after completing the registration process.

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

Apple



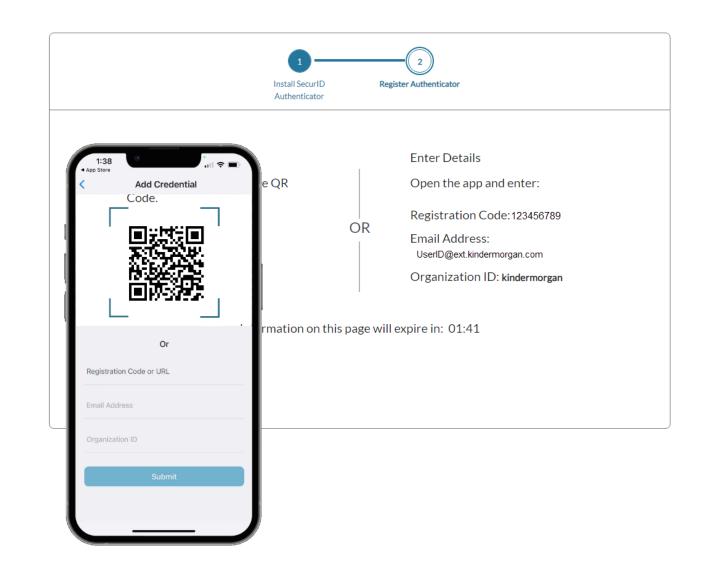
Android



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

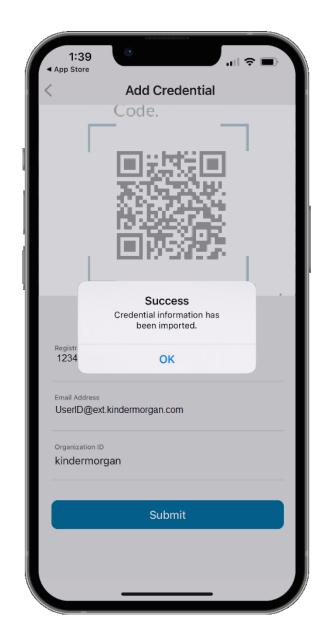
DO NOT SCAN THE QR CODE FROM THIS DOCUMENT!

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.

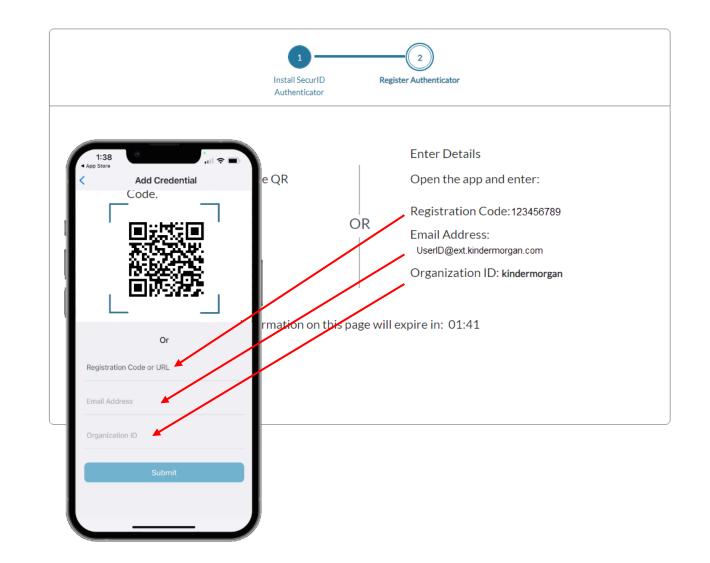
Leave the device and application open to test the authentication token process.



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

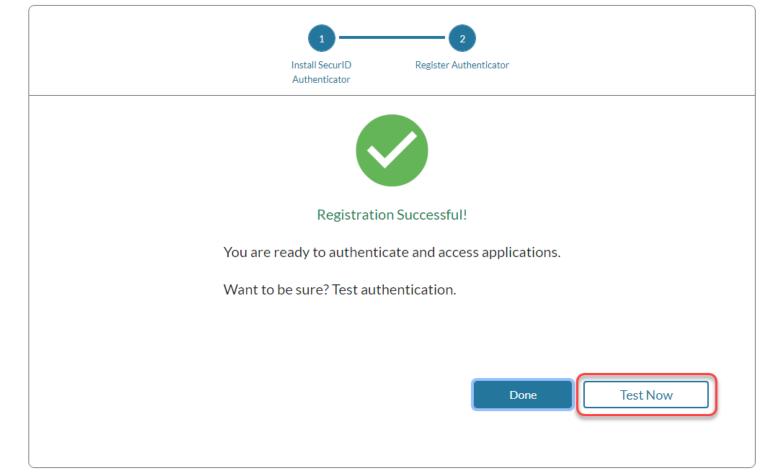
DO NOT SCAN THE REGISTRATION CODE FROM THIS DOCUMENT!

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.

