

MFA: Activate Account & Enroll in MFA (Non-Employees)

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Section I: Activating Non-Employee Account

1. Check your email, you will receive two emails.
 - a. First email will be with your User ID
 - b. Second with your temporary password
2. Enter your user ID and your temporary password.



- Once you have logged in, you will be prompted to change your temporary password.



The screenshot shows a web form titled "SAIC Redefining Ingenuity" with the sub-heading "Update Password". Below the heading, a message states: "You must update your password because your password has expired." The form contains four input fields: "Username", "Old password", "New password", and "Confirm new password". At the bottom of the form are two buttons: "Submit" and "Cancel". Below the form, there is a note: "You can change your password only once in a 24-hour period." followed by a requirement: "Your new password must be a minimum of 8 characters and contain 3 of the following 4 character types:" and a bulleted list: "• English uppercase characters (A through Z)", "• English lowercase characters (a through z)", "• Base 10 digits (0 through 9)", and "• Non-alphabetic characters (for example, !, \$, #, %)".

- After you have set your new password, you can now move on to Section II: Enroll in Axiad ID.

Section II: Enroll in Axiad ID

Before you can enroll the **Axiad ID** app and select your PIN, you have to download the **Axiad ID** app to your Android or iOS mobile device/phone. ID Wallet is compatible with iOS 11 and greater and Android 7.0 and greater operating systems. Please make sure your device battery has at least a fifty percent charge to deter any interruption to downloading/installation. Note that you will also need your computer to complete Axiad ID enrollment.

Note: **Axiad ID** does not encrypt emails and/or sign documents. **If you have a token to encrypt emails – please keep that token** for encryption; however you will still need to download and enroll the **Axiad ID** app for MFA purposes.

--On Your Mobile Device--

- Have your app store password ready. You may be asked for it.
- Navigate to the App Store or Google Play Store.
- Search for **Axiad ID**, shown in the following figure:

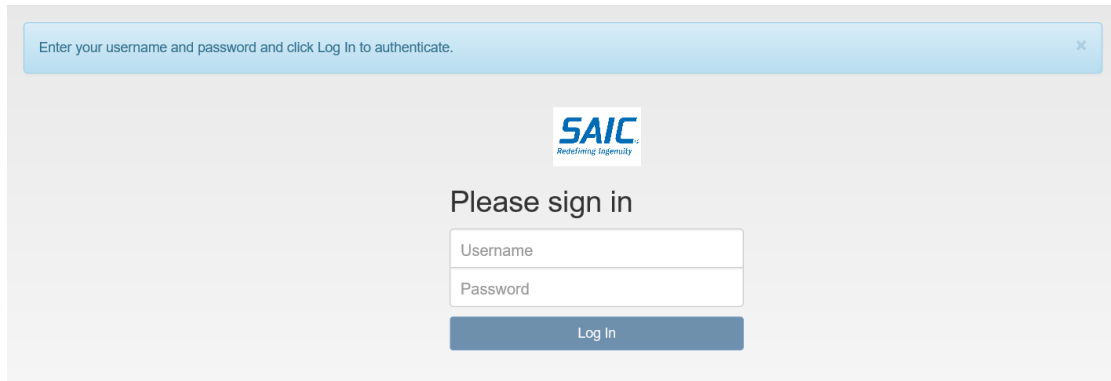


- Download the app like any other free app you download.

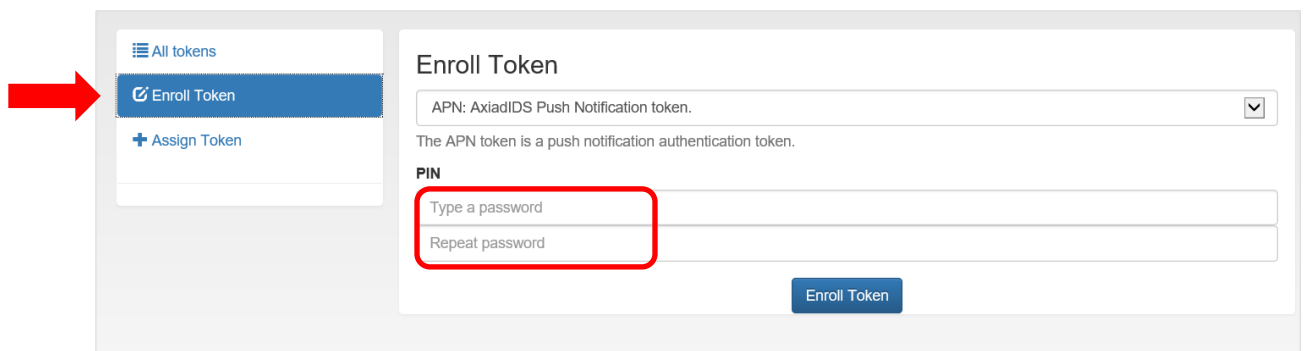
Have **both** your computer and your mobile device handy. The process may take approximately 5 minutes.

--On Your Computer--

1. Navigate to <https://otp-user.saic.com>.
2. Enter your **SAIC-CORP username** on the first line.
3. On the second line enter your SAIC password.



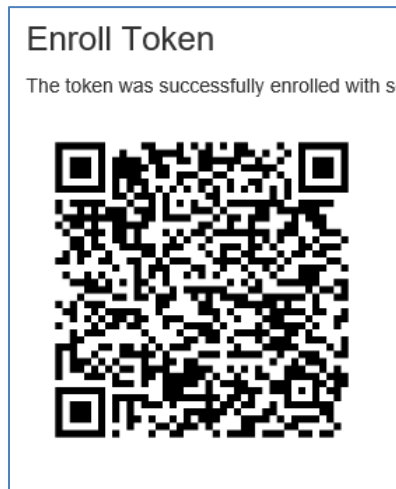
4. Once logged in, select **Enroll Token** on the left side of screen
5. Select and enter a **PIN** that is 6 – 8 numerical digits and reconfirm it. Select a PIN **you will remember**. You may need it again when using the app for MFA, or if you need to add another device.



6. Select **Enroll Token** at the bottom of your computer screen.

The screenshot shows a web interface for enrolling a token. On the left, there is a sidebar with three items: 'All tokens', 'Enroll Token' (highlighted in blue), and 'Assign Token'. The main content area is titled 'Enroll Token'. It features a dropdown menu with the text 'APN: AxiadIDS Push Notification token.' and a small downward arrow. Below this, it says 'The APN token is a push notification authentication token.' Underneath, there is a section labeled 'PIN' with two text input fields: 'Type a password' and 'Repeat password'. At the bottom right of the main area, there is a blue button labeled 'Enroll Token', which is pointed to by a red arrow.

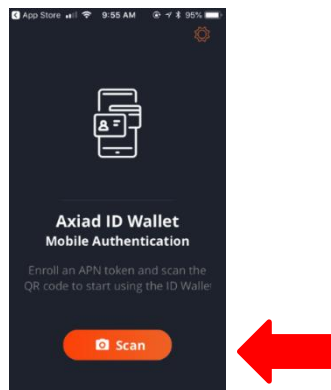
7. A QR code will appear on your computer screen. You will need to scan it with your mobile device. (**Do NOT use the QR code shown below for demonstration purposes only.**)



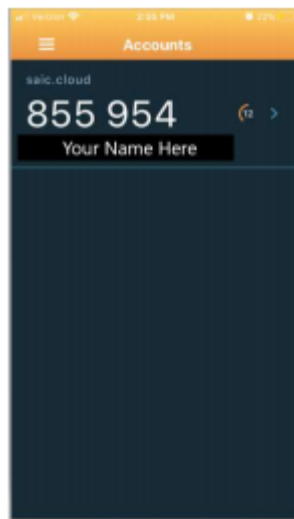
--On Your Mobile Device--

8. Open the **Axiad ID** app, **holding your device directly in front of the QR code** on your computer screen so you can take a picture of it.

9. Tap **Scan** to take a picture of the QR code.



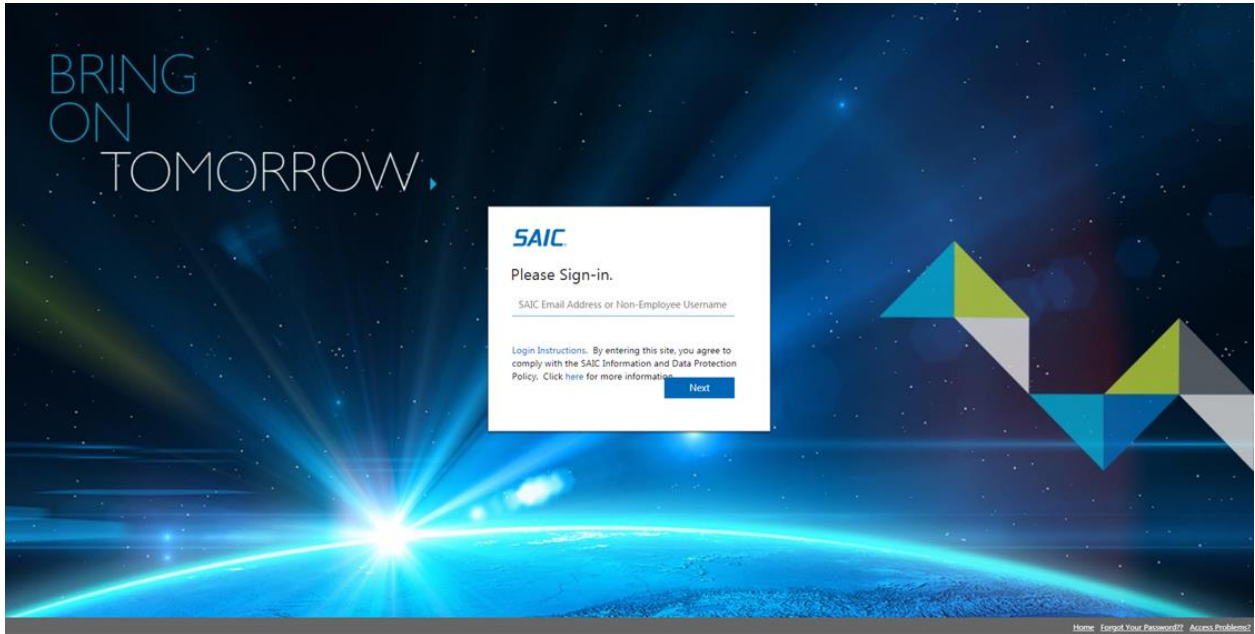
10. The app will display **your name** under the SAIC logo. Congratulations enrollment is complete!



Section III: Accessing SAIC Systems and Applications

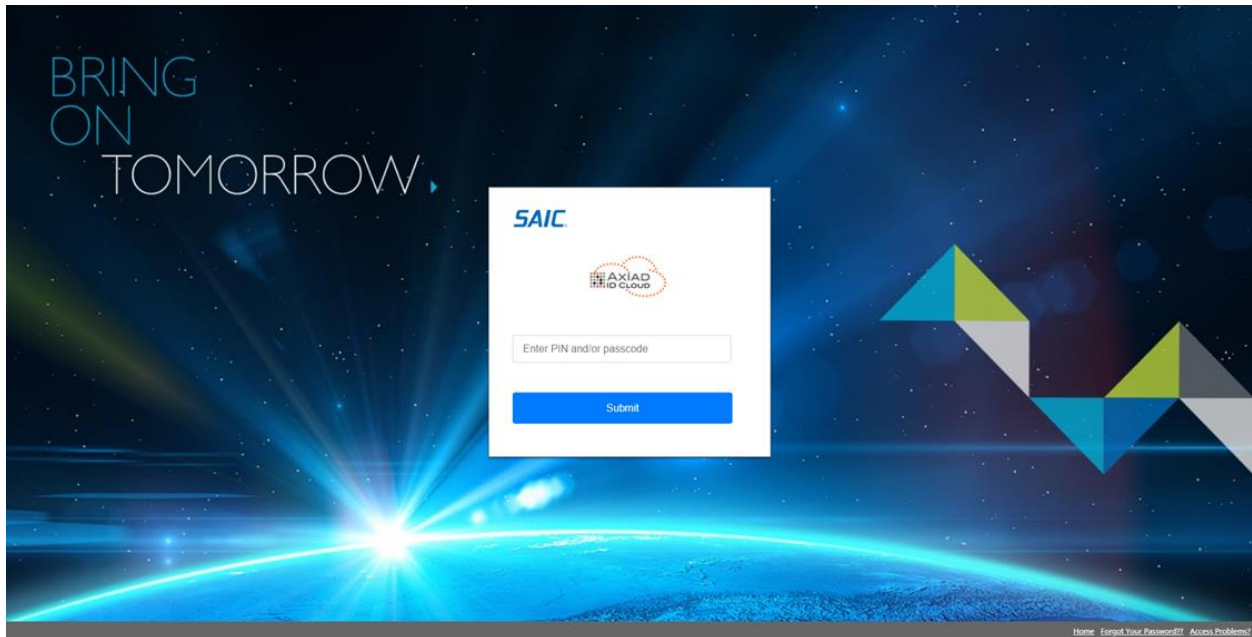
1. Navigate to the web address or system you need to access. Sign in by entering your SAIC Username and select **Next**.

NOTE: If you have an SAIC email address, use your SAIC email address as your username. If you do not have an SAIC email address, use your SAIC username.



2. Enter your Pin number for MFA and select "**Submit**"

NOTE: if you forgot or do not know your PIN Number for MFA, please contact the Partner line at 844-788-2121 for assistance.



3. On your phone, you should receive a push notification for your AXIAD ID app. Open the app.
4. Press and hold down the green approve button until the circle turns green.



5. The site/system you are trying to access should load successfully.

Note: If you are a PNE account holder, the first time you attempt to login, you will be given the opportunity to update all of your challenge questions. The three challenge questions will be used as part of the identification process should you ever need to call the Partner Line.

Section IV: Where to go for help

For assistance please contact the SAIC Partner Service Desk at 1-844-788-2121.