

# MFA: How to Access SAIC systems using MFA (Non-Employee Access)

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## Section I: Overview

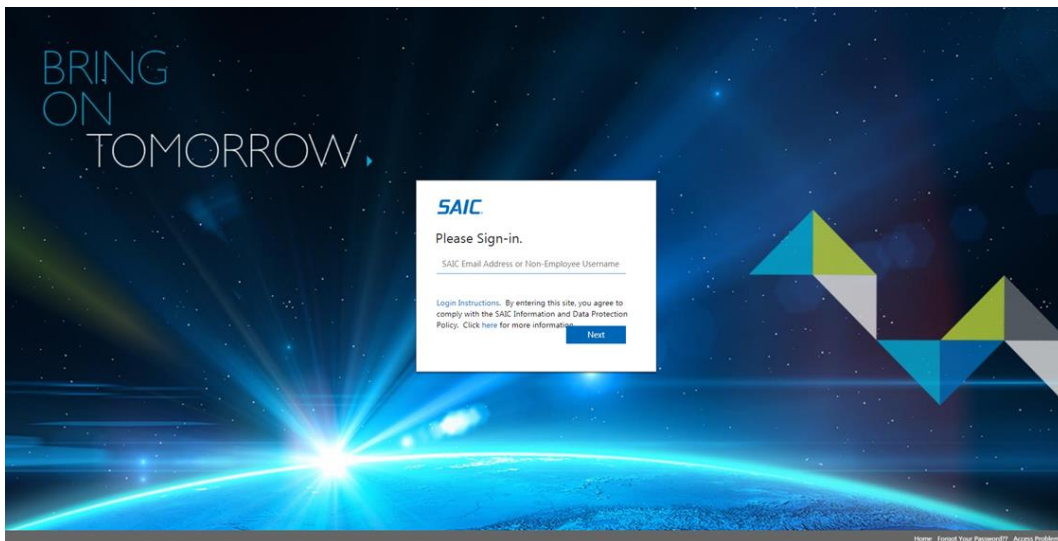
This documents purpose is to explain how to access SAIC systems using the Multi-Factor Authentication (MFA).All Non-Employees must enroll in MFA in order to gain access into an SAIC system.

**If you have yet to enroll in MFA, see QRC- How to Activate Account & Enroll in MFA on the SAIC Partner Page.**

## Section II: Access SAIC systems using MFA

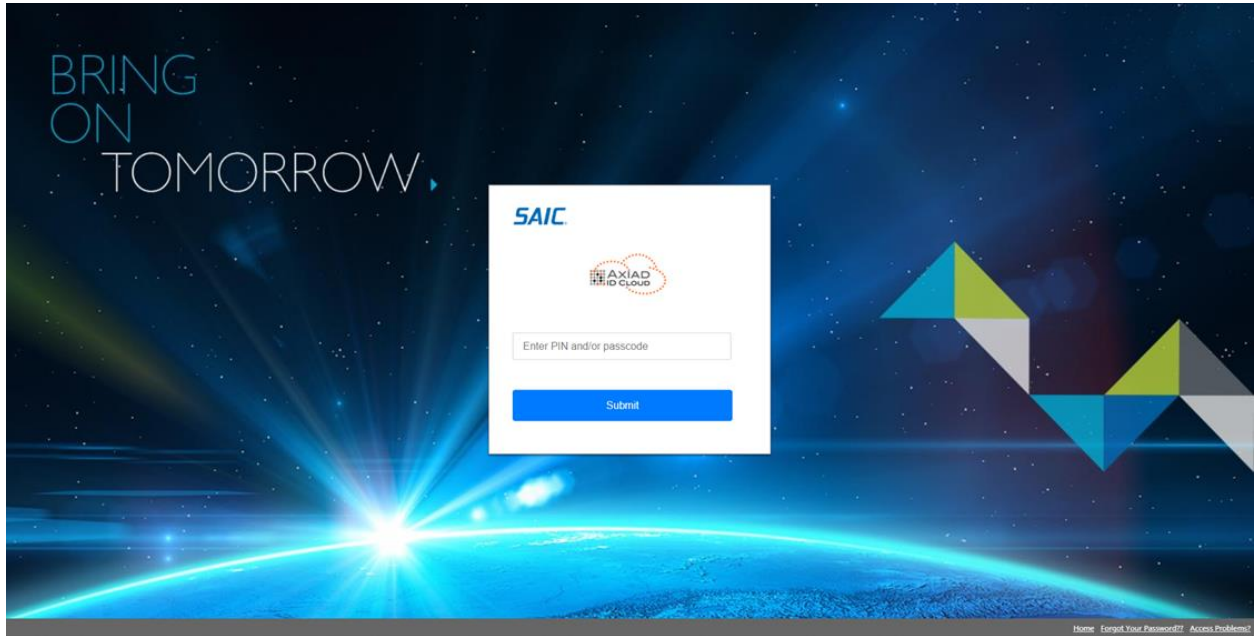
**Step 1:** When you are ready to access a SAIC system, navigate to the login screen.

- a. Type in your Username.  
**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.
- b. **Select Next.**



**Step 2:** The next screen you will see is the MFA Login screen. You are prompted to enter your PIN and/or OTP.

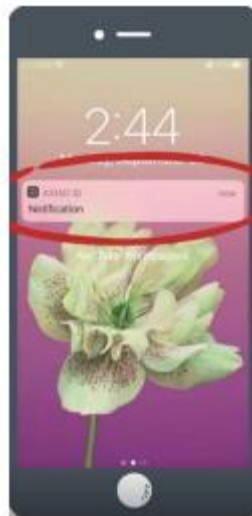
**Note:** Axiad ID Wallet is our MFA application.



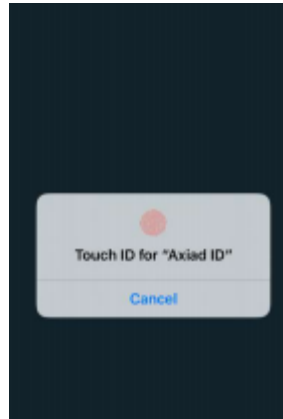
**NOTE:** When you enrolled in MFA you were given two options for enrollment. Those two methods were: Push Notifications or OTP (one time password)

c. **To login with Push Notifications:**

- i. Enter your MFA PIN in the Enter PIN and/or passcode field and select **Submit**.
- ii. A push notification is sent to your phone. Select the notification to open Axiad ID to authenticate.



- iii. If you have biometrics setup on your device, you will be prompted to enter that next.



- iv. Hold your finger on the Approve button to approve the login request. The Time to Confirm button will slowly turn green.



- v. Success! You will now be able to access SAIC systems!

**d. To login with OTP:**

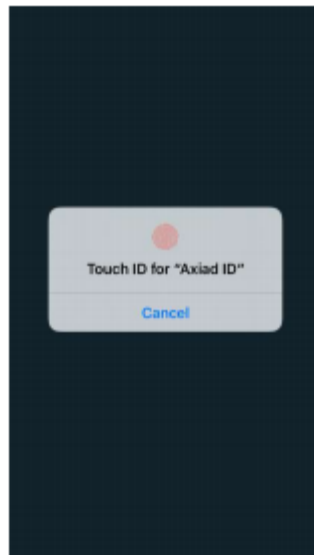
- i. You should already know your PIN from enrolling in MFA but you will need to navigate to the Axiad ID App to get your OTP.

**Note:** If you are using a Hard Token to produce your OTP and not Axiad ID Wallet, skip to step vi.

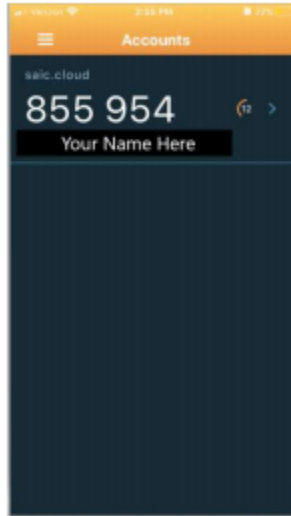
- ii. Go to the Axiad ID Wallet app on your phone and open the app.



- iii. Enter your phone pin or biometric.

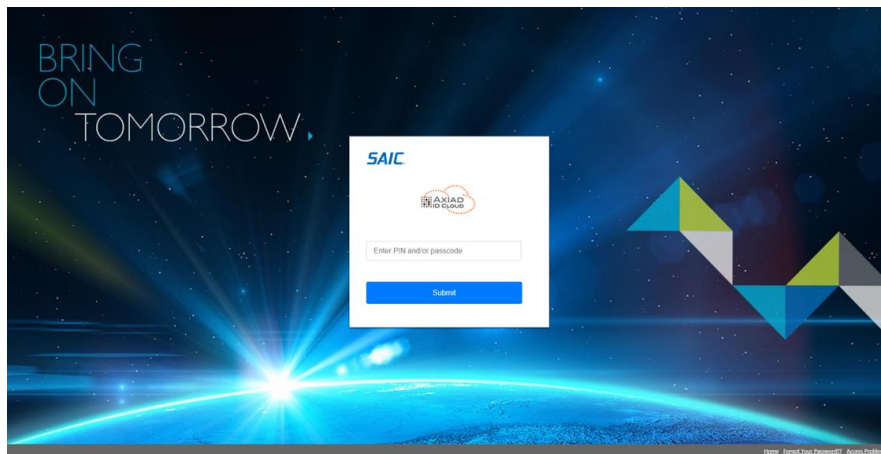


- iv. You will see your name and OTP passcode displayed at the top of the black panel.



- v. On the MFA login screen, add your MFA PIN, and the OTP that is displayed on the app. Select **Submit**.

**Note:** Hard Token users: Add your MFA PIN, and the OTP displayed on your Hard Token.



- vi. Success! You will now be able to access SAIC systems!

## Section IV: Where to go for help

For assistance please contact the SAIC Non-Employee Partner Line at 844-788-2121 (Monday-Friday, 7am to 7pm ET)