

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

Contents

Section I: Overview 1

Section II: Access SAIC systems using MFA..... 1

Section IV: Where to go for help 6

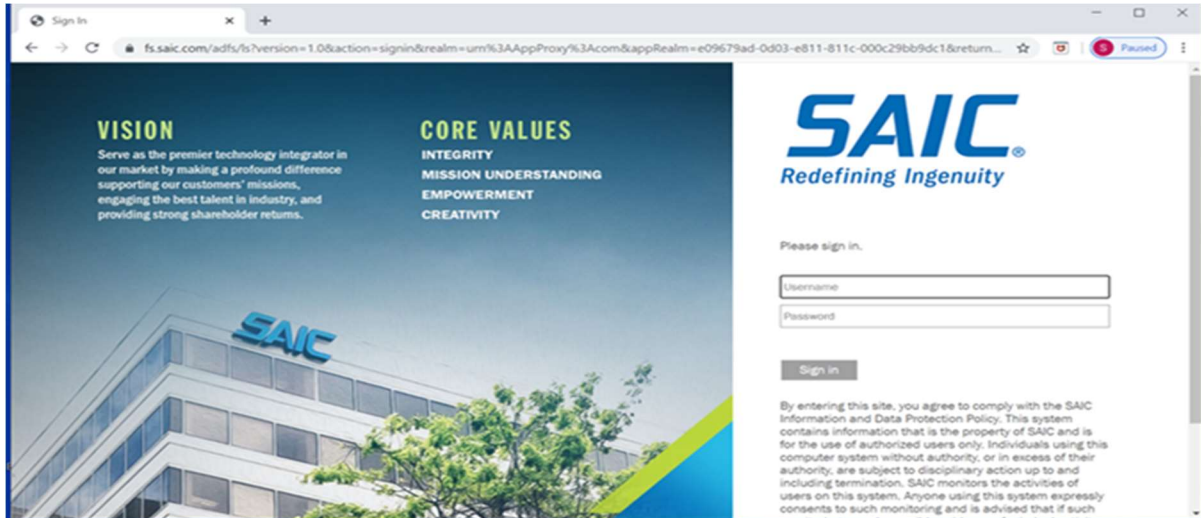
Section I: Overview

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 Non-Employee Self Service Page.

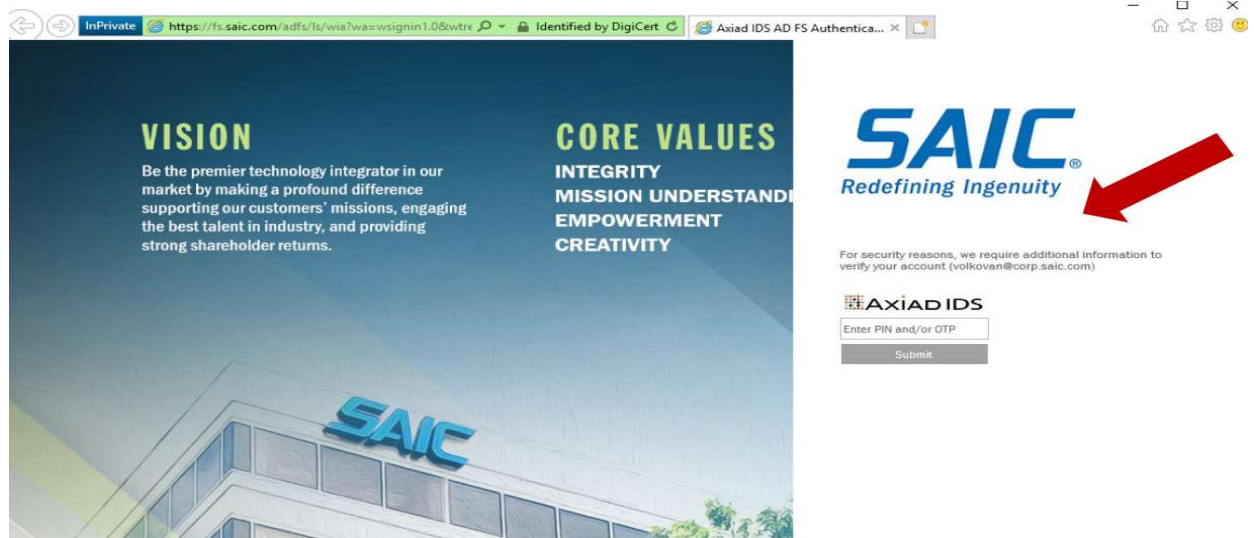
Section II: Access SAIC systems using MFA

1. **Step 1:** When you are ready to access a SAIC system, navigate to the login screen.
 - a. Type in your Username & Password.
 - b. **Select-** Sign in.



2. **Step 2:** The next screen you will see is the MFA Login screen.

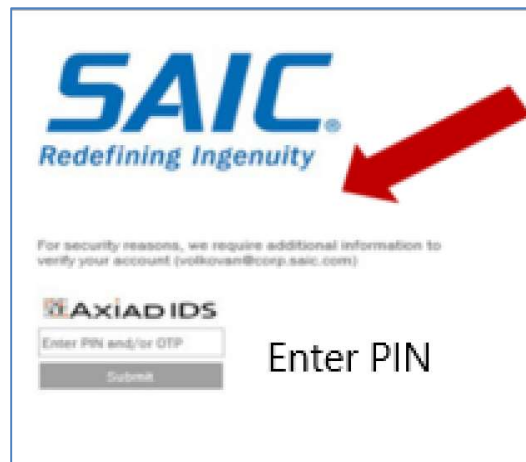
Note: Axiad ID Wallet is our MFA application.



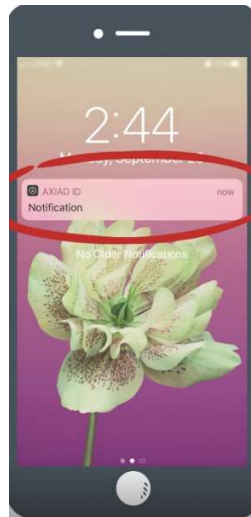
3. **Step 3:** The login screen will prompt you to enter your PIN and/or OTP. When you enrolled in MFA you were given two options for enrollment. Those two methods were: Push Notifications or OTP(one time password)

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

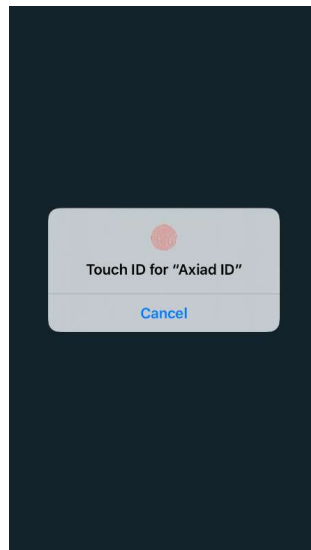
i. Enter PIN



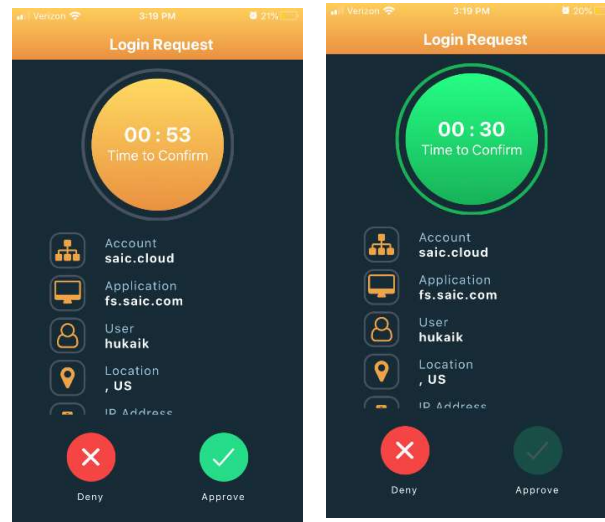
- ii. Once you type in your PIN it will automatically send a push notification to your phone.



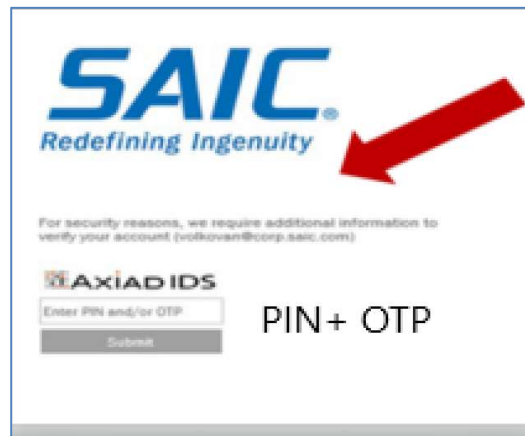
- iii. **Select** the Icon.
- iv. If you have biometrics setup on your device, you will be prompted to enter that next.



- v. Hold your finger over the circle that says SAIC. It will slowly turn green.

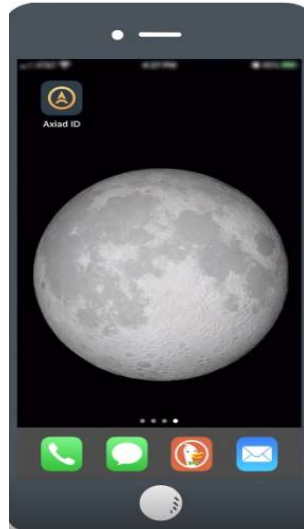


- vi. Success! You will now be able to access SAIC systems
- b. **To login with OTP:**
- i. The login screen will prompt you for your PIN + OTP.

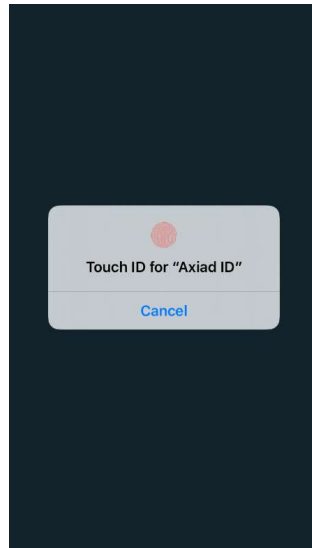


- ii. You should already know you're PIN from enrolling in MFA, but you will need to navigate to the Axiad ID Wallet App to get your OTP. **Note: If you are using a Hard Token to produce your OTP and not Axiad ID Wallet , skip to step vi. .**

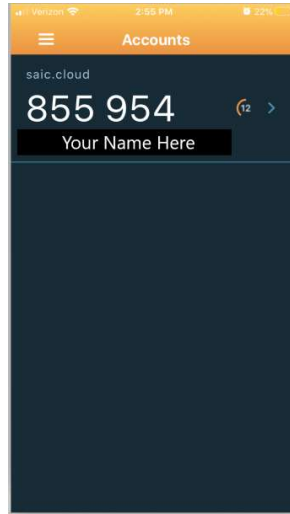
- iii. Go to the Axiad ID Wallet app on your phone. Open App.



- iv. Enter your phone pin or biometric.



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



- vi. Now, go back to the login screen and add your PIN+ OTP. **Select** -Sign In.

Note: Hard Token users: Add PIN + OTP displayed on your Hard Token.



- vii. 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)