

- I. Complete enrollment by going to the following website and completing the steps described over the next few pages. This series of steps is time consuming, but is only required once.

TOKEN ENROLLMENT & ACTIVATION

- Navigate to: <https://sw.bcbsfl.com> (Press Ctrl+click to follow the link)
- Enter your Corporate Domain RACF for *User Name* (combination of 4 letters and/or numbers)
- Enter the following temporary password for *Password*:
First letter of Last Name (capitalized)
followed by: Second letter of Last Name (lowercase)
followed by: Last 4 digits of SSN#
followed by: XX (capitalized)

Example: Smith with an SSN ending in 1234 would enter *Sm1234XX*
Note: Skip any special characters contained in last name
- Click **Log On**

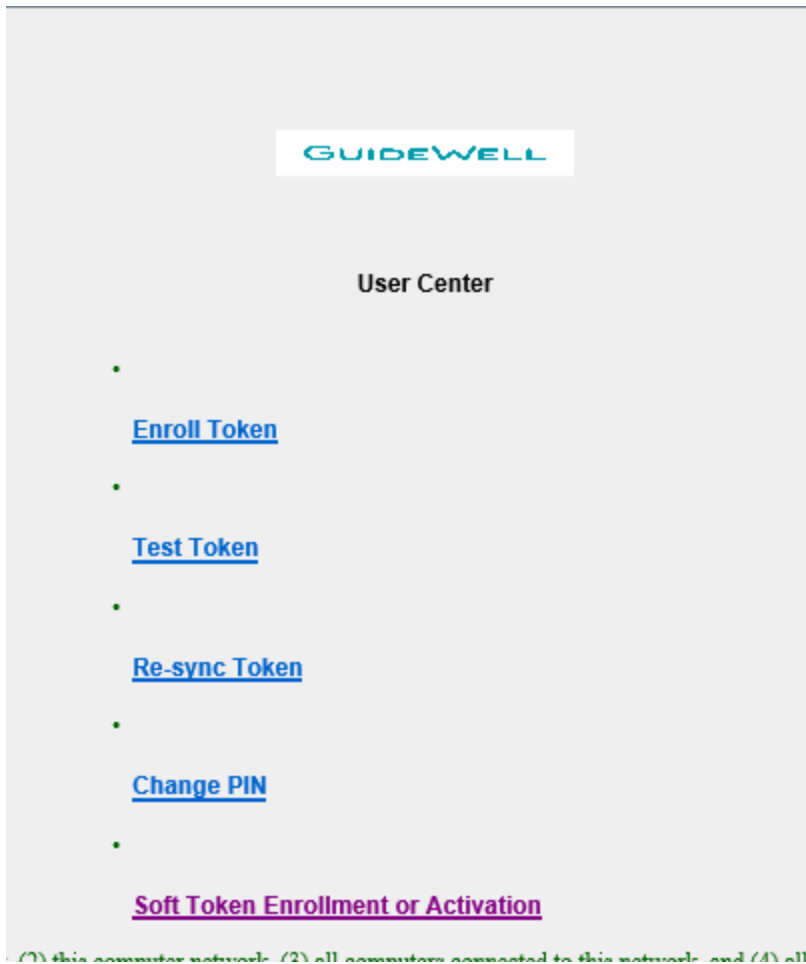


You will also be prompted to create a new password when your password has expired. Passwords expire every 30 days.

A new password will only be accepted if it meets these Password Requirements:

- Your password must be precisely eight characters in length.
- It must contain at least:
 - one upper case letter,
 - one lower case letter, and
 - one number.
- When resetting your password, you cannot reuse any of your last six passwords.
- You cannot have your userid/RACF as part of your password.
- For web, you may not use your userid/RACF, name, SSN or DOB as part of your password.

Select **Soft Token Enrollment or Activation** (the last option at the bottom of the page).



The image shows a screenshot of a web application interface. At the top center, there is a logo for "GUIDEWELL" in a white box with blue text. Below the logo, the text "User Center" is centered. A vertical list of menu items is displayed on the left side of the page, each preceded by a small black dot. The items are: "Enroll Token" (blue text), "Test Token" (blue text), "Re-sync Token" (blue text), "Change PIN" (blue text), and "Soft Token Enrollment or Activation" (purple text). The last item is underlined. At the bottom of the screenshot, there is a line of text that is partially cut off: "(1) this computer network, (2) all computers connected to this network, and (4) all".


Enter your Corporate Domain RACF again.

For ticket number, enter Employee Central Employee ID (a six digit number) preceded by **E** (capitalized).

Example: Employee ID number 123456 would enter *E123456*

Click **Authenticate**.

SafeWord MobilePASS Portal

 SafeNet Strong Authentication

SafeWord Software Token Enrollment

FIRST...ON YOUR DEVICE:

The app name is Safenet MobilePass and can be down loaded from Apple?s App Store or Google Play.

For the blackberry, you will down load the app from:

<http://www.safenet-inc.com/support-downloads/mobilepass-download-page/>

Please authenticate from this page before enrolling your software token.

Enter your Corporate Domain RACF :

Enter the ticket number you were given :

Employee Central is an on-line resource that can help you find important information (like your paycheck advice), view your benefits, or keep your important personal information current.

Employee Central is a secured site to protect your personal information. Each time you log in, you will need to generate a passcode.

SELECTING A PASSCODE DEVICE

Generating a Passcode:

- You will need to use the same device each time you log in.
- For flexibility at home or work, we recommend you use your smart phone as your device if you have one. If you choose to use a smartphone, that does not mean you have to log in to Employee Central also from that smartphone. You can log in from a separate device and would simply refer to the smartphone when needing to enter a passcode it would display.
- To access Employee Central from home, a smartphone or home PC is required as your device instead of a work PC.
- A work PC can be used as your device if you will access Employee Central only from work.
- If you change your device (smart phone or PC), you may be required to reset your login access through a change request.

Before you can generate a passcode for the first time, you need to install and enroll the device you will use for that purpose each time you log in.

MobilePass is a soft token or passcode generating tool.

ONE-TIME DOWNLOAD AND MobilePASS ENROLLMENT

Complete the installation/download on the device you have selected to use.

If you selected a Smartphone:

The app name is "Safenet MobilePass" and can be downloaded from Apple's App Store, Google Play, or the Windows Microsoft store.

If you selected PC or Blackberry:

Navigate to:<http://www.safenet-inc.com/support-downloads/mobilepass-download-page/>
(Press Ctrl+click to follow the link)

For non-MAC users, select to download the **MobilePASS for PC - v8.4.2** (or a newer version if one is available):

- On the File Download window that opens, click **Open**
- In the folder that opens, double-click the **SafeNet MobilePASS** file that may appear as ending with *.msi* or shows as a *Windows Installer Package* type of file
- Click **Run**

In the installation wizard:

- Click **Next**
- Select "I accept..." and click **Next**
- Click **Install**
- Click **Yes** if prompted whether to allow software to be installed
- Click **Finish**

MobilePASS is now successfully downloaded and displays as an orange colored shortcut on the PC desktop (as displayed below).



TOKEN NAME CREATION

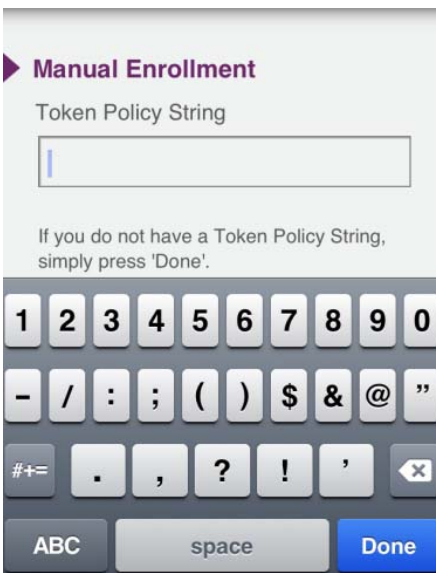
On the device where you downloaded MobilePass (PC or smartphone)

- Open the SafeNet MobilePASS application
- Click **Continue**
- Enter your RACF followed by a space and "Token1" as the name for your Token
Example: RACF ab12 would enter
ab12 Token1
- Then click **Activate**

If the option is presented, select **Manual Enrollment** (as below it is not colored in green). It will most likely default to that option and not require selection based on the installation wizard settings.

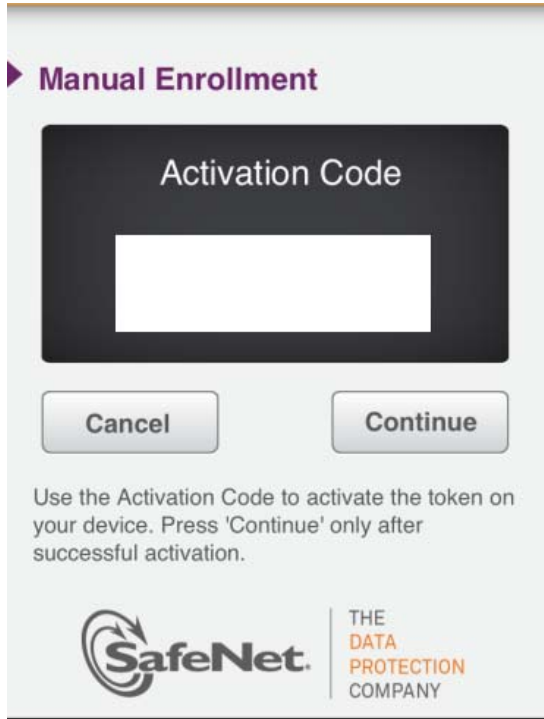


There is no token policy string to enter. Please leave it blank and press **Continue** or **Done**.



TOKEN ACTIVATION

You will see this screen next with an activation code.



Manual Enrollment

Activation Code

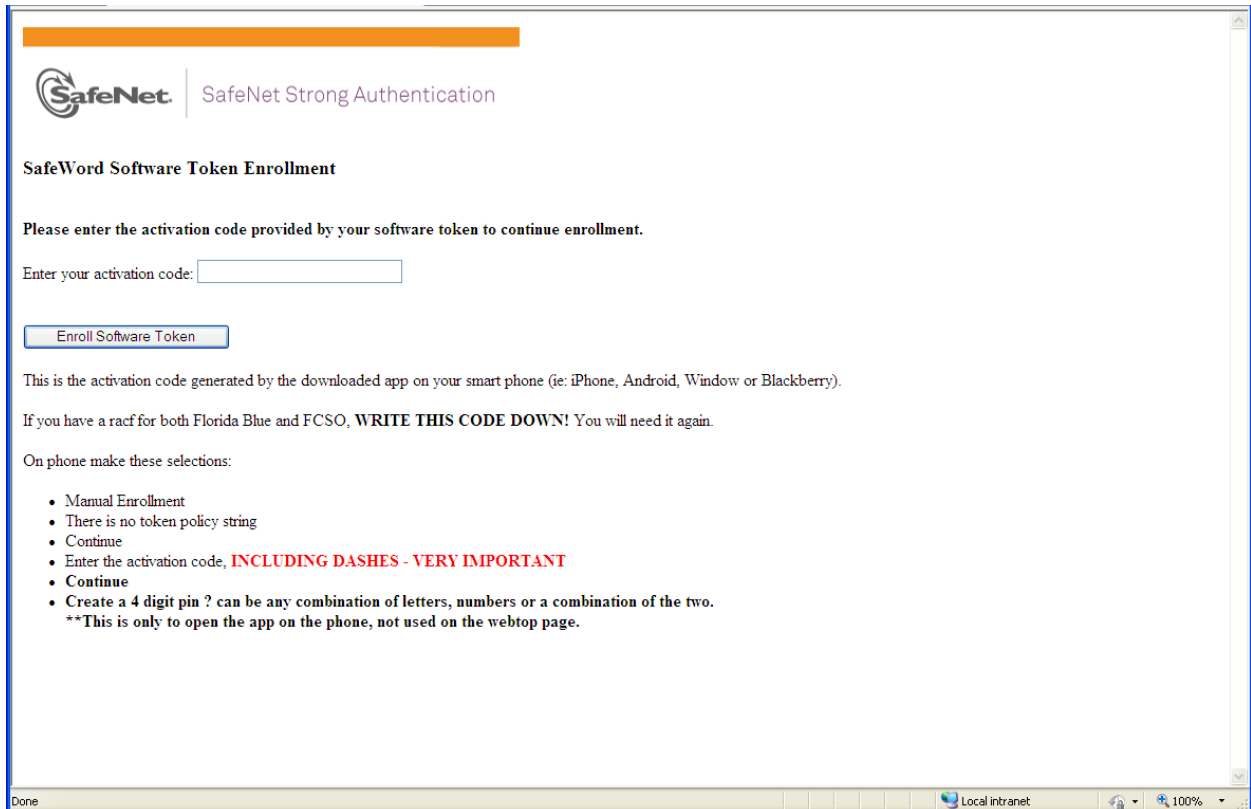
Cancel Continue

Use the Activation Code to activate the token on your device. Press 'Continue' only after successful activation.

SafeNet THE DATA PROTECTION COMPANY

Return to the open browser window to type in the Activation Code including the dashes.

Make sure there is no extra space(s) at the beginning or end and then click **Enroll Software Token**.



SafeNet Strong Authentication

SafeWord Software Token Enrollment

Please enter the activation code provided by your software token to continue enrollment.

Enter your activation code:

Enroll Software Token

This is the activation code generated by the downloaded app on your smart phone (ie: iPhone, Android, Window or Blackberry).

If you have a raef for both Florida Blue and FCSO, **WRITE THIS CODE DOWN!** You will need it again.

On phone make these selections:

- Manual Enrollment
- There is no token policy string
- Continue
- Enter the activation code, **INCLUDING DASHES - VERY IMPORTANT**
- Continue
- Create a 4 digit pin ? can be any combination of letters, numbers or a combination of the two.
**This is only to open the app on the phone, not used on the webtop page.

Done Local Intranet 100%

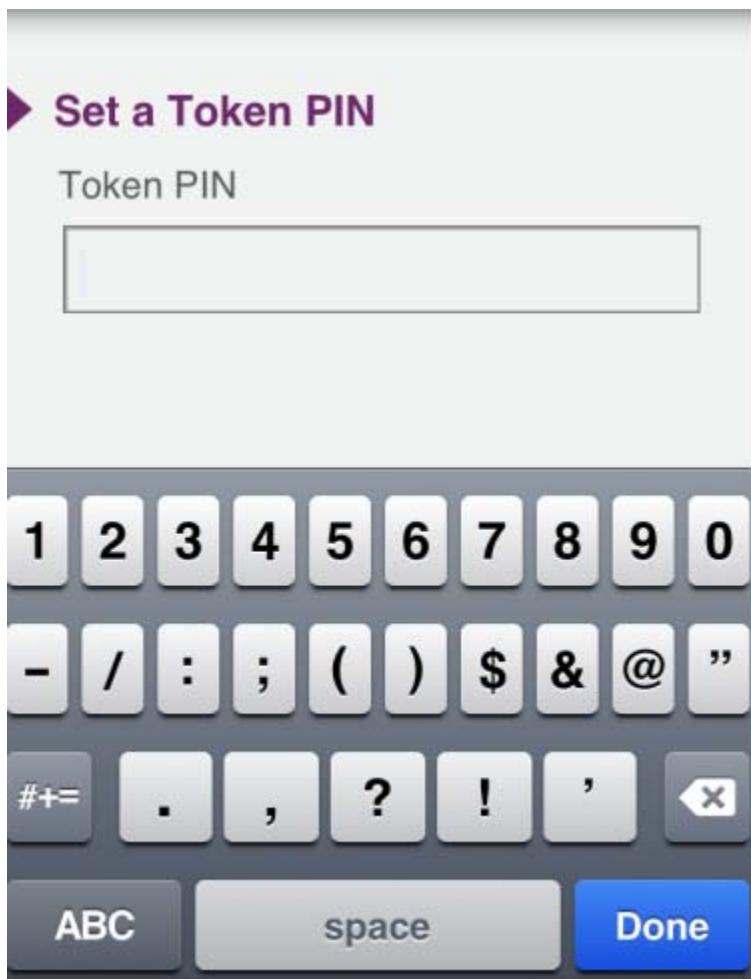
If your activation code is not accepted, you will be prompted to log in again and repeat the steps you already completed.

On the device where you downloaded MobilePass, click **Continue** to leave the screen with your activation code.

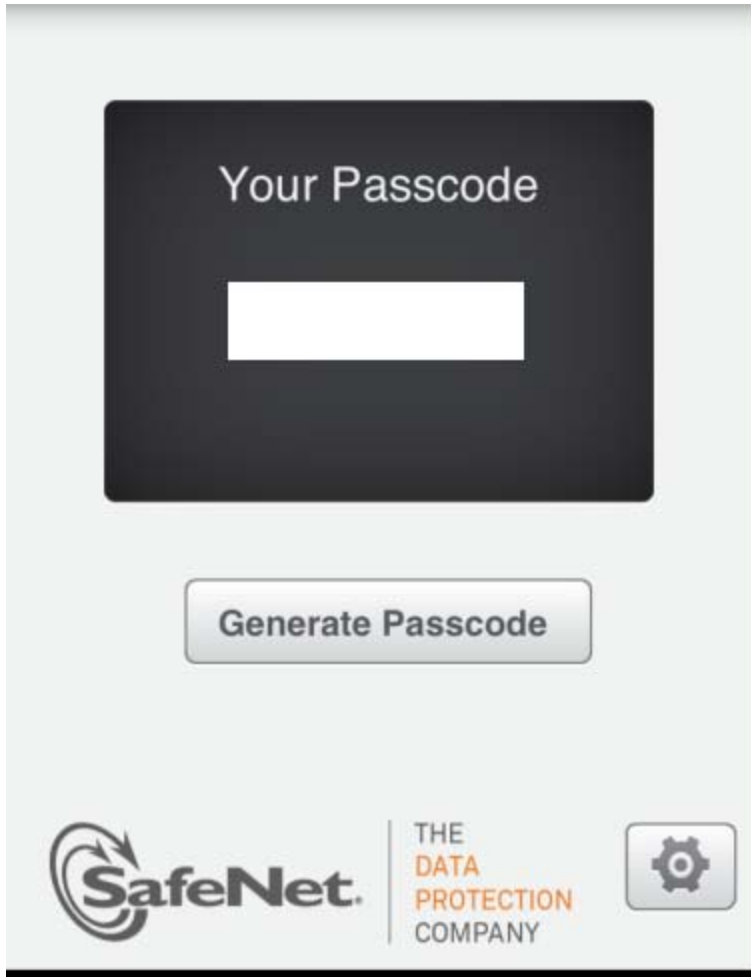
TOKEN PIN CREATION

Create a 4-digit pin that you will enter each time you need to generate a passcode for logging in to Employee Central. The 4-digit pin can be any combination of letters and/or numbers that you can remember readily.

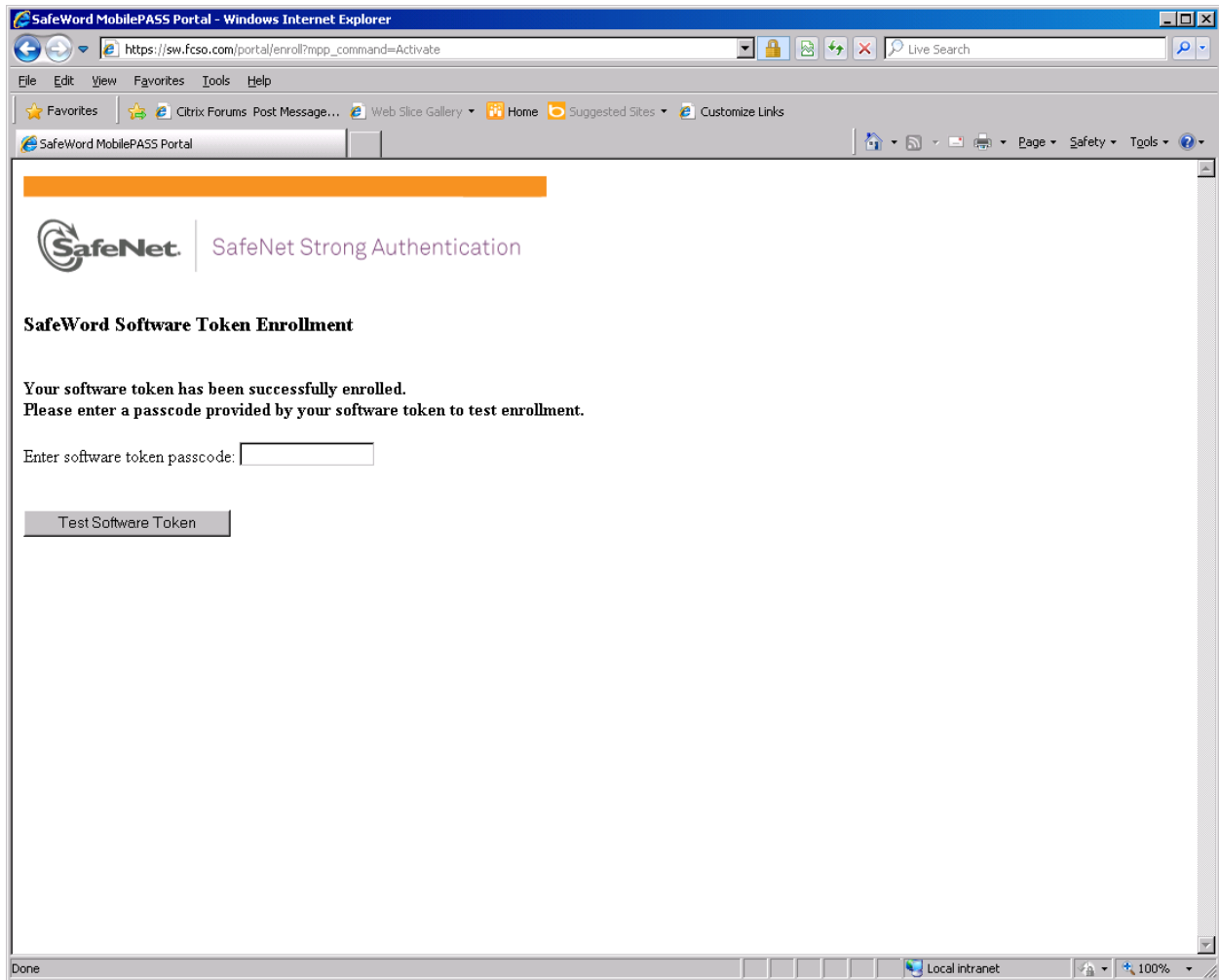
Click **Continue** or **Done**.



The first Passcode on your MobilePASS will be displayed.

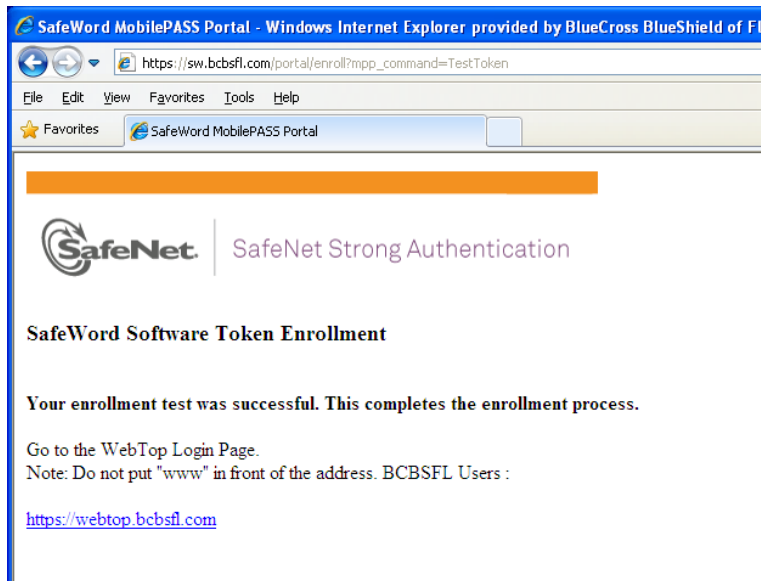


Return to the open browser window and enter the first passcode from your device in the *Enter software token passcode* field. Click **Test Software Token**.



Congratulations! You have successfully completed the one-time enrollment for your software token if the screen shown below displays!

Ignore the website hyperlink provided on the last page of the Software Token Enrollment and continue on to the final step (see the *Log In to Employee Central* section below).



II. Log In to Employee Central

Access the *General News* tab on Portal and then select **PeopleSoft Employee Central**.

If you are not on-site at DCMG:

- Navigate to the Diagnostic Clinic website: <http://www.dc-fl.com/> (or press Ctrl+click to follow the link here).
- Select the EMPLOYMENT tab. This is the page to start from when accessing Employee Central when not on-site at DCMG.
- Select **PeopleSoft Employee Central**

The device where you downloaded MobilePASS is needed each time you wish to access Employee Central.

- First you will enter a *User ID* (your RACF) and your *Password*.
- Then open MobilePASS



(orange shortcut on desktop)

- Select your token and enter your 4 digit token pin to generate a passcode
- You will then enter the passcode generated from MobilePASS for *Safeword Passcode*.
- Click **Login**

A screenshot of the 'GUIDEWELL Login to Employee Central' form. It has a header with the logo and title. Below is a grey box with the text 'Enter your User Id and Password'. There are three input fields: 'User ID:', 'Password:', and 'Safeword Passcode:'. A blue 'Login' button is at the bottom, with a link for 'Forgot your Password?' below it.

For your first login, you will be prompted to change from your temporary password and a message may indicate your password has expired. You will also be prompted to create three security questions.

III. Password Tips & Other Help

Expired Password or Locked Account

Multiple failed login attempts can result in a locked account. When you suspect this has occurred or otherwise are unable to log in, request a password reset.

You will be prompted to create a new password when your password has expired. Passwords expire every 30 days.

A new password will only be accepted if it meets these Password Requirements:

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- It must contain at least:
 - one upper case letter,
 - one lower case letter, and
 - one number.
- When resetting your password, you cannot reuse any of your last six passwords.
- You cannot have your userid/RACF as part of your password.
- For web, you may not use your userid/RACF, name, SSN or DOB as part of your password.

Password Support/Reset

Have your RACF ready and then call the Enterprise IT Service Desk toll free:

1-800-477-3736; then dial extension 58737

Press 1 for IT related issues
Then at the next prompt **press 2**
for Password support

Identify yourself as a Diagnostic Clinic Medical Group employee.

Changing MobilePass device

Have your RACF ready and then call the Enterprise IT Service Desk toll free:

1-800-477-3736; then dial extension 58737

Press 1 for IT related issues
Then at the next prompt **press 1**
for PC hardware, software, and printer support

Identify yourself as a Diagnostic Clinic Medical Group employee.