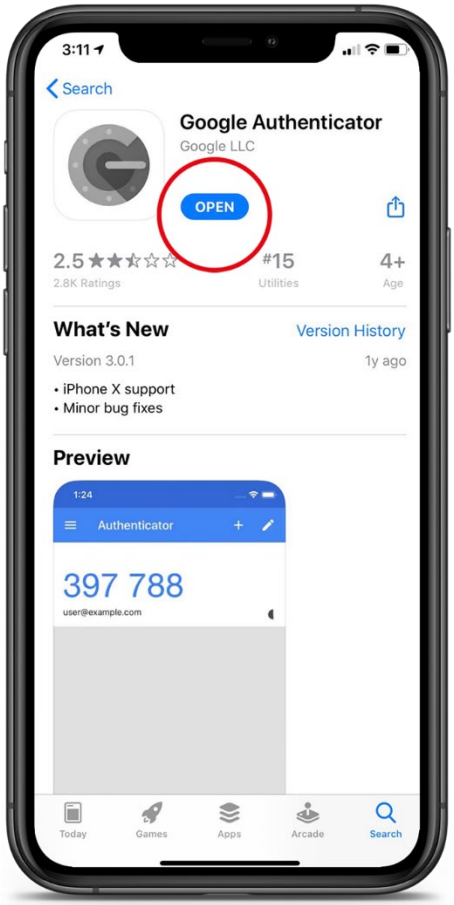
FAIRLEAD

Signing Into Fairlead FTP Site

Step 1 – Download Google Authenticator

When 1st notified that an FTP-Today will be established for their use, the Fairlead employee or vendor/partner POC must download on to their smart phone, the **Google Authenticator** App, which is available FREE from the Apple App store, or Google Play store for Android phones.

The Google Authenticator is used for two-factor authentication , and can be used for multiple accounts, including your Gmail accounts. The application will attempt to set up any Google accounts first. When required to link to Fairlead's FTP-Today account, you can simply skip over the Google account set up steps.



Step 2 – Log on to the Fairlead FTP Today site.

NOTE: This step must be completed on your laptop or desktop computer because your will need your smart phone to use the Google Authenticator App

Immediately following the creation of an FTP-Today account, a system generated email is sent to the new user. Following the email instructions, the new user will log on to the Fairlead FTP-Today site, and using their **email address as their User ID**, and the initial password to gain access. At this point, the user is presented the initial two-factor authentication login stopping point. Following the instructions and pictures shown below, and using the Google Authenticator App when directed, the user will proceed to establish their FTP-Today account.

Once the user completes the initial login to the Fairlead FTP-Today (fairlead.govftp.com), the screen below will appear.

NOTE:

PLEASE DO NOT SCAN THIS QR CODE. IT IS JUST AN EXAMPLE PICTURE.

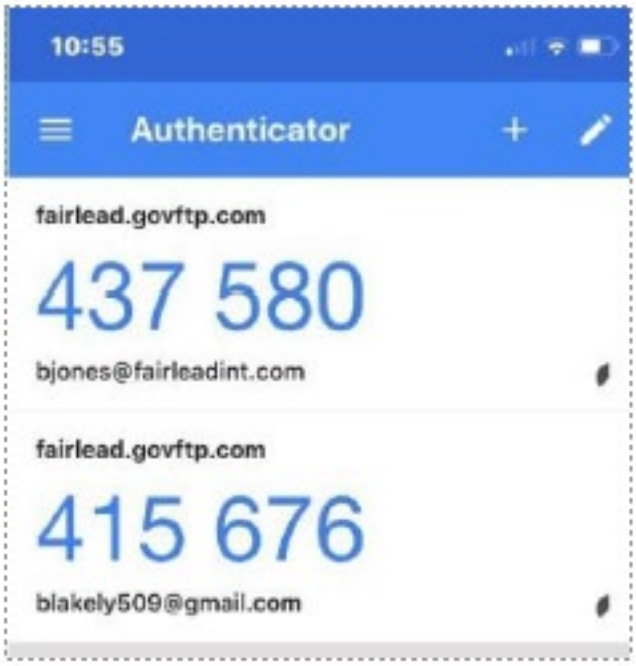
Please ensure that you SELECT AND PRESS the word **"SAVE"** located in the upper right corner of the Grey Box located under the phrase "Setup of Two-Factor Verification"

Step 3: Open your Google Authenticator application

Skipping the Google Authenticator app prompting you to login into Google, select the prompt to SCAN a QR Code. Point your phone at the monitor screen displaying the Fairlead logo and the QR SCAN CODE for the FTP-Today account. SCAN the QR Code.

Once QR code is scanned successfully, you will be presented with a unique authentication number for fairlead.govftp.com.

The screen shot below is an example of the screen appearance that you should see – the numbers are unique to your login.



Step 4: Save The Passcode on the Fairlead FTP Today site.

Using the Google Authenticator App's unique 6 digit code, you will enter the code it into the PASSCODE bar on Fairlead secure file transfer screen.

NOTE: A new code will be generated and entered whenever a user logs into the FTP-Today Portal.

With each login, please ensure that you SELECT AND PRESS the word "SAVE" once completed.

NOTE: PLEASE MANUAL CLICK SAVE WITH YOUR MOUSE, DO NOT HIT ENTER ON THE KEYBOARD.