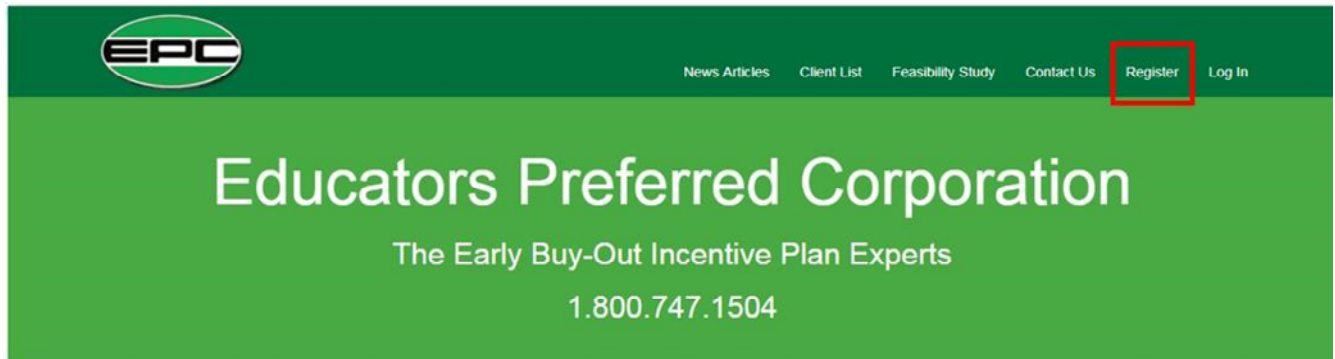


EPC Registration Instructions

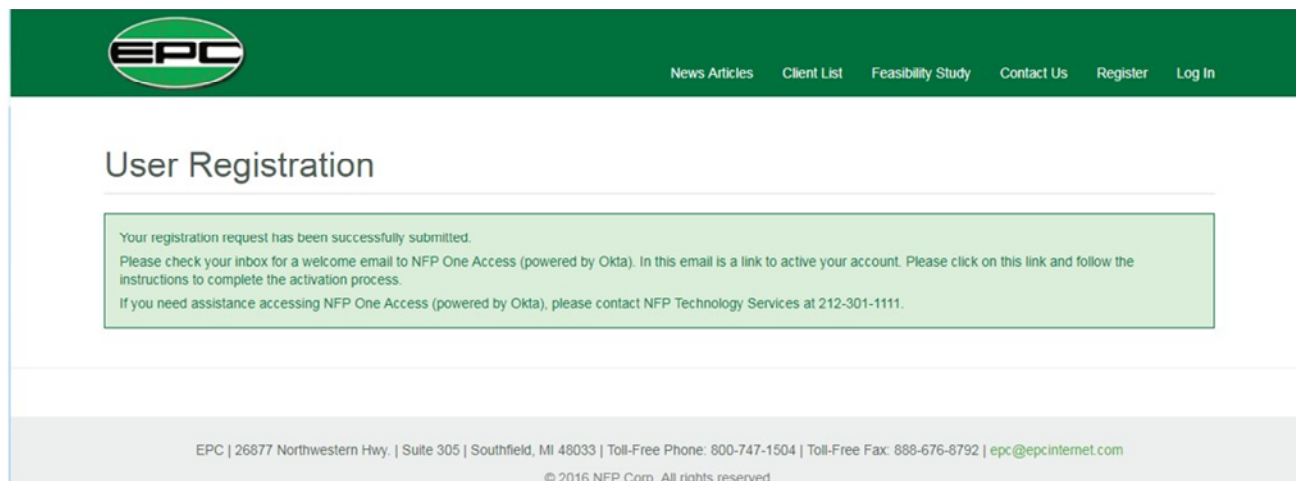
When you access EPC for the first time, you will need to register as a new user. Please follow the instructions below to complete the registration.

1. Navigate to epcinternet.com
2. Click the Register link in the upper right-hand corner of the page.



3. Enter the email address provided to EPC and click the Register button.

4. When the Registration process is complete, the following screen will be displayed.



5. In approximately one hour you will receive an email to activate your NFP One Access (powered by Microsoft) account. When you receive the email, click on the activation link and follow the instructions on the next page to complete the enrollment/activation of your NFP One Access account.

NFP One Access Enrollment/Activation Instructions

NFP One Access is your portal to the EPC application. NFP One Access provides a secure method of accessing the application by utilizing two methods of authentication, your login\password and a second authentication method such as a phone call or the Microsoft Authenticator mobile application. Once enrolled, you will see tiles for your available applications.

Setting Up Your Account

The enrollment process requires the Microsoft Authenticator app on your mobile device. When you sign in to NFP applications using your username and password, you can either approve a push notification or enter a provided verification code from the mobile app.

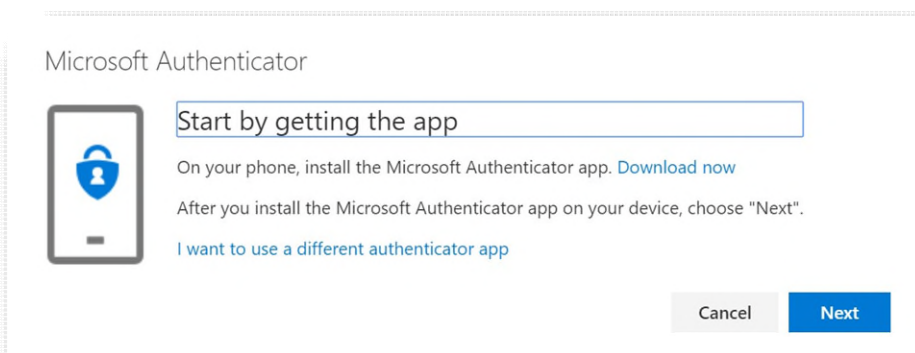
Required Enrollment Process

1. Click the registration link found within the registration email you received from **Microsoft Invitations on behalf of NFP Corp** <invites@microsoft.com>
2. Credential to be entered:
 - a. If you have an account registered with Microsoft already, the system will identify that account and prompt you to enter the existing password.
 - b. If your email is not found, you will create a Microsoft account following the prompts on the screen.
3. If you have not yet enrolled, you will be prompted with “More information required” – select **Next** and continue to follow the prompts on your computer screen

Download the App to your Mobile Device

1. Install the Microsoft Authenticator app to your mobile device.

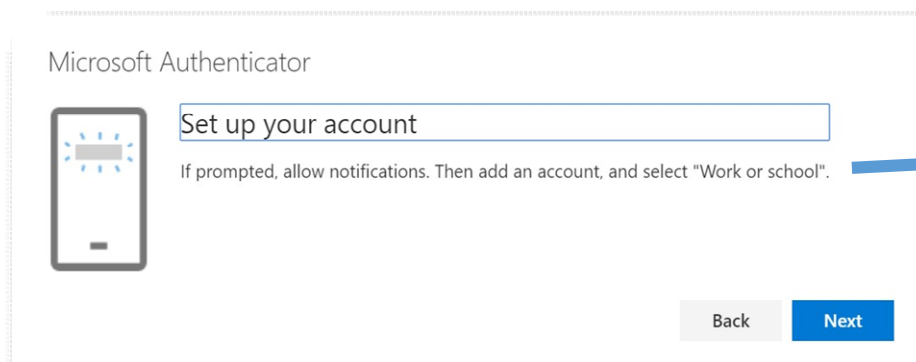
You can find the app from [Google Play](#) or the [Apple App Store](#).



2. Open the app on your mobile device. Select **Add personal account**.
3. Click **Next** on your computer.

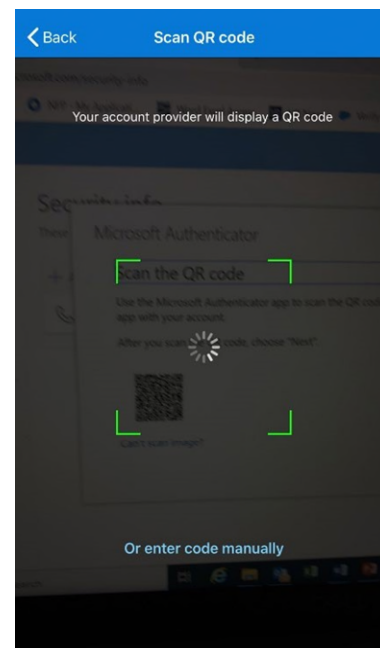
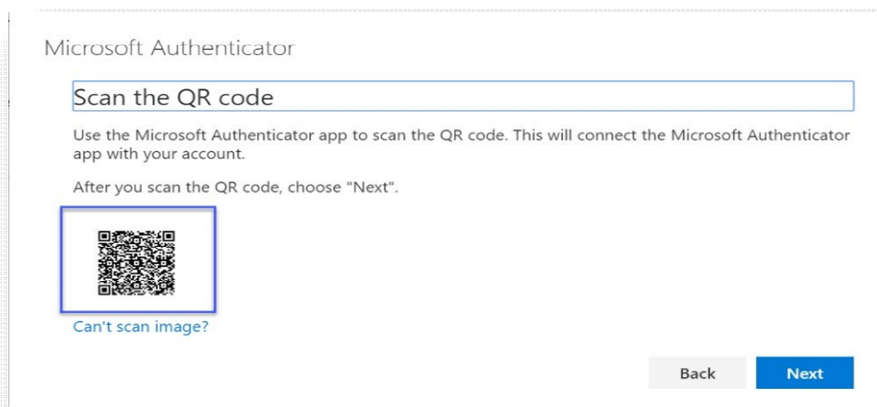
Set Up Your Account

4. If prompted in the app, select **allow notifications**



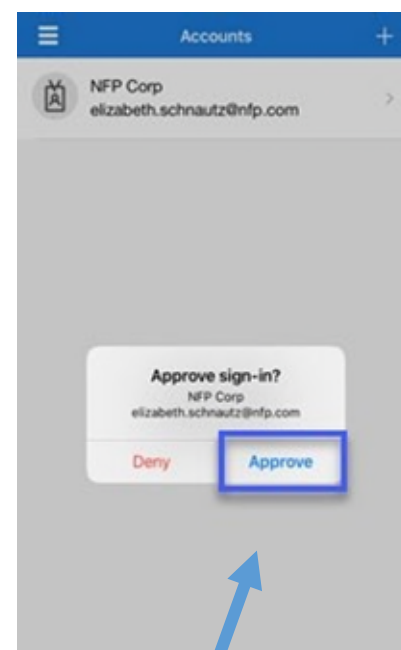
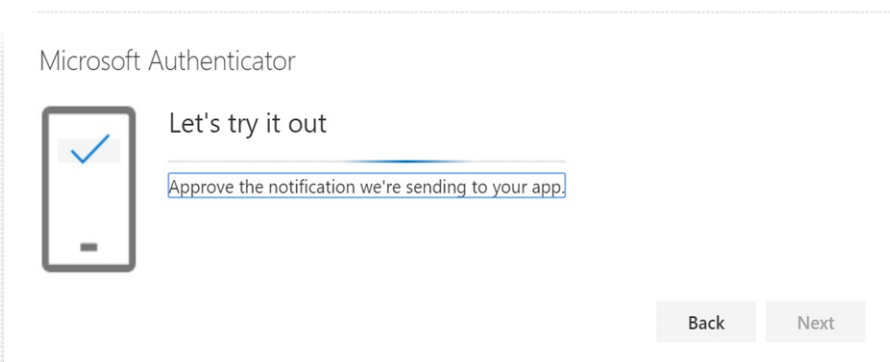
5. Select **Add account** from the app. You will be prompted to choose what kind of account you are adding. Select **Work or school account**. A QR scanner should appear on your device.
6. Click **Next** on your computer.

7. Scan the provided code with the Microsoft Authenticator app QR code reader that appeared on your mobile device after selecting “work or school account” in Step 5.

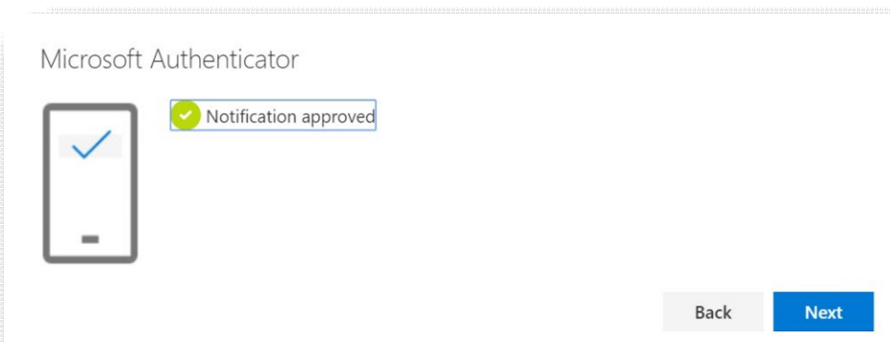


NOTE: Make sure you scan the correct QR code. The code is unique to you.

8. Click **Next** on your computer.
9. A notification is sent to the Microsoft Authenticator app on your mobile device to test your account.



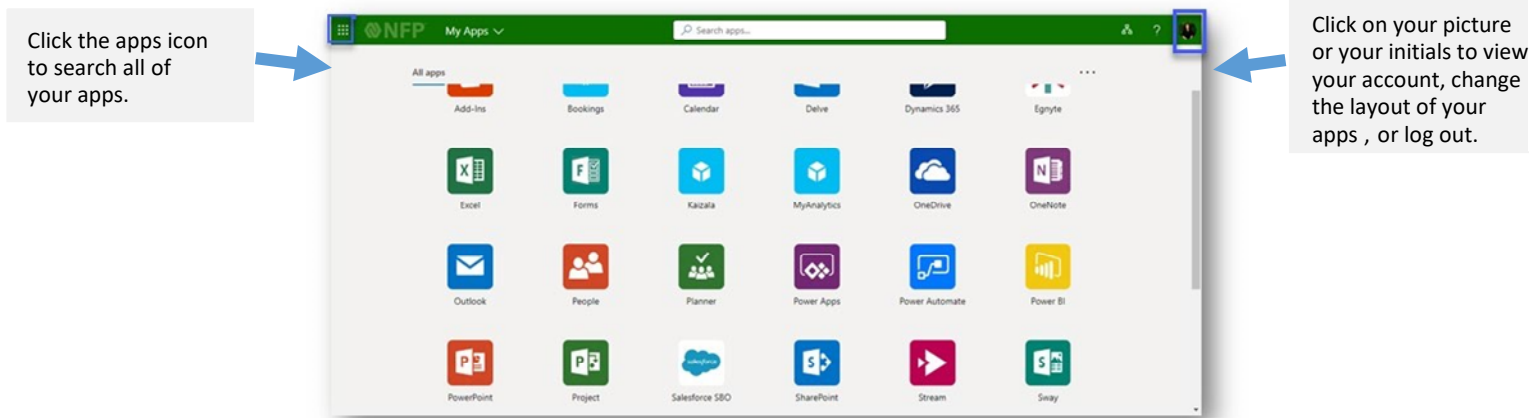
10. Congratulations! Once approved, your enrollment is now complete.



Select **Approve** when prompted in app.

Where are my apps?

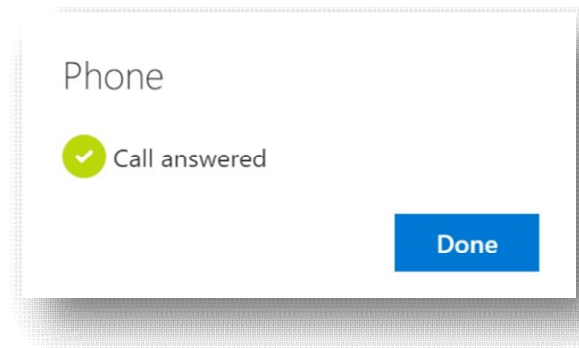
All of the software you have access to is found under **My Apps** on your Office 365 home page.



Phone Call Authentication (Optional)

Once enrolled in Microsoft Authenticator, you also have the option to utilize **Phone Call** as your two-factor authentication and password reset method. This method will place an automated phone call to the phone number you provide. Simply answer the call and press the pound key (#) on the phone keypad to authenticate.

1. To add the phone call verification method, go to <https://mysignins.microsoft.com/security-info>
2. Select **Add method** → **Phone** → **Add**
3. Continue to follow the prompts on your computer screen.



Additional Resources

For additional guidance on Microsoft Authenticator, visit [ServiceNow](#) and type "Microsoft Authenticator" in the search bar.

- [How to Use the Microsoft Authenticator App article.](#)
- [Download and install the Microsoft Authenticator App article.](#)

Questions?

Contact Technology Services through [ServiceNow](#)