

# Digital PIN and Time-Based One Time Password Setup

## Reference Guide

PIEE Portal

My Account

Setup Digital PIN

Setup Time-Based One Time Password

### Changes to PIEE Signature Requirements

Digital Signature – User Logging in with a User ID/Password

PIEE will now require users logging in with a User ID/Password to enter a PIN and a Time-Based One Time Password for all digital signatures in the PIEE application. The following will show the necessary one-time setups for this process.

- Setup Digital PIN
- Setup Time-based One Time Password

In PIEE signing documents as a user that is logged in with a User ID and Password will now be required to enter a self-defined 6 digit pin and a One Time Password delivered via E-Mail, alternatively if the user is having issues receiving the OTP via E-Mail they may also setup a OTP on their mobile device. Instructions for both will follow.

### Sample Digital Signature

#### Sign Agreement

**By signing, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.**

• Info: As of 2020/07/28 14:11:22 UTC, an email was sent to your email account [redacted] with a One-Time Password (OTP). This password will expire in 300 seconds.



**i** The PIEE signature requirement has changed to allow support for all the major browsers. Click [here](#) for more information.

**⚙** If you have not setup your Digital PIN, click on Manage Digital PIN link to setup your PIN.

**🕒** If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting [Setup Time-Based One Time Password](#) page.

Pin \*

[Manage Digital PIN](#)

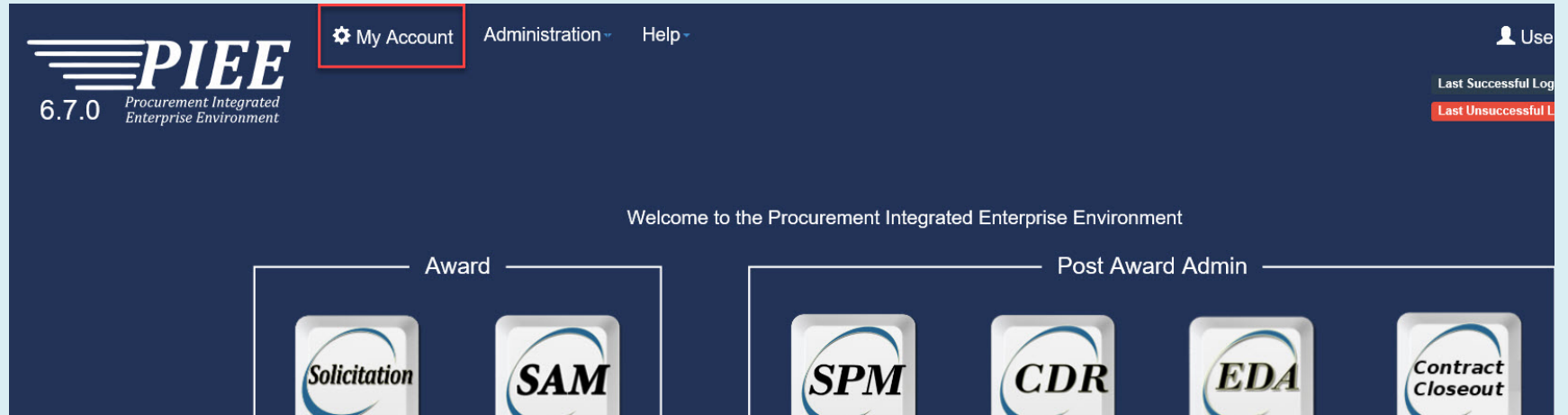
OTP \*

[Send OTP via E-Mail](#)



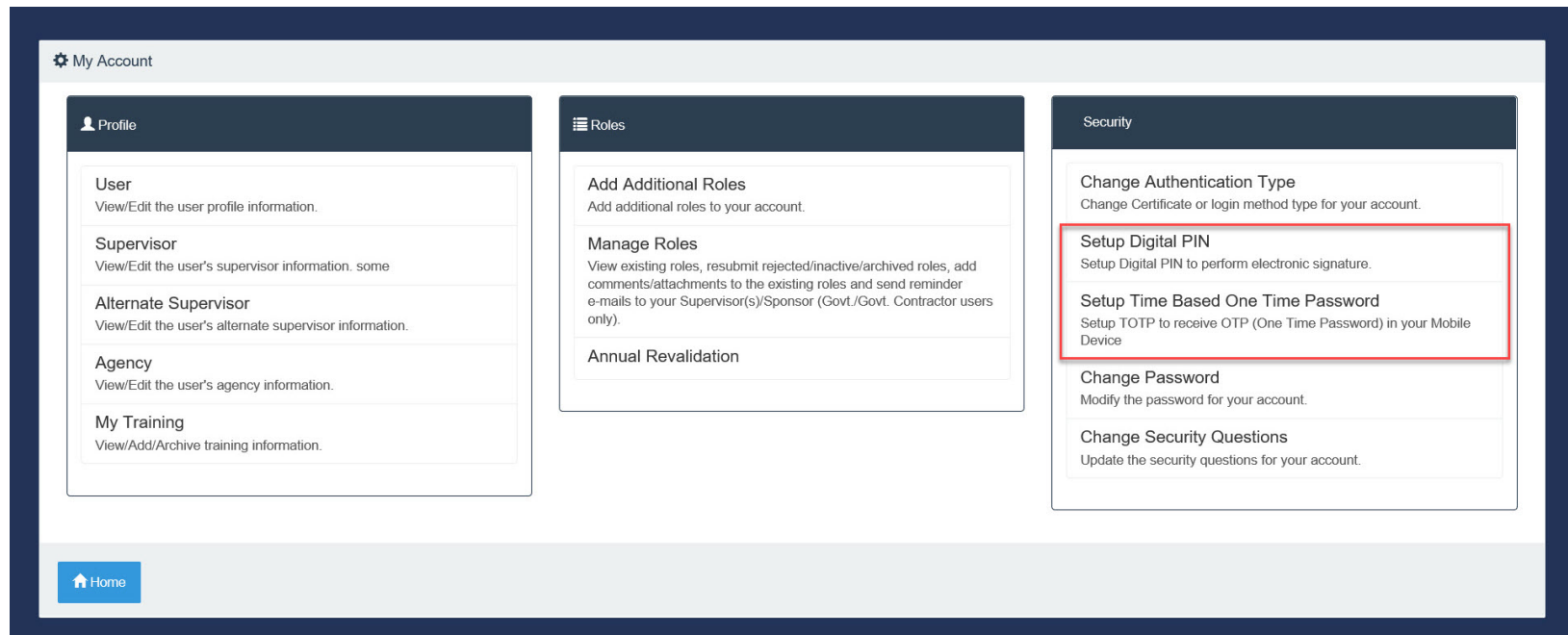
Log into PIEE with a User ID and Password user and click the My Account button at the top of the window.

## Accessing My Account



The Setup Digital PIN and Setup Time Based One Time Password options will be available on the My Account screen.

## My Account



## Setup Digital PIN

Select the Setup Digital PIN link, the user will be taken to a new screen where they will follow the instructions for creating a Digital PIN to be used when performing signature actions in PIEE. This is a one-time setup process.

Step 1. Enter your current password  
Step 2. Enter a 6 Digital PIN and Confirm PIN.  
This PIN will be needed to perform signature within PIEE applications.

Once the steps are completed click the Submit button to finalize the Digital PIN.

Setup Digital PIN

**Digital PIN Setup**

- Step 1. Enter your current password
- Step 2. Enter 6 Digital PIN and Confirm PIN
- This PIN will be needed to perform signature withing PIEE applications.

Current Password \*

Digital PIN \*

Confirm Digital PIN \*

✓ Submit Home

### Time-Based One Time Password (TOTP)

Users may setup a Time-based One Time Password to be used instead of the E-Mail OTP this is an optional step and the E-Mail OTP will be the default method for receiving OTPs for signing documents.

Select the Setup Time Based One Time Password link, the user will be able to taken to a new screen where they will follow the instructions for setting up the Mobile App Authentication for Time-based One Time Passwords.

Prerequisite –

Download an Authenticator App which supports Time-based One Time Password from either the Apple App Store or the Android Google Play store. These applications are typically free of cost. Please use appropriate application that is compliant within your organization.

Examples of mobile applications which support TOTP:

- Microsoft Authenticator
- Google Authenticator
- Adobe Authenticator
- 2FAS Authenticator

Setup –

Step 1. Enter your current password

Step 2. Click on the 'Submit' button to generate secret key for TOTP

Once the steps are completed click the Submit button to finalize the Time-based One Time Password.

## Setup Time-based One Time Password

### Prerequisite -

- Download An Authenticator App which supports Time-based One Time Password from either the Apple App Store or the Android Google Play store. These applications are typically free of cost. Please use appropriate application that is compliant within your organization.

Examples of mobile applications which support TOTP

- Microsoft Authenticator
- Google Authenticator
- Adobe Authenticator
- 2FAS Authenticator

### Setup -

- Step 1. Enter your current password
- Step 2. Click on the 'Submit' button to generate secret key for TOTP

Current Password \*

✓ Submit

🏠 Home

## PIEE - OTP



This email was generated in TEST3D{DB name: PIEETST3 , Version:6.6.0 - JAX\_TEST} environment. If you are a PRODUCTION user, then please ignore

Your OTP: E168989-V4VP

Use the code above to sign the document in PIEE suite.

This is a one-time code and will expire in 300 seconds.

This code was generated at 2020/07/28 15:03:29UTC

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

Sample OTP  
E-Mail