**Steps to Sign Out**

1. Sign out of Identity by clicking on this link: [Home Page - Barko Identity](https://identity.barko.co.za/)

Graphical user interface, application

Description automatically generatedYou should see the below window, where you can click on “Sign Out” (Blue Circle on Image)

1. After you clicked on Sign Out, you must choose which account you want to sign out of.

Graphical user interface, application

Description automatically generated

Graphical user interface, text, application

Description automatically generatedIf it signed you out successfully, you’ll be presented with this screen:

1. Please close the browser and open it again.
2. After you opened the browser again, you can go to BIP to sign in again. <https://portal.barko.co.za/>
3. The website will ask you to sign in again, please do so with your @barkoFin.onmicrosoft.com account.

**Remember to use your Employee Code before the “@” sign when using the above-mentioned step 5.**

Graphical user interface, application, PowerPoint

Description automatically generated

If your @barkoFin.onmicrosoft.com account is not presented in the screen that appears, please click on “Use another account” and enter your email & password.

**Last Step, close your browser (Edge) completely and try again.**