



Getting Started with Okta and YellowFolder

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Activating your YellowFolder Account

Receive Registration Email

You should receive an email that looks like this. Click on the **Activate YellowFolder Account** button.



Welcome to YellowFolder's New Login!

Hi Brock,

Let's get you started

Your system administrator has created a YellowFolder user account for you.

Click the following link to activate your YellowFolder account:

Activate YellowFolder Account

This link expires in 7 days.

Your username is bboren.dms@yellowfolder.com

The link to the YellowFolder website is <https://www.yellowfolder.com/>

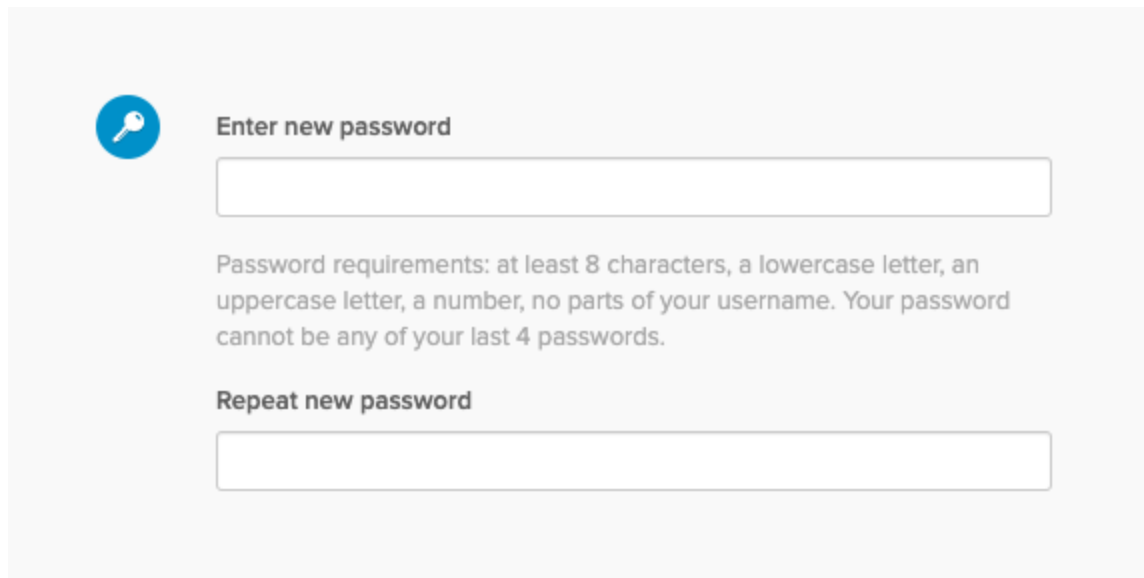
Please refer to this [User Activation Guide](#) for your account setup.

If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: <https://www.yellowfolder.com/contact>

This is an automatically generated message from [YellowFolder](#). Replies are not monitored or answered.

You will be redirected to User Account Activation page. This is where you will be creating your account and setting your password.

Create Password



The screenshot shows a form titled "Enter new password" with a blue key icon. It contains two text input fields: one for the new password and one for repeating it. Below the first field, there is a paragraph of text detailing password requirements: "Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username. Your password cannot be any of your last 4 passwords."

Enter new password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username. Your password cannot be any of your last 4 passwords.

Repeat new password

Choose a "Forgot Password" Question

Choose a question that you are sure you can remember the answer to. This will be used if you ever need to [reset your password](#).



The screenshot shows a form titled "Choose a forgot password question" with a blue padlock icon. It features a dropdown menu for selecting a question and a text input field for the answer. The dropdown menu currently displays the question "What is the food you least liked as a child?".

Choose a forgot password question

What is the food you least liked as a child?

Answer

Add a Phone Number for Resetting Your Password

Enter a phone number that can receive texts (SMS). This number will be used if you ever need to reset your password.

Forgot Password Text Message

×

Enter the phone number you'll use to receive codes via text message, then click Send Code to verify that it works.

Country

United States

▼

Select the country where your phone is registered.

Phone number

Enter your number the way you normally dial it. Do not add your [country code prefix](#).

Send Code

After entering your phone number, a code will be texted to you. Enter that code in the box below and click **Verify**.

Forgot Password Text Message

×

Check your phone for the passcode and enter it below. Your message should arrive in less than a minute.

Enter code

414730

Verify

✓


Phone number successfully verified!

Click Done to finish setup.

Done













Choose a Security Image and Create My Account

After selecting an image, click **Create My Account**



Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



Create My Account

Congratulations! You have successfully created your YellowFolder account 🎉


Signing in to YellowFolder

Sign In

After creating your account, you should be redirected to a page that looks like this. Enter your username (your email address) and password and click **Sign In**.

Let's Get Started


Login with your YellowFolder username and password to begin uploading documents.

 **YellowFolder**

Sign In

Username

Password

☐ Remember me

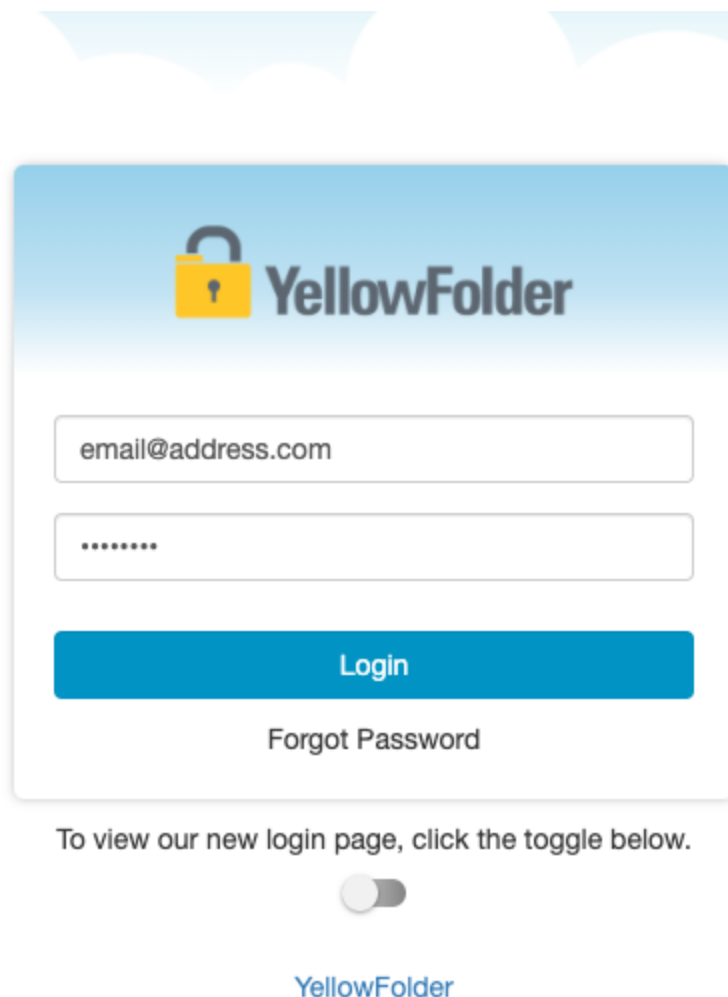
Need help signing in?

To view the classic login page, click the toggle below.



YellowFolder

If you would prefer to use the previously existing login system, click the toggle beneath the **Sign In** button. After clicking the toggle, you should see a page that looks like the image below. Use your existing login credentials to sign in.

The image shows a login interface for YellowFolder. At the top, there is a yellow padlock icon followed by the text "YellowFolder". Below this, there are two input fields: the first contains the placeholder text "email@address.com" and the second contains seven dots, indicating a password field. A blue "Login" button is positioned below the password field. Underneath the button is a link that says "Forgot Password". Below the entire form area, there is a text prompt: "To view our new login page, click the toggle below." followed by a toggle switch that is currently in the "off" position. At the bottom of the image, the "YellowFolder" logo is displayed again in a smaller, blue font.

email@address.com

.....

Login

[Forgot Password](#)

To view our new login page, click the toggle below.

☐


YellowFolder

Set Up Multifactor Authentication

You will be asked to create a security question the first time that you sign in to YellowFolder using Okta. Click on Configure Factor to set your security question and answer.

Let's Get Started



Login with your YellowFolder username and password to begin uploading documents.



Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your account

Setup required

**Security Question** 
Use the answer to a security question to authenticate.

Configure factor

To view the classic login page, click the toggle below.




YellowFolder

After successfully creating your security question, you may choose to set up any other multifactor authentication method for login or click **Finish** to log in to YellowFolder.

Let's Get Started



Login with your YellowFolder username and password to begin uploading documents.




Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors


**Security Question**

Additional optional factors

**Google Authenticator**


Enter single-use code from the mobile app.

Setup

**SMS Authentication**

Enter a single-use code sent to your mobile phone.

Setup

**Email Authentication**

Enter a verification code sent to your email.

Setup

Finish

To view the classic login page, click the toggle below.



YellowFolder

Additional Support

Contact YellowFolder Support at support@yellowfolder.com if you are experiencing issues with logging into YellowFolder. We will respond as quickly as possible.