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Getting Started with Okta and YellowFolder

Activating your YellowFolder Account

Receive Registration Email

You should receive an email that looks like this. Click on the **Activate YellowFolder Account** button.
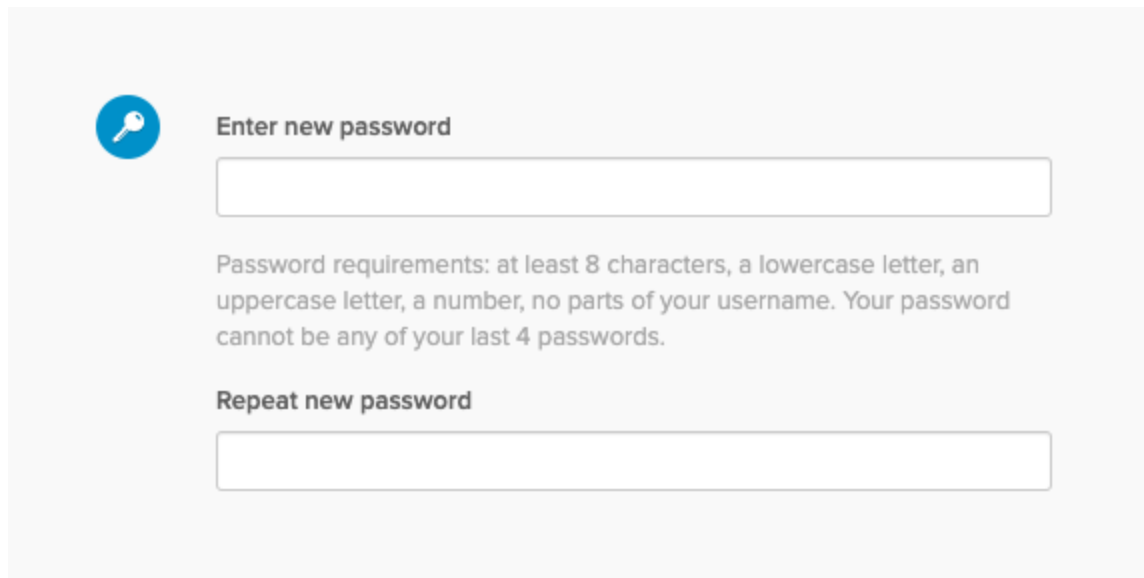
You will be redirected to User Account Activation page. This is where you will be creating your account and setting your password.

Create 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.

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.

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

Choose a Security Image and Create My Account

After selecting an image, click **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

email@address.com

Password

••••••••

☐ Remember me

Sign In

Need help signing in?

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

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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.

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.
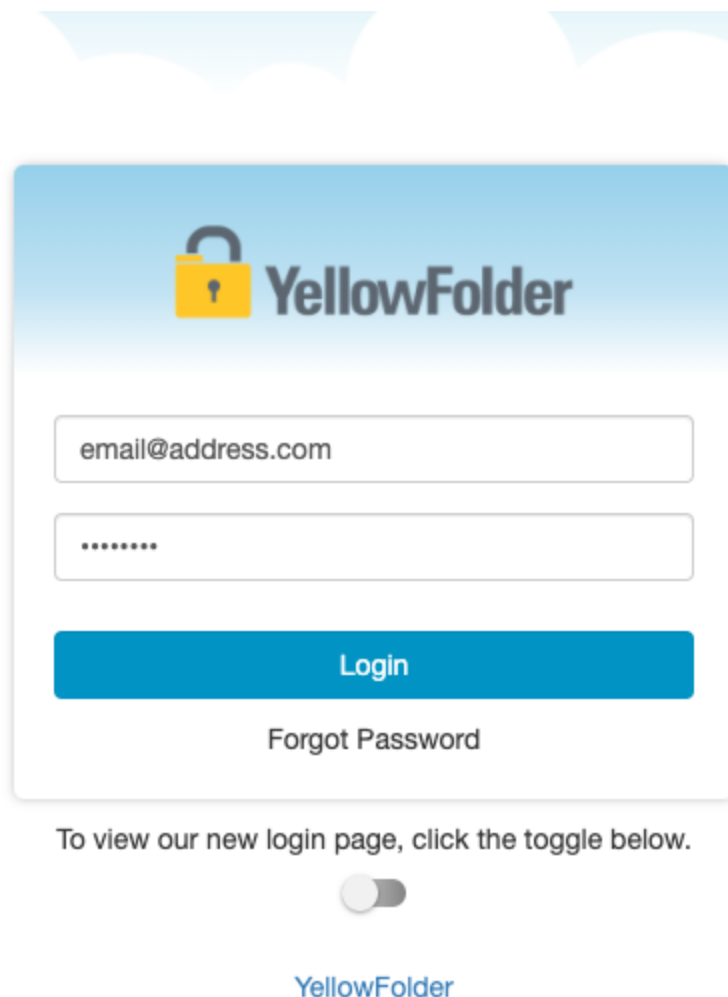
YellowFolder

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.

YellowFolder

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.

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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.