



MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	VPN ACCESS	Ref. No.
DEPARTMENT :	INFORMATION TECHNOLOGY	ITD-15-12-0303
TO :	ALL BRANCHES, OPERATIONS	

OBJECTIVE

1. The objective of this document is to guide branch personnel on how to access the VPN connections to MMPI Head Office.
2. To provide guidelines for remote access Virtual Private Network (VPN) to allow branch end-users to use our corporate systems and web-based applications.

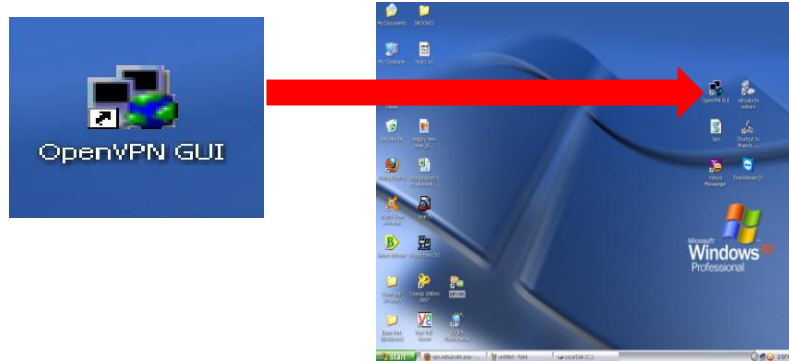
POLICIES

1. All valid MMPI users are permitted access through VPN. VPN is a “user managed” service. In order to access this service the branch must first look for an Internet Service Provider (ISP), coordinate installation, and pay associated fees.
2. It is the responsibility of the IT department to provide or install the application on branch computers to provide for VPN access.
3. VPN access is controlled with MMPI user account and password and should at all times not be shared to other users. This is a critical offence as stated under the COD.
4. All computers connected to the MMPI network via VPN must have anti-virus software and all the latest Windows updates installed. All PCs will be scanned for compliance with MMPI Network Security prior to establishing a secure connection.
5. VPN users will be automatically disconnected from the MMPI network after thirty (30) minutes of inactivity. The user must then login again to reestablish the connection.
6. Using VPN technology with personal equipment are not allowed, users must understand that their machines are a de facto can't be as extension of the MMPI network.

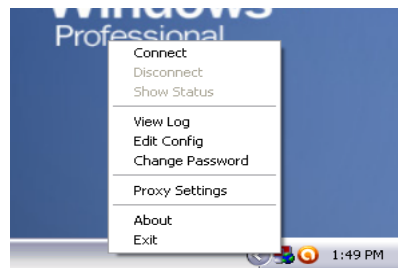
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PROCEDURE

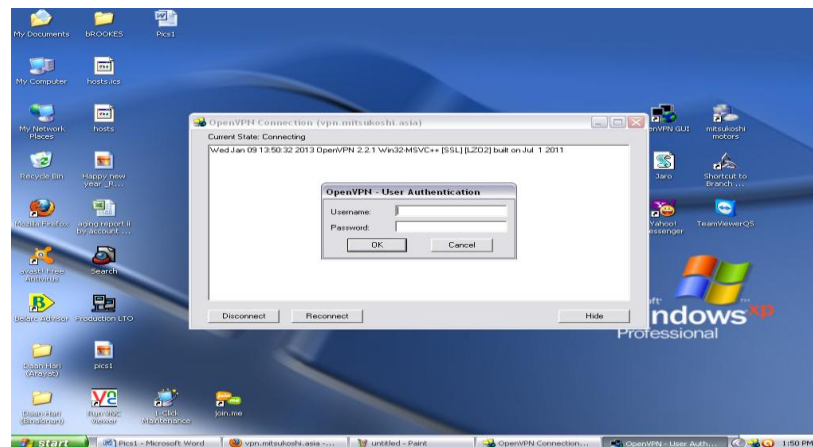
1. Open VPN GUI by double clicking OpenVPN GUI icon





2. Right click taskbar icon, then click "Connect".

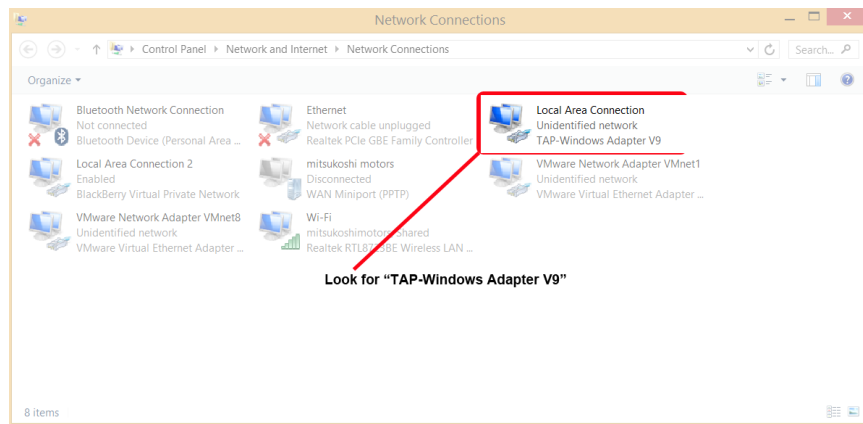


3. Enter VPN username and password, then click "OK".





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4. If connection failed, open folder -> control panel -> network and internet -> network connection properties and look for VPN network adapter. Right click , then click “Enable”.



5. Repeat step 1.1 and step 1.2 Connect using VPN (OpenVPN).

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