Some carriers require multi-factor authentication (e.g., an emailed code you need to enter) before fully connecting you into the website.

These codes are emailed to weblogins@pacden.com. Follow the steps below to set up and access the Web Logins mailbox folder to get the code.

One-Time Setup

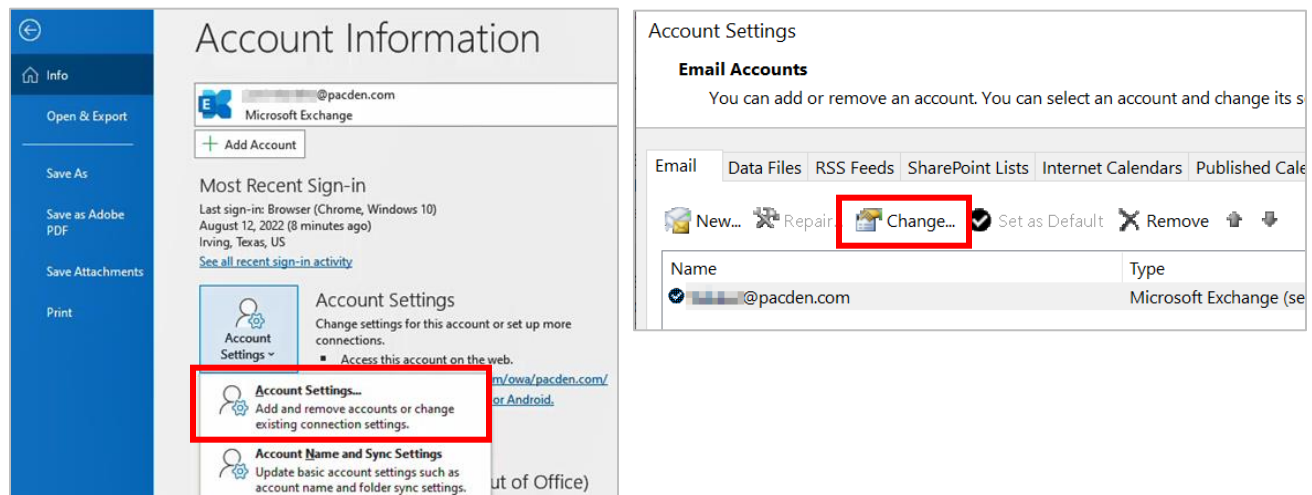Follow the initial setup steps below based on how you access your email.

From Okta> Microsoft Office 365 Mail

1. Right-click on **Folders**.
2. Click **Add shared folder**.
3. In the search box, type "Web" and then click on **Web Logins** from the results.
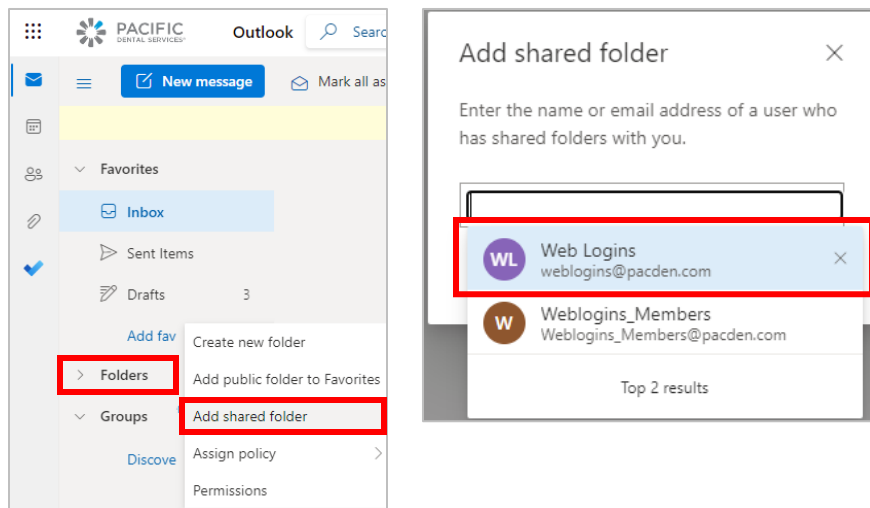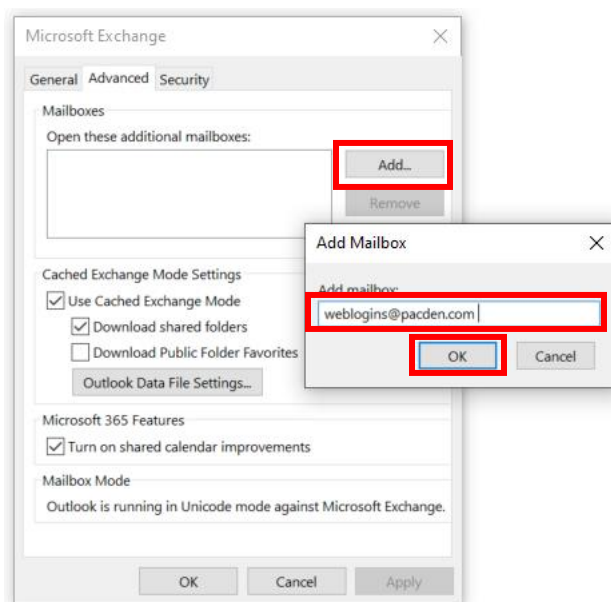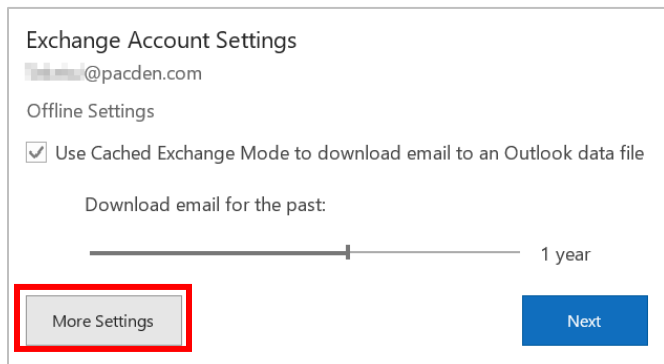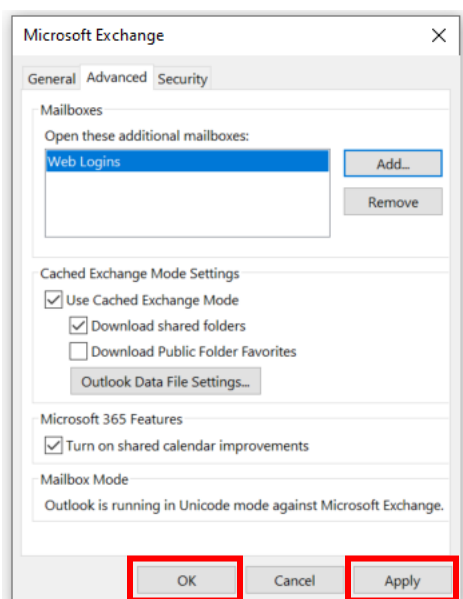

From Outlook 2013

1. Click **File> Account Settings**.
2. On the **Email** tab, click the line with your email address and then click **Change**.

3. Click **More Settings**.
4. On the **Advanced** tab, click **Add**, enter weblogins@pacden.com, and click **OK**.
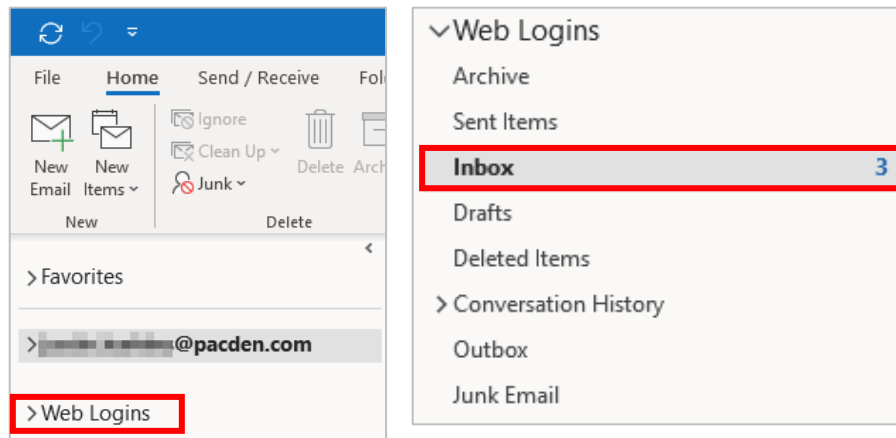

5. Click **Apply** and then **OK**.

6. Back on the **Exchange Account Settings** box, click **Next**.
7. In the **Account successfully updated** box, click **Done**.

Access Mailbox & Locate Code

1. From the **Home** tab, click the **Web Logins** dropdown (under your personal mailbox) and then click **Inbox**.

2. Locate the email and copy/paste the code into the carrier website to be fully authenticated.

   NOTE: Since multiple users access this mailbox, you'll need to carefully review the context of the email to ensure it's the correct one (ex., correct office name is mentioned).

Web Logins Mailbox Access Request Help Ticket

If you don't see the Web Logins mailbox and you should have access, submit a help ticket to IT> Make a Request> Access & Password> Other Applications/Software Access.
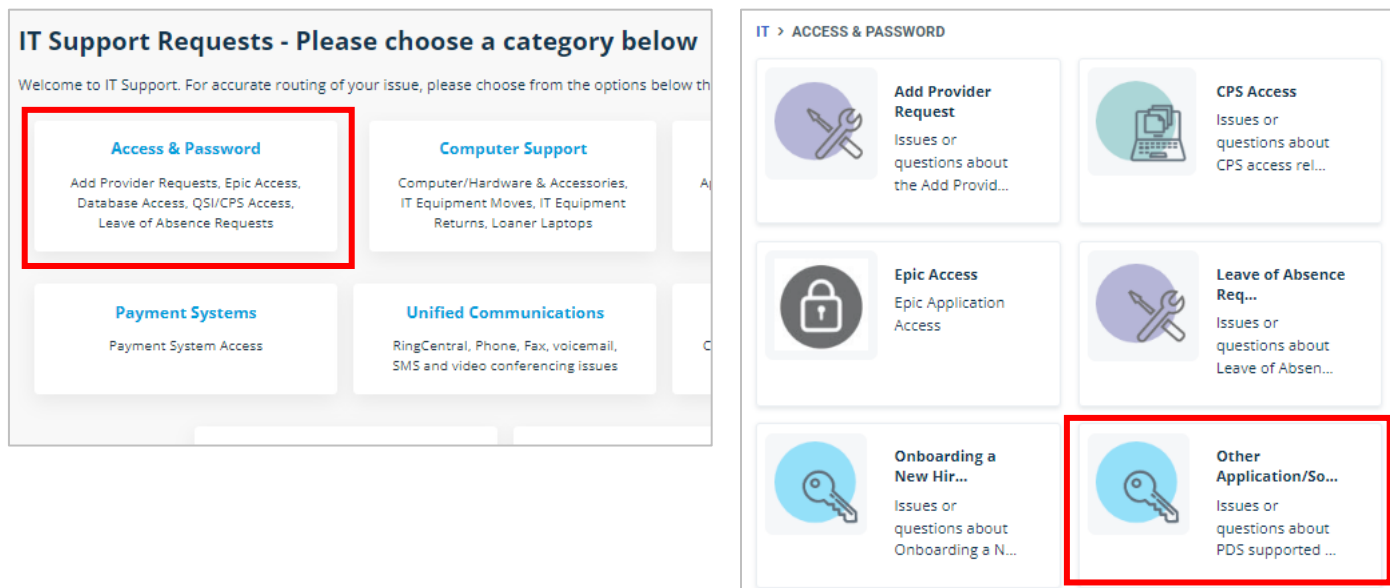
NOTE: During the roll-out phases, the Weblogins shared mailbox will be proactively added to user profiles.