



Unified Identity Service (UIS) for Corporate O2

ENROLLMENT GUIDE



CORPORATE

Unified Identity Service (UIS)

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What's happening?

In order to enhance the security of your account information, the basic multi-factor authentication being used today will be replaced with Unified Identity Service (UIS), providing a more consistent and secure mechanism for login authentication.

Timeline & Action Items

- On **4/18/25** users that have logged in within the last 45 days will receive an enrollment email with instructions and a link to create a new Corporate O2 ID.
- The link expires within 7 days so please take action as soon as possible.
- Users that have not accessed the service within the last 45 days will need to contact **Treasury Support** and an invitation email will be issued.
- Once you click the link, enrollment must be completed within 45 minutes. If you do not complete the enrollment process within 45 minutes please contact **Treasury Support** at **630 966 2455** for assistance.
- Upon clicking the link you'll be asked to select a new username and password.
- You will then be prompted to choose your two-factor login method. Options include: SMS text, voice phone call, authenticator app, or secure token. If you currently have access to multiple companies, you will receive an email for each of them. You will create one Corporate O2 ID for all of them.
- If you use your Corporate O2 credentials to interface with any external services, you will need to redo that process with your new credentials.



View the tutorial here.

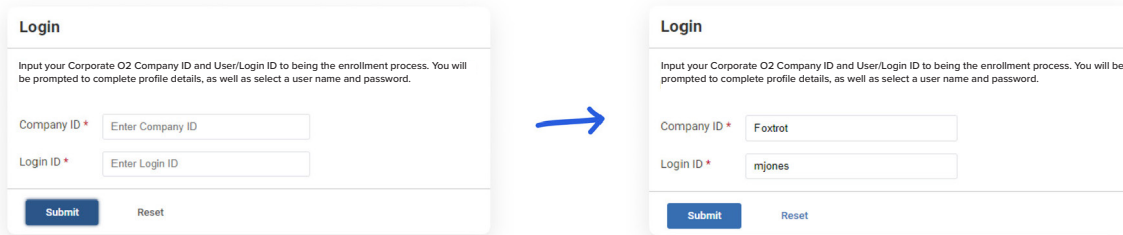
Click to watch a video of the enrollment process.



Enrollment Process

STEP 1: Receive enrollment email and click on Digital ID enrollment link. **LINK EXPIRES WITHIN 7 DAYS.**

STEP 2: Log in with the Company and Login IDs provided.

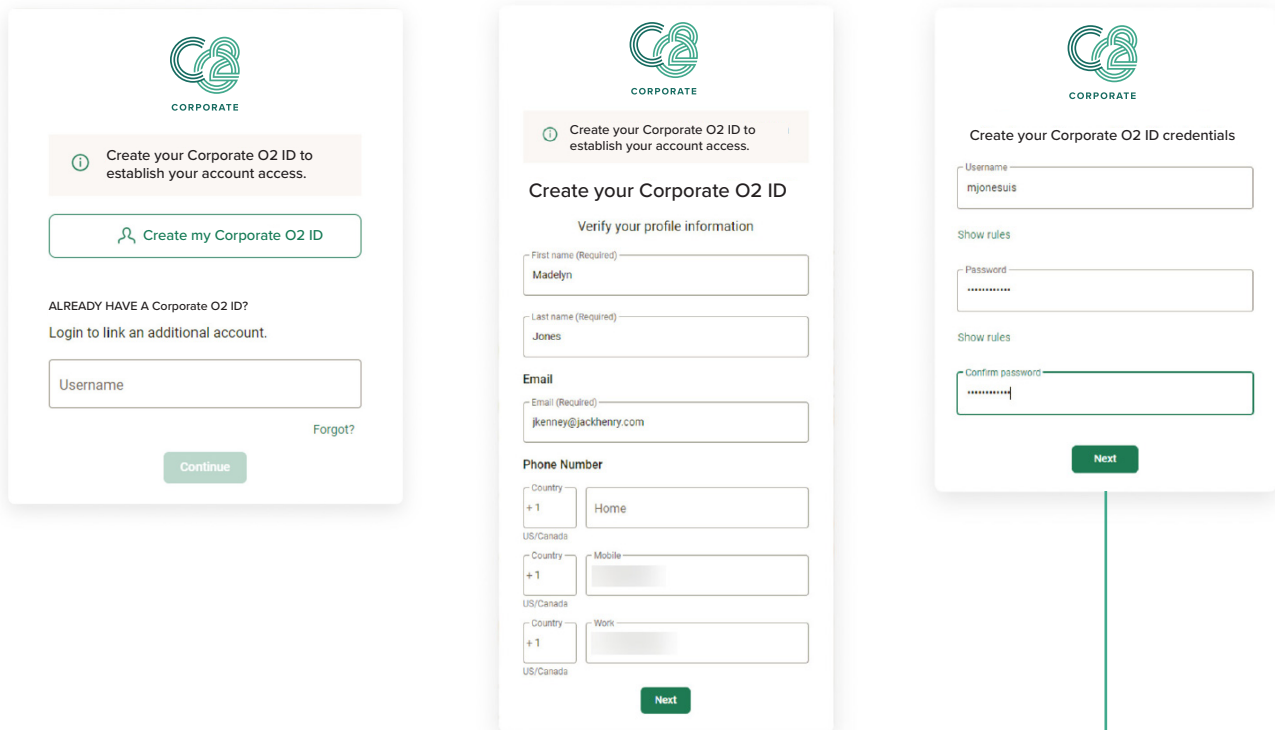


The first screenshot shows a 'Login' form with the following text: 'Input your Corporate O2 Company ID and User/Login ID to begin the enrollment process. You will be prompted to complete profile details, as well as select a user name and password.' Below this are two input fields: 'Company ID *' with the placeholder 'Enter Company ID' and 'Login ID *' with the placeholder 'Enter Login ID'. At the bottom are 'Submit' and 'Reset' buttons.

The second screenshot shows the same form with the following text: 'Input your Corporate O2 Company ID and User/Login ID to begin the enrollment process. You will be prompted to complete profile details, as well as select a user name and password.' Below this are two input fields: 'Company ID *' with the value 'Foxtrot' and 'Login ID *' with the value 'mjones'. At the bottom are 'Submit' and 'Reset' buttons.

STEP 3: Create your Treasury profile and Digital ID, verify your profile information and create your credentials.

This username/Digital ID and Password will be used for subsequent logins. Your Company ID will no longer be required.



The first screenshot shows the 'Create your Corporate O2 ID to establish your account access.' screen. It features the Corporate logo, a 'Create my Corporate O2 ID' button, and a section for 'ALREADY HAVE A Corporate O2 ID?' with a 'Login to link an additional account.' link and a 'Username' input field with a 'Forgot?' link. A 'Continue' button is at the bottom.

The second screenshot shows the 'Create your Corporate O2 ID' screen. It includes a 'Verify your profile information' section with fields for 'First name (Required)' (Madelyn), 'Last name (Required)' (Jones), and 'Email (Required)' (jkenney@jackhenry.com). Below this is a 'Phone Number' section with three rows for 'Home', 'Mobile', and 'Work', each with a country dropdown and a phone number input field. A 'Next' button is at the bottom.

The third screenshot shows the 'Create your Corporate O2 ID credentials' screen. It has fields for 'Username' (mjonesuis), 'Password', and 'Confirm password'. There are 'Show rules' links for the password and confirm password fields. A 'Next' button is at the bottom.

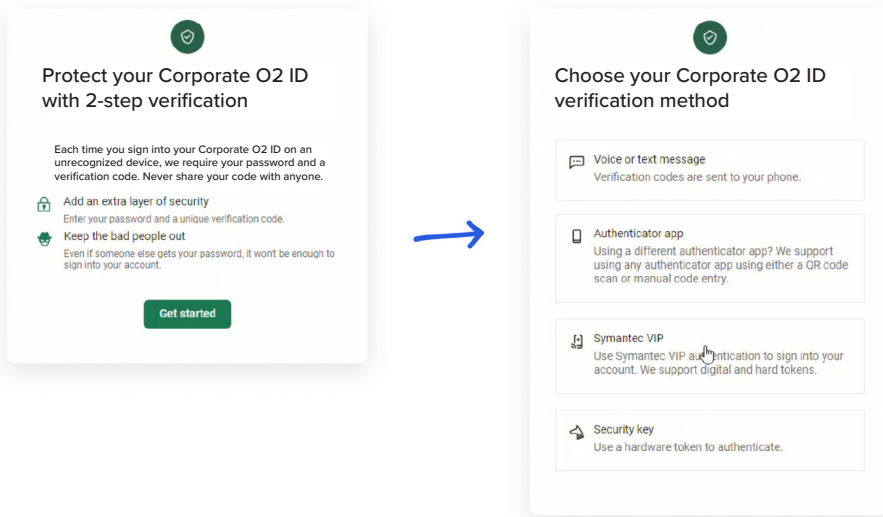
What are the rules for creating a username?

- Must be between 4 and 64 characters in length.
- Can contain letters (a-z), numbers (0-9), dashes (-), underscores (_), apostrophes ('), and periods (.)
- Can begin or end with non-alphanumeric characters except periods (.) and spaces.
- Usernames cannot contain more than one period (.) in a row, accents, accented letters, ampersands (&), equal signs (=), brackets (<,>), plus signs (+), at signs (@), or commas (,).
- Username cannot be a match to another username already on the service.

What are the rules for creating a password?

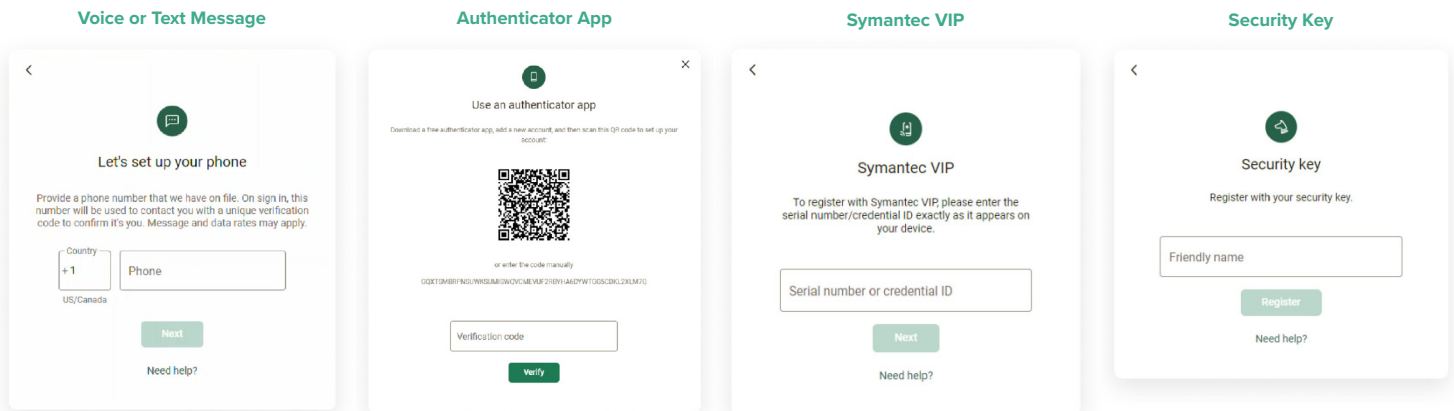
- Passwords must be between 8 and 64 characters in length.
- All ASCII and Unicode characters (including spaces) are supported for passwords.
- Passwords must not match or contain your username and must not begin or end with a space.
- Passwords will not expire.

STEP 4: Protect your account with 2-step verification and choose your preferred method.



2-Step Verification Methods

Choose from 4 different verification methods: voice or text message, authenticator app, Symantec VIP, or a security key.



STEP 5: Once complete you will receive an email confirming two-factor verification setup.

