



Multi-Factor Authentication (MFA) User Guide

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Quick Reference

1 Download SecurID app:

Apple



Android



2 [Register](#) your device for CCI
Open the SecurID App



SecurID Registration
My Apps

3 Log into [CCI using MFA](#)

Need Help?

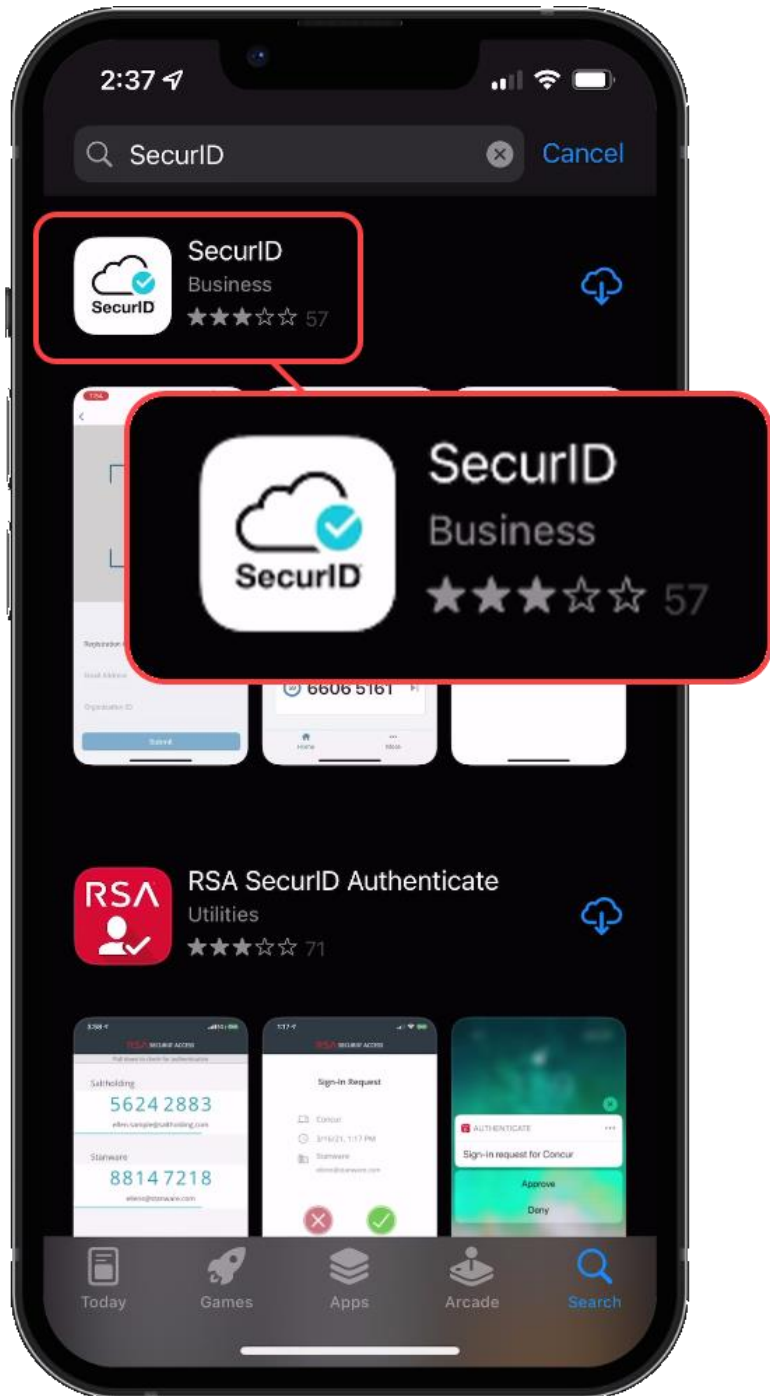
Email: MFASupportHD@kindermorgan.com

Email: pccisupport@kindermorgan.com

Frequently Asked Questions



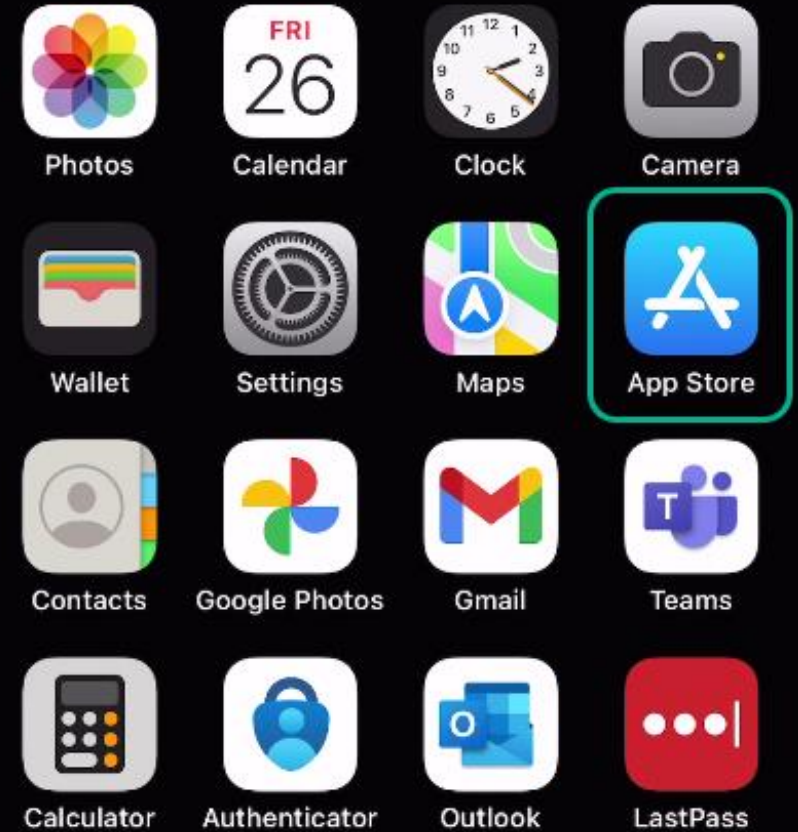
- What is the right App?
 - SecurID – Look for the Cloud
- I log in through my personal computer. Do I need to download anything new to it?
 - No new Apps are needed on personal PCs.
- Can I use a different authentication App? Google Authenticator, Microsoft Authenticator, etc.
 - No, SecurID is the only approved authenticator.
- Does the App require internet access?
 - Internet is not needed to provide the token.
 - Internet is only required to download and register the App.
- SecurID is not available on my mobile device.
 - Please contact the Help Desk for alternative token methods.
- What happens if my token doesn't work?
 - Wait for the token to change and try again.
 - If the problem continues, email MFASupportHD@kindermorgan.com



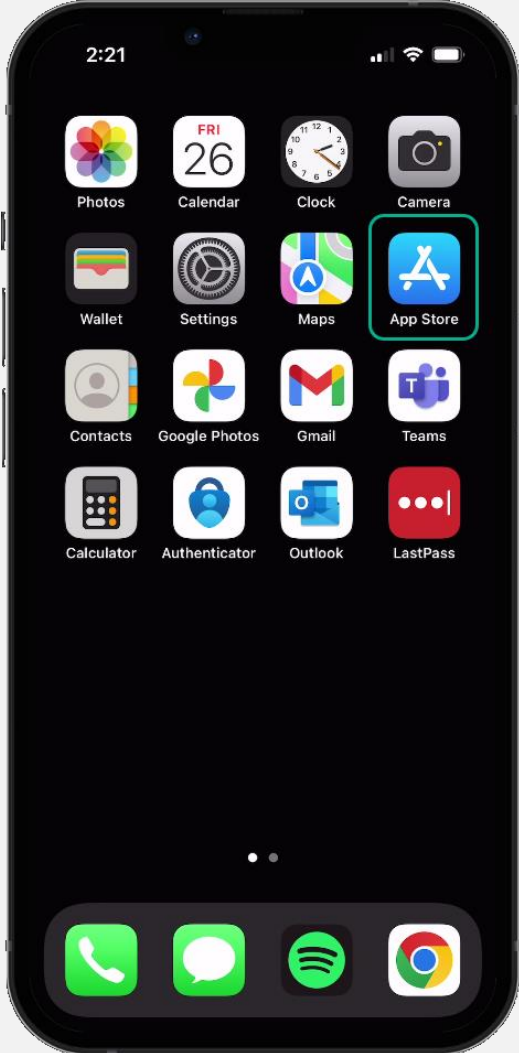
SecurID Authenticator

- Free
- Available on
 - Apple App Store – IOS 11.0 or later
 - Google Play Store – Android 8.0 or later
- It is **REQUIRED** to have a passcode or biometric security on the mobile device to complete registration.
- Internet access is needed to download and register.
- Internet access is **not** needed for token requests.
- Only one device can be registered at a time.
- If you have multiple User IDs, complete registration for each User ID you have.

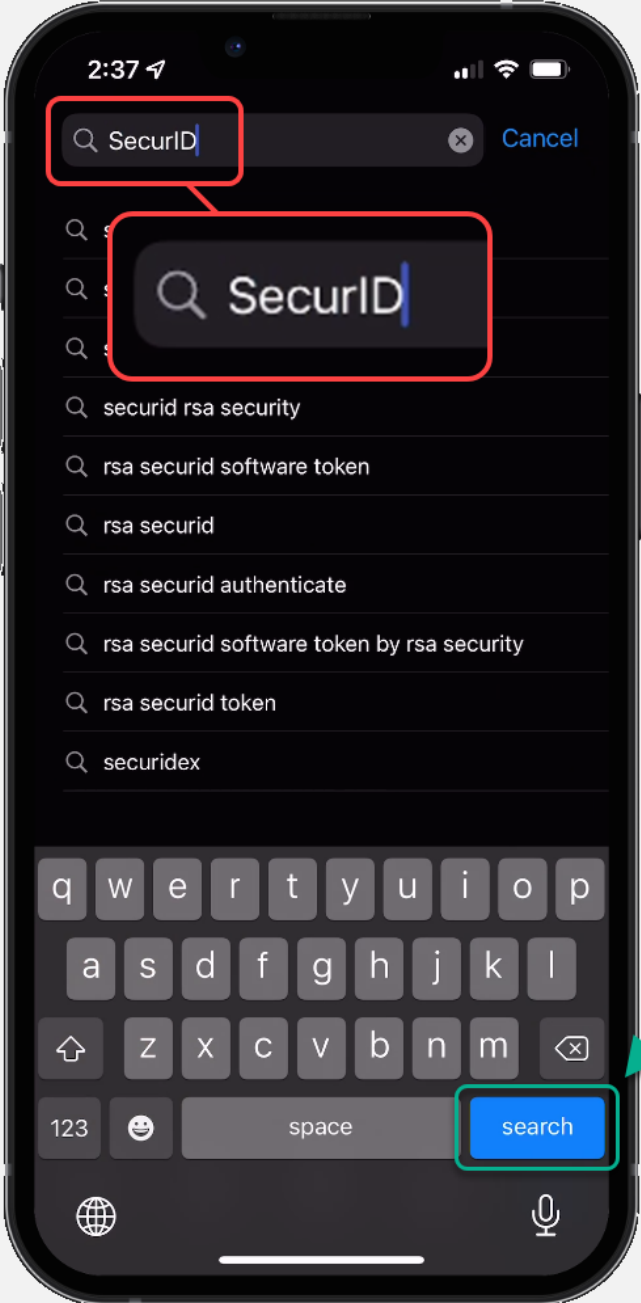
Downloading SecurID

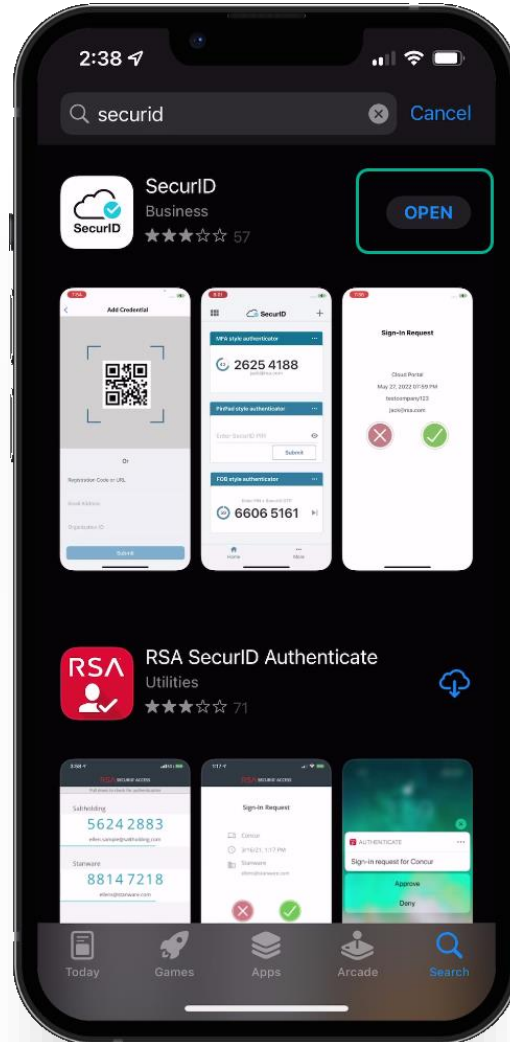
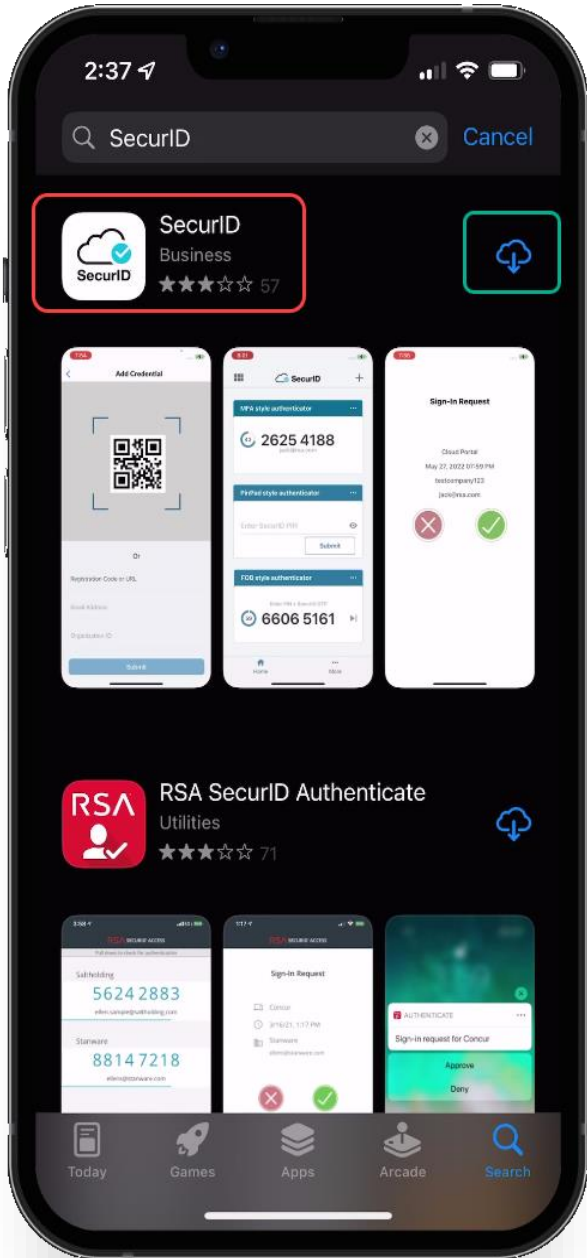


Open the App Store on your device.



Search for "SecurID" in the App Store.





Verify the application is the “SecurID” application with the cloud and a blue checkmark as shown in the red square.

Download the app to your device.

When the app is done downloading, open it by clicking *open*.



Choose
and P

**"Authenticator" Would Like to
Send You Notifications**

ce

Notifications may include alerts,
sounds, and icon badges. These can
be configured in Settings.

Don't Allow

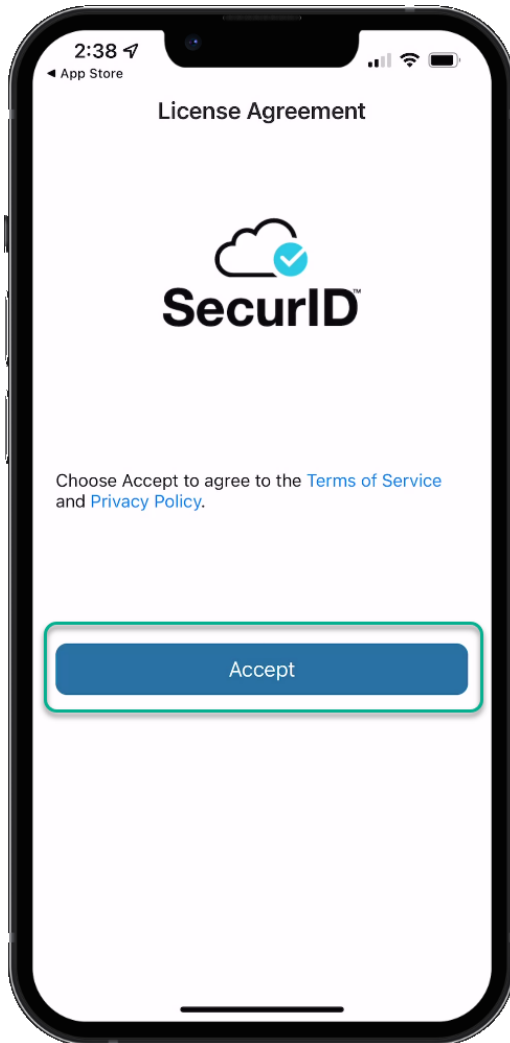
Allow

Accept

The first time you open the app you will be prompted to *Don't Allow* or *Allow* notifications.

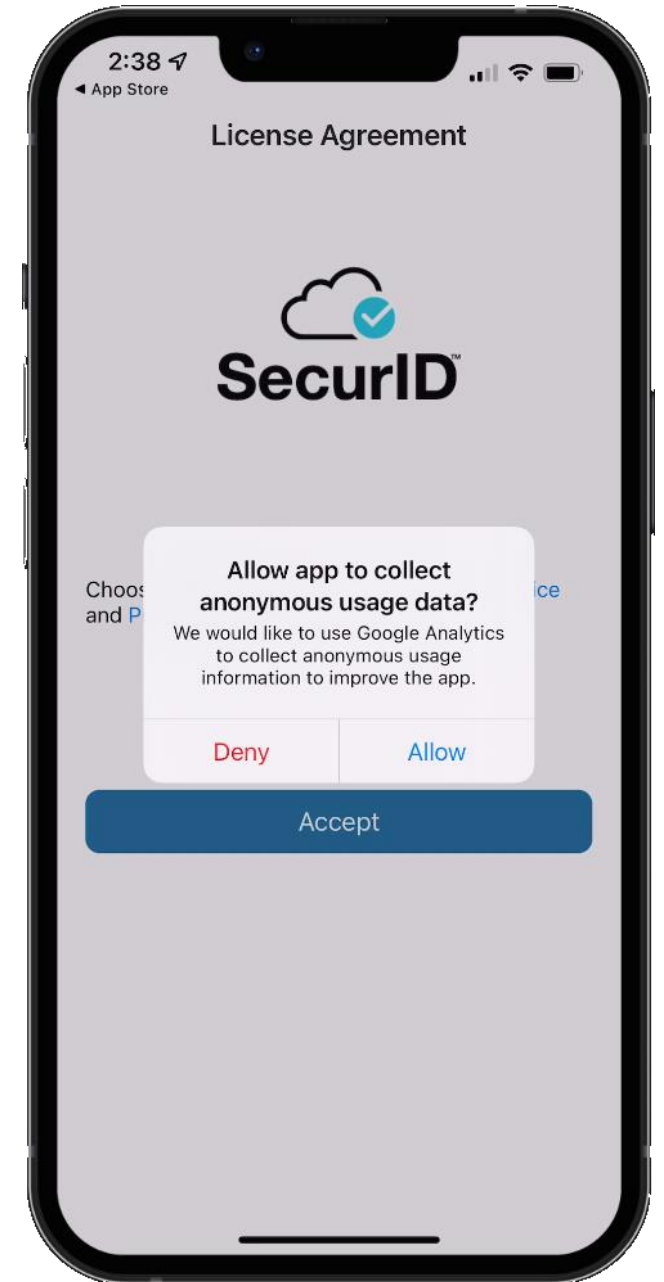
This setting is a user preference. It will not interfere with operation of the token delivery process.

After reading the Terms of Service and the Privacy Policy, click the *Accept* button to accept.



Allow or *Deny* app to collect anonymous usage data.

This setting is a user preference. It will not interfere with the operation of the token delivery process.





Welcome to SecurID.

SecurID helps you quickly and easily access your organization's protected resources.

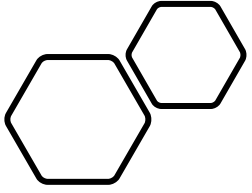


Get started

Need help?

Once you've reached the Welcome Screen you have completed the SecurID application install process.

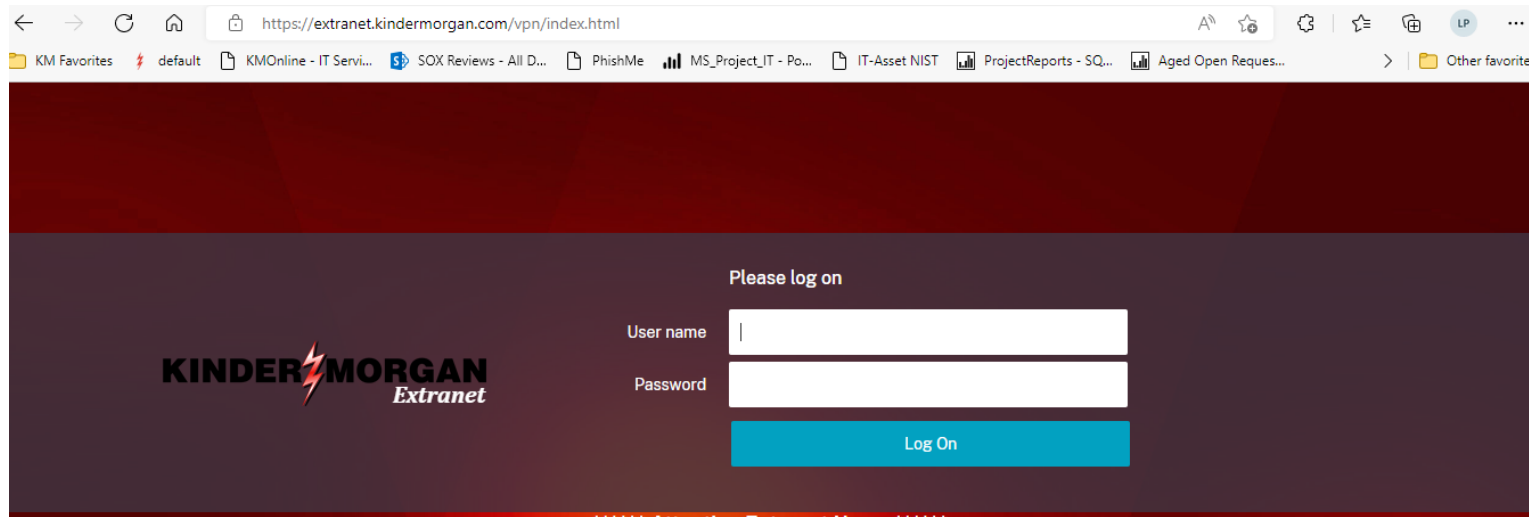
You're now ready to move onto the registration process.



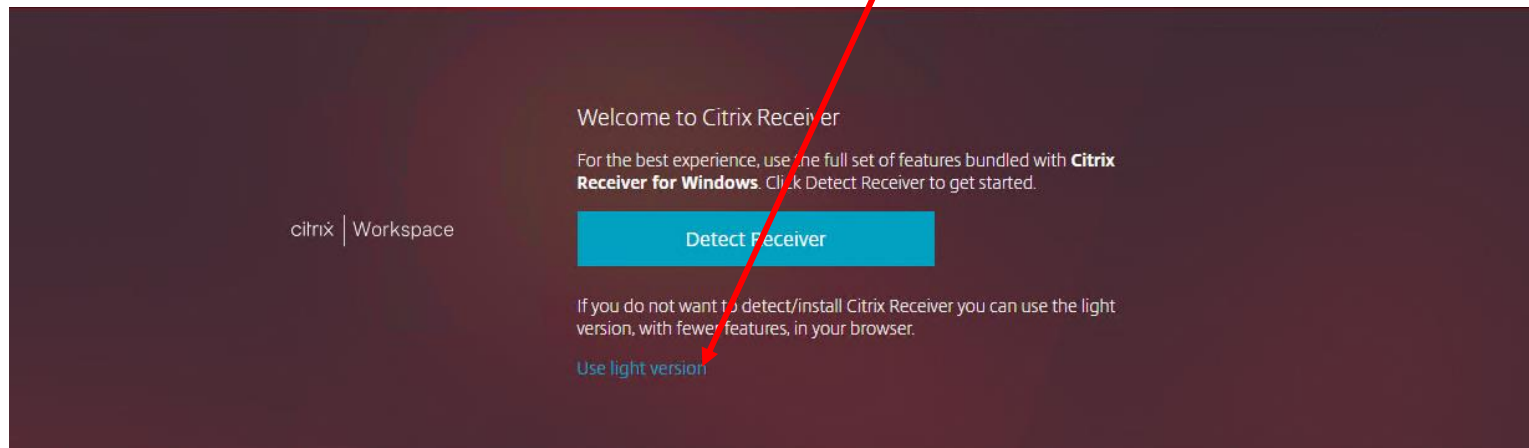
Registering SecurID



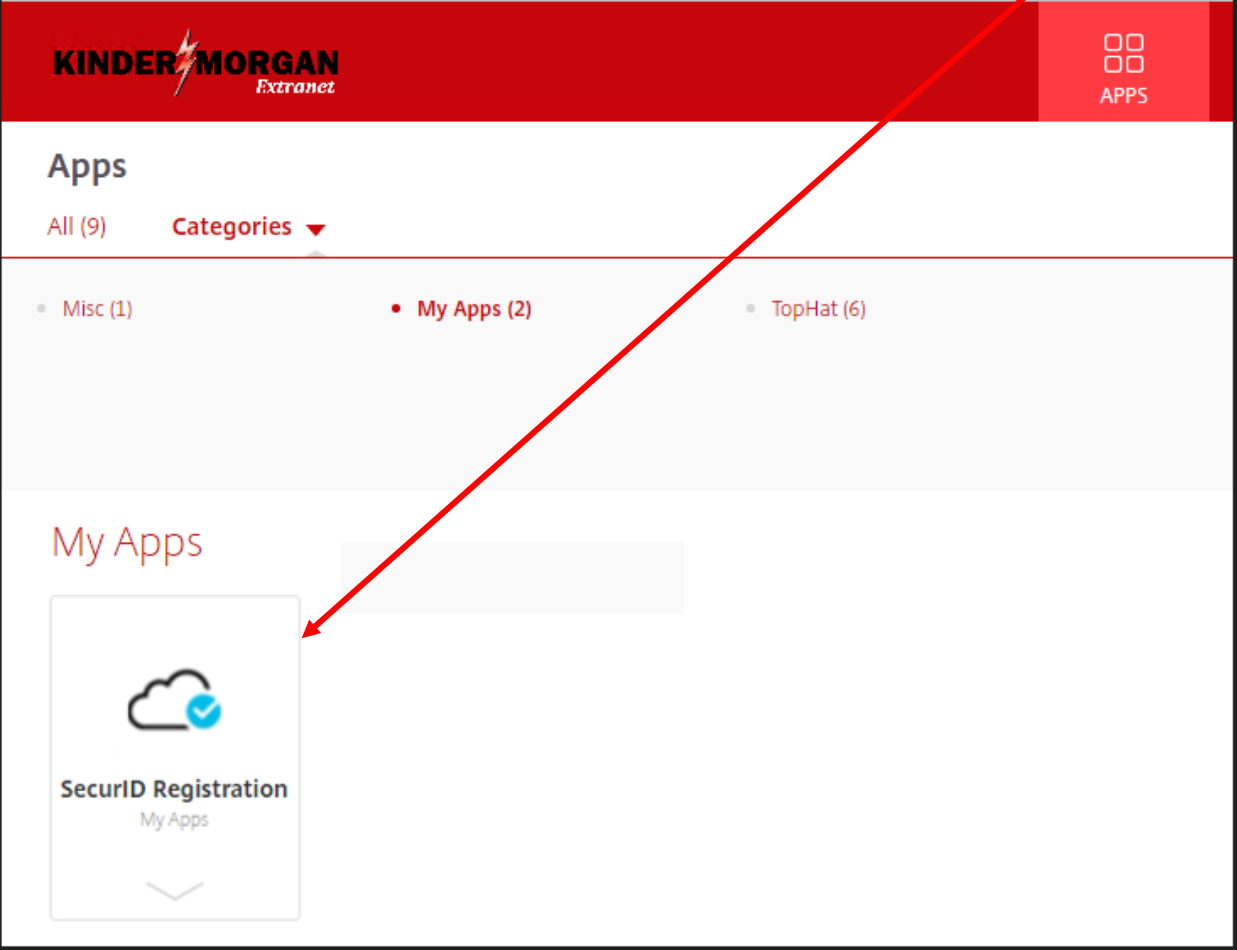
- Open a new session in your preferred internet browser (Chrome or Edge).
- Navigate to: <https://extranet.kindermorgan.com/>
- Log into the Kinder Morgan extranet by entering your CCI *User ID* and *Password*



If you receive a screen like this below. Click on **“Use light version”**



Open *SecurID Registration* by Double-Clicking the app below.



Enter your CCI User ID adding the **@ext.kindermorgan.com** extension to the end.

KINDERMORGAN INC.

SecurID My Page

Username

Next

Enter your password and press *Submit*.

*Your password will be the same one you log into CCI with.

RSA SecurID Access

KINDERMORGAN INC.

Enter Password

Submit Cancel

SecurID

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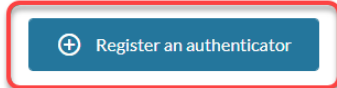
Click *Register an authenticator*



Good afternoon First Name.

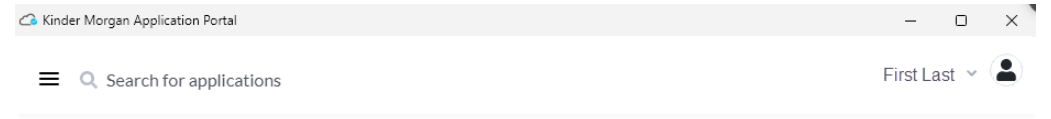
My registered authenticators (0)

Register a mobile device, hardware authenticator, or FIDO Security Key so you can authenticate to access protected applications.



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Click the *SecurID App* icon



[← Back](#) Register an authenticator

To access your applications, you need to register an authenticator

[See how it works](#)

Choose an authenticator to register.





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If the application is installed on the mobile device, click the *next* button and open the *SecurID* app on your mobile device.

If you have not installed the app, go to [installation instructions](#).

1 Install SecurID Authenticator 2 Register Authenticator

 On your iOS, Android, or MacOS device, go to the [App Store](#) or [Google Play](#).
install.step.securid.gotostore.desktop

 Search for the SecurID Authenticator

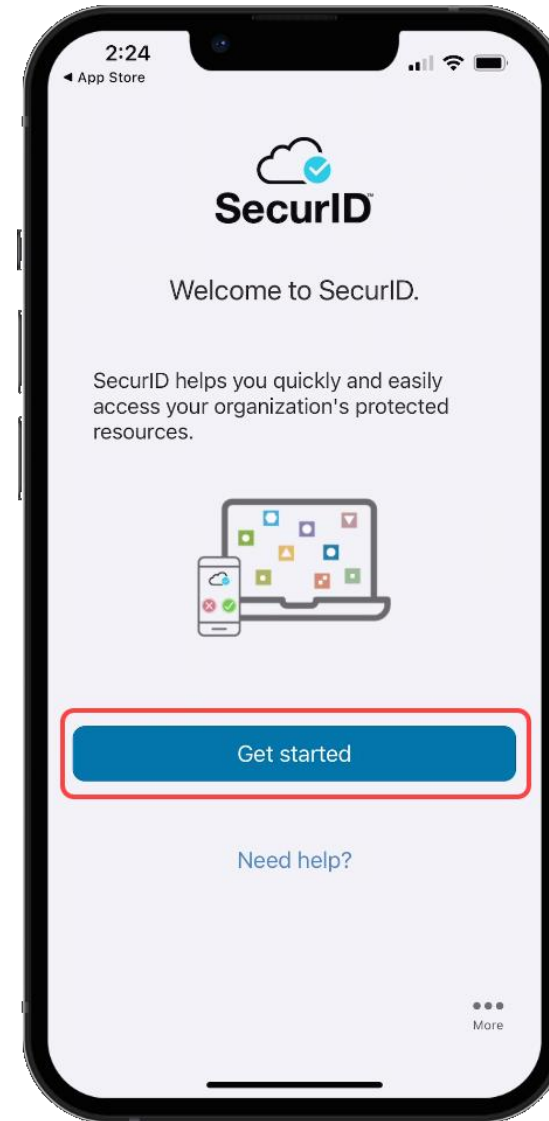
 Install the App

Cancel **Next**

Open the *SecurID* app on your mobile device.



Press the *Get Started* button to begin the credential import process.

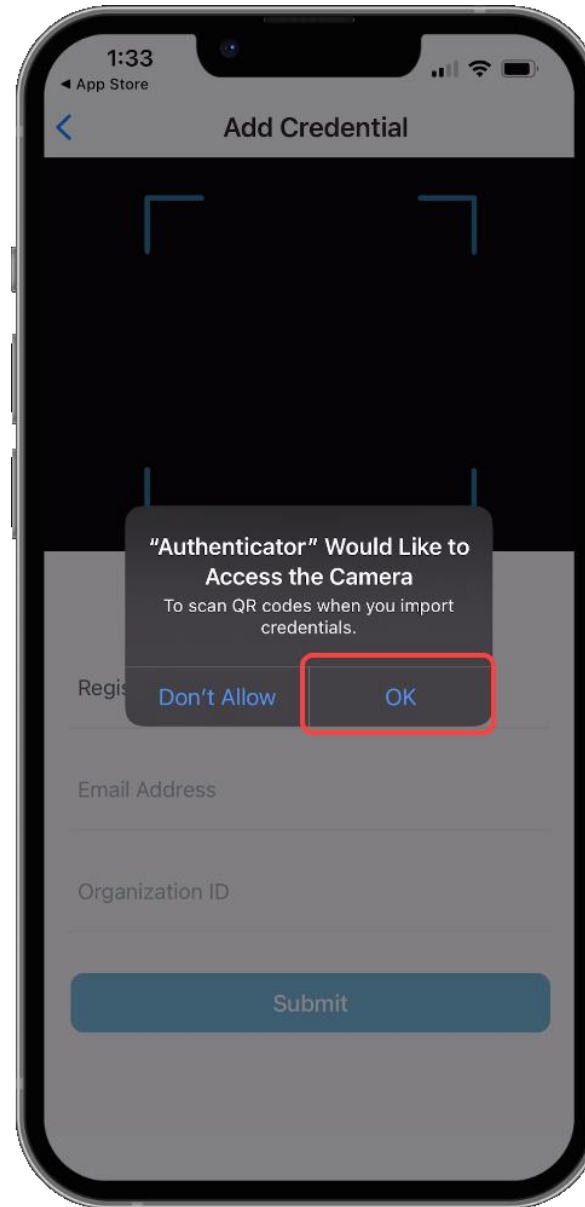


Allow access to the Camera to scan the QR Code displayed in the SecurID Browser.

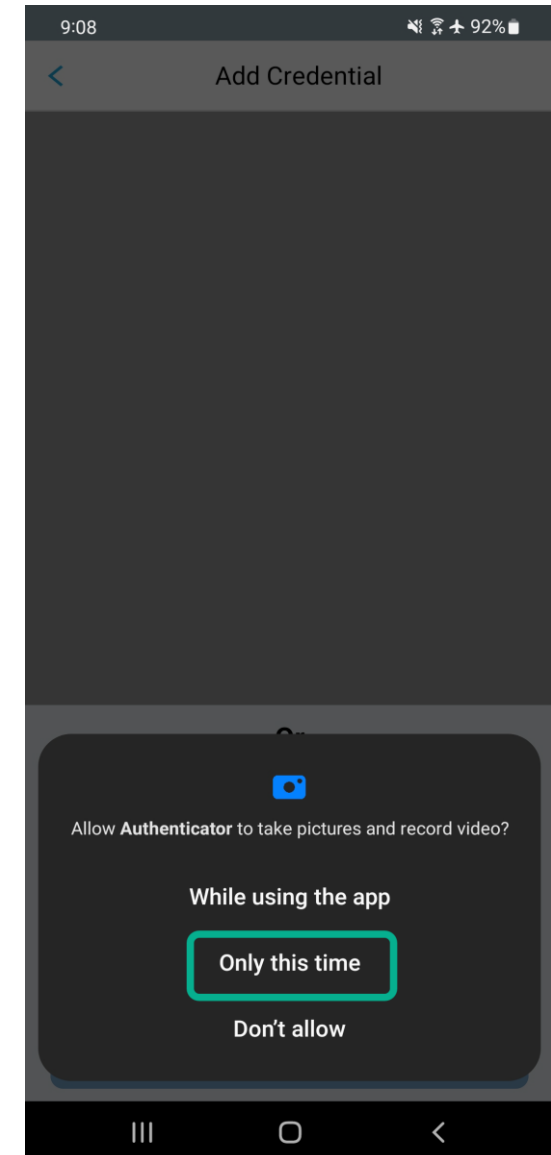
You can change this setting in your device settings after completing the registration process.

If you do not want to allow access to the camera, press *Don't Allow*. You will need to enter the information manually.

Apple



Android



DO NOT SCAN THE QR CODE FROM THIS DOCUMENT!

Use the registration code displayed on your screen.

1 Install SecurID Authenticator

2 Register Authenticator

Scan QR

OR

Enter Details

Open the app and enter:

Registration Code: 123456789

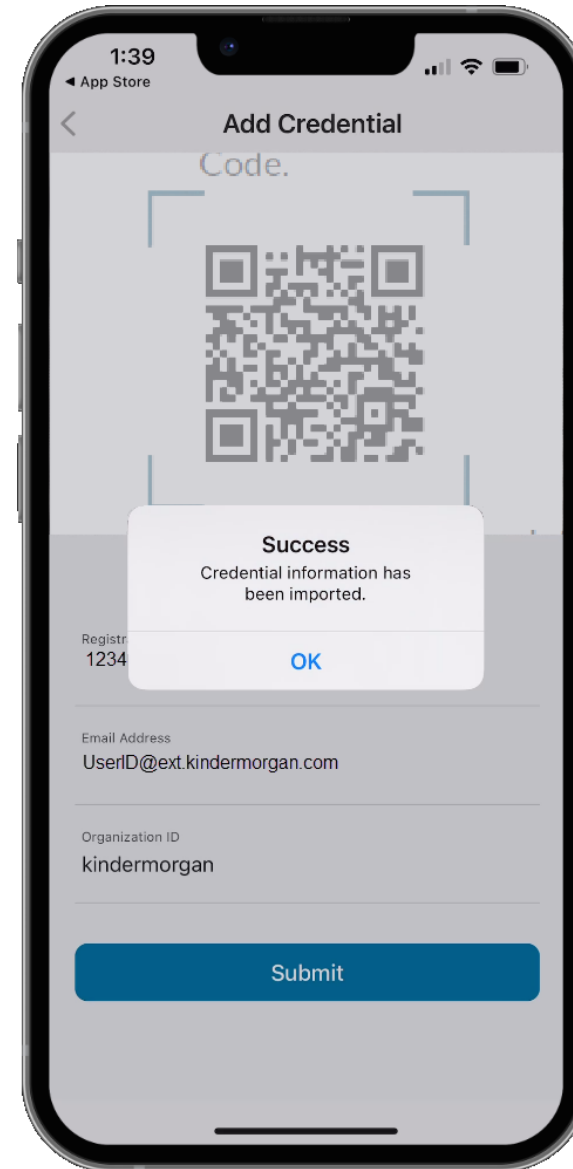
Email Address: UserID@ext.kindermorgan.com

Organization ID: kindermorgan

Information on this page will expire in: 01:41

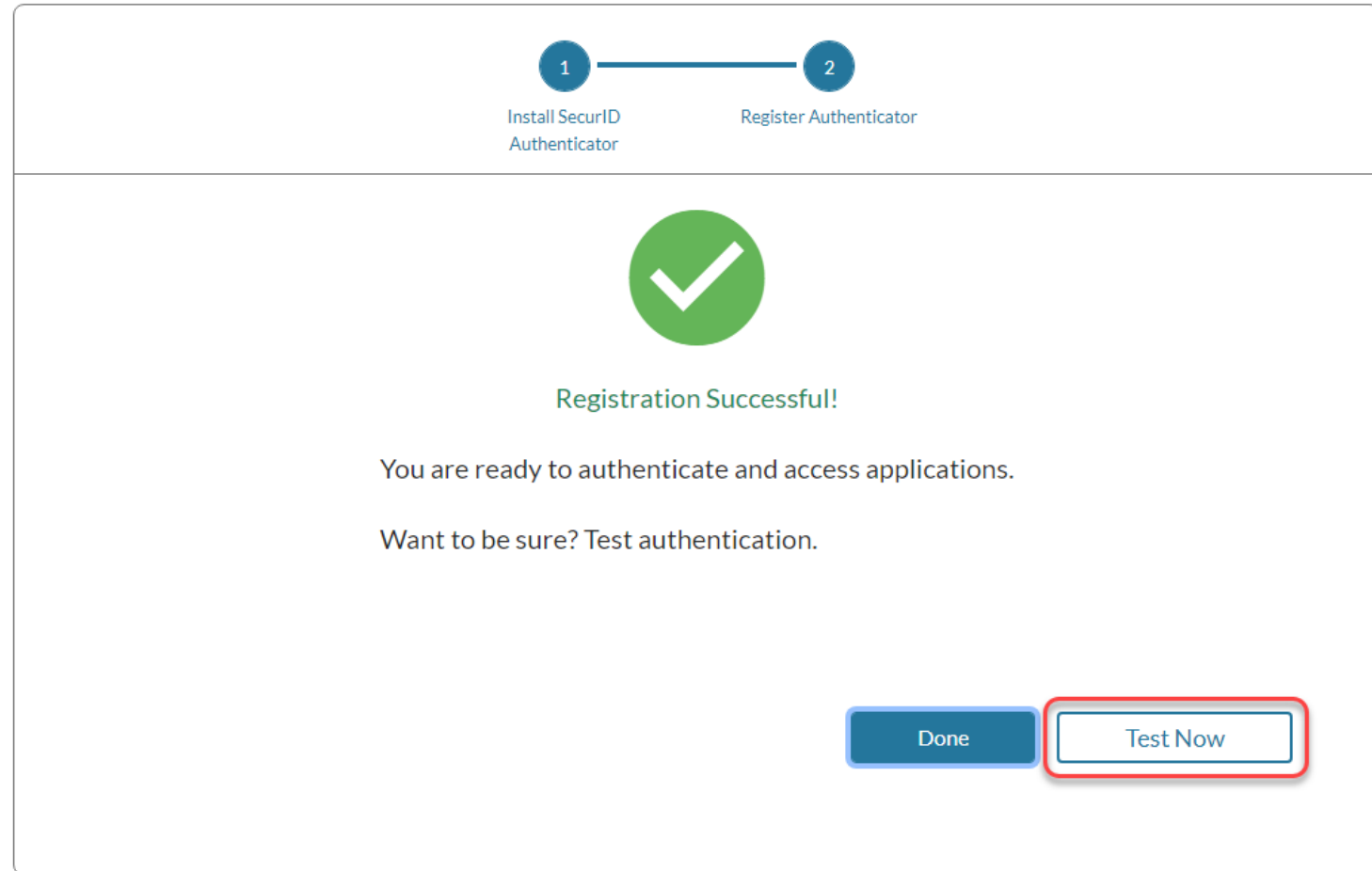
When the credential information is imported successfully, a pop-up will be shown. Press *OK* to continue.

Leave the device and application open to test the authentication token process.



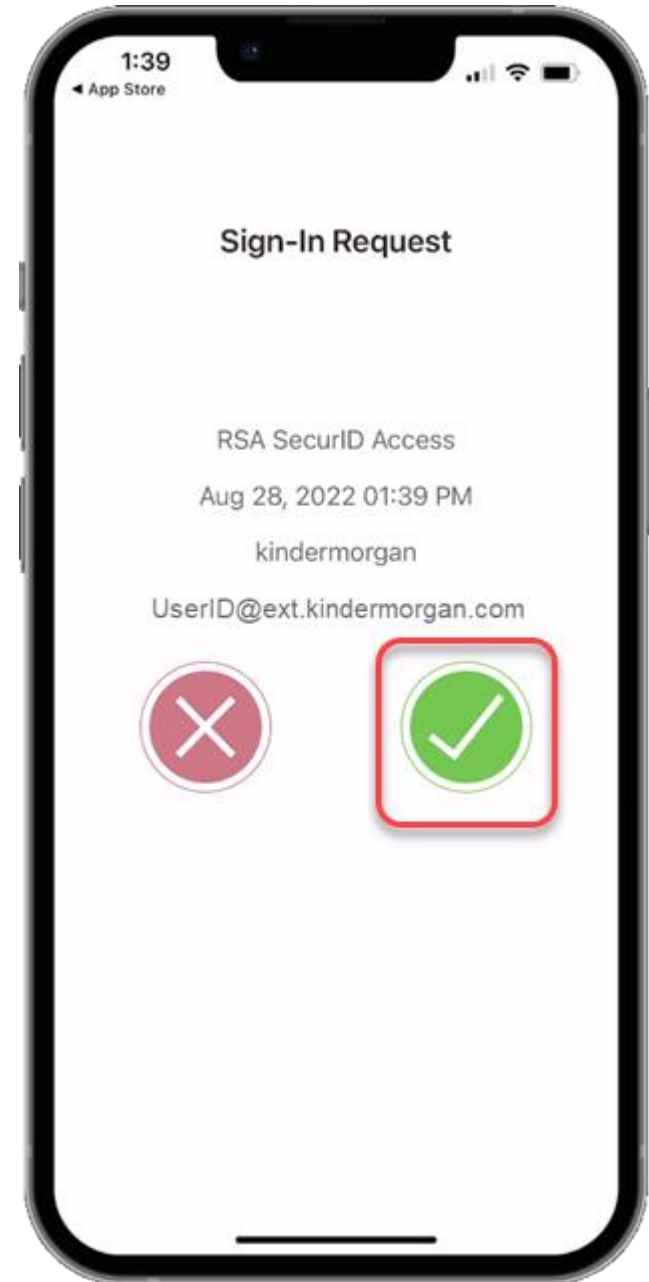
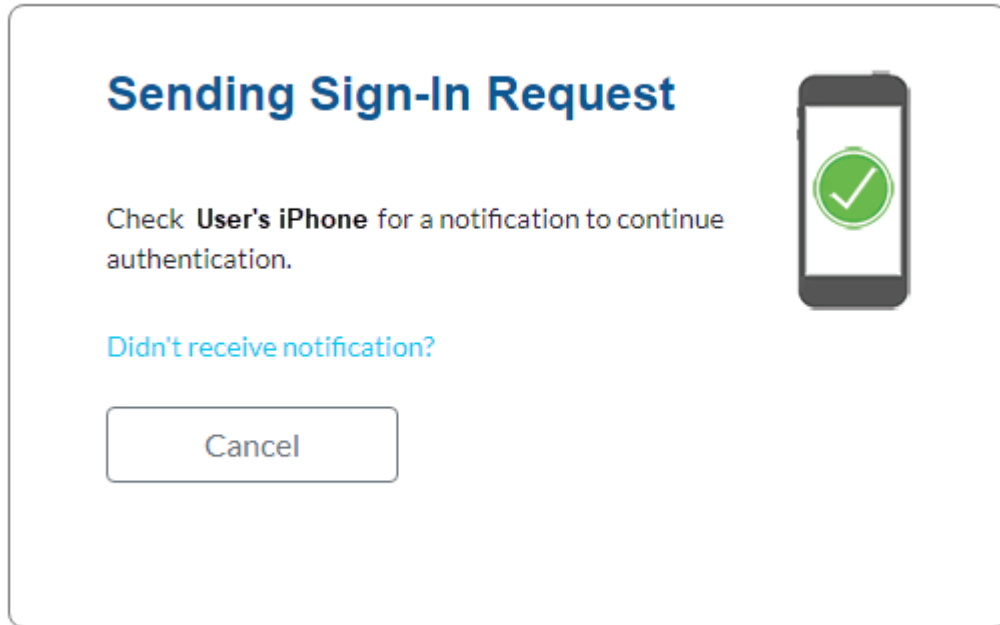
After the mobile device has successfully imported the credential information, the browser screen will change to the one displayed on the right.

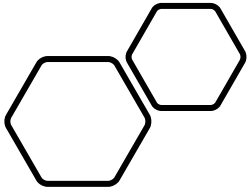
Use the *Test Now* button to ensure the device registration was successful.



The browser window will update to show a screen like below.

Confirm the test by pressing the green check mark on your mobile device.

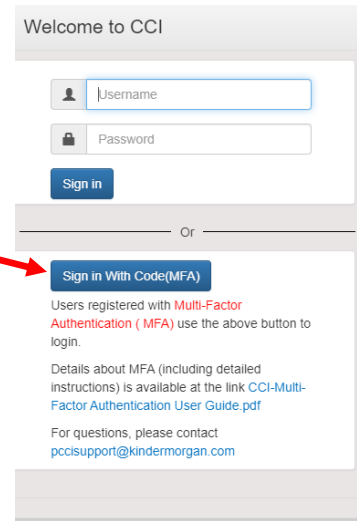




Logging Into CCI



1. CCI Access: <https://cci.kindermorgan.com/>



Welcome to CCI

Username

Password

Sign in

Or

Sign in With Code(MFA)

Users registered with **Multi-Factor Authentication (MFA)** use the above button to login.

Details about MFA (including detailed instructions) is available at the link [CCI-Multi-Factor Authentication User Guide.pdf](#)

For questions, please contact pccisupport@kindermorgan.com

Click on Sign in With Code

2 . Enter your **CCI User ID** with the extension **@ext.kindermorgan**



Sign in

UserID@ext.kindermorgan.com

[Can't access your account?](#)

Next

3. Enter your **CCI Password**



← UserID@ext.kindermorgan.com

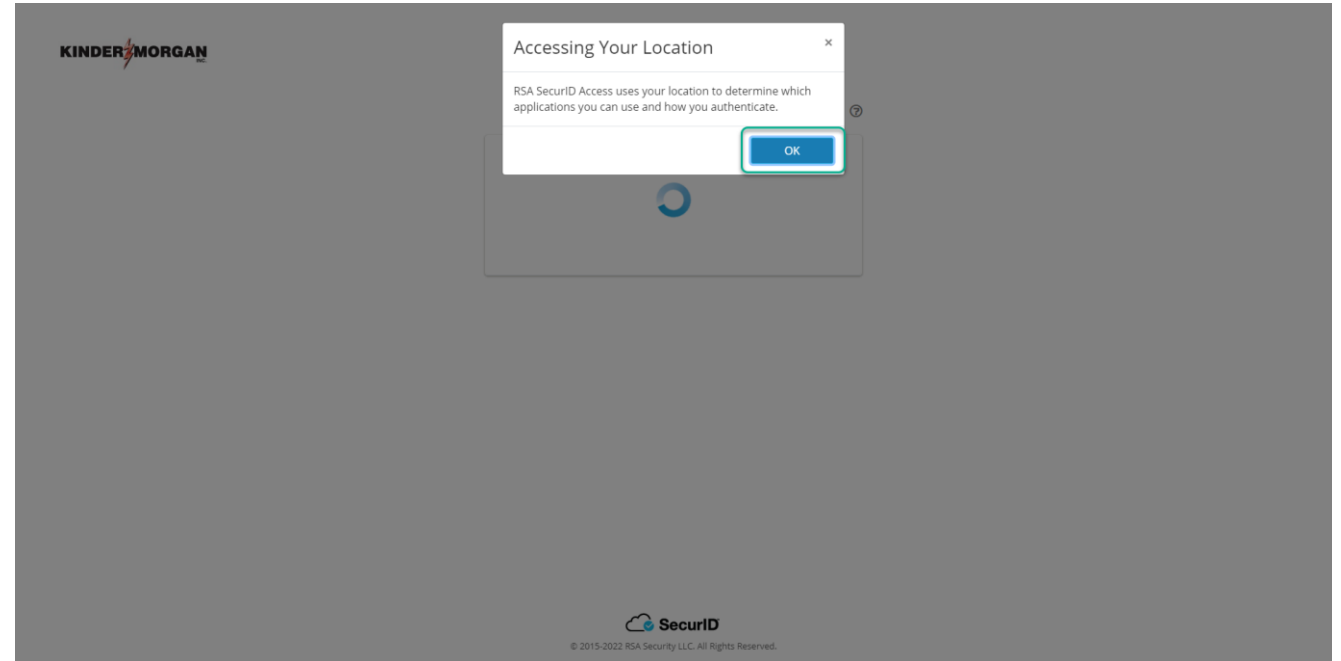
Enter password

Password

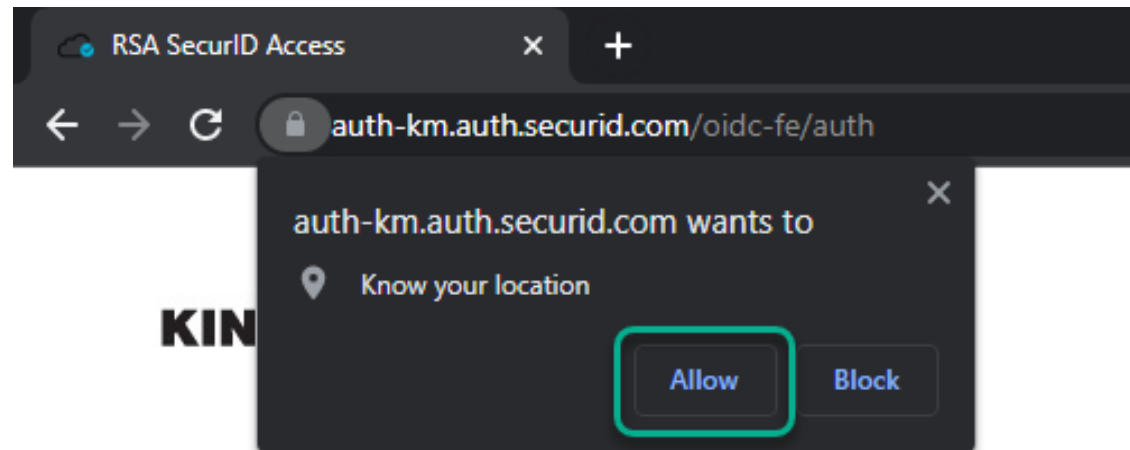
[Forgot my password](#)

Sign in

- You will be prompted to allow Access to your location. Click *Ok*.

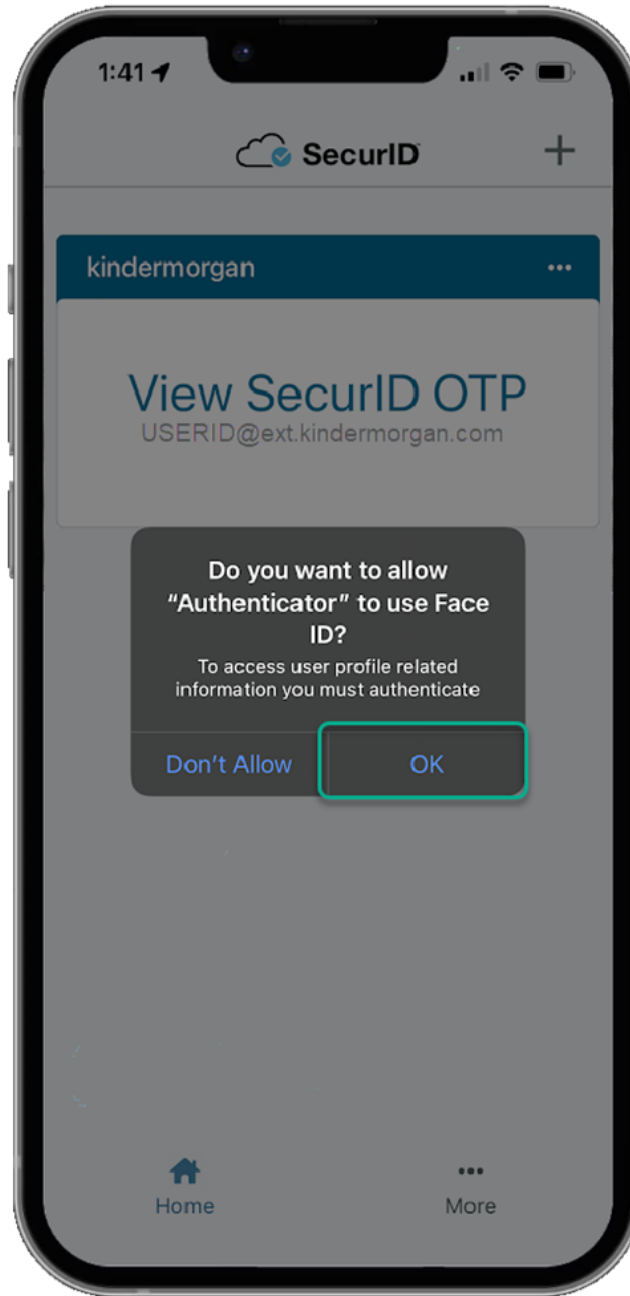


- The browser may request access to your location. Click *Allow*.

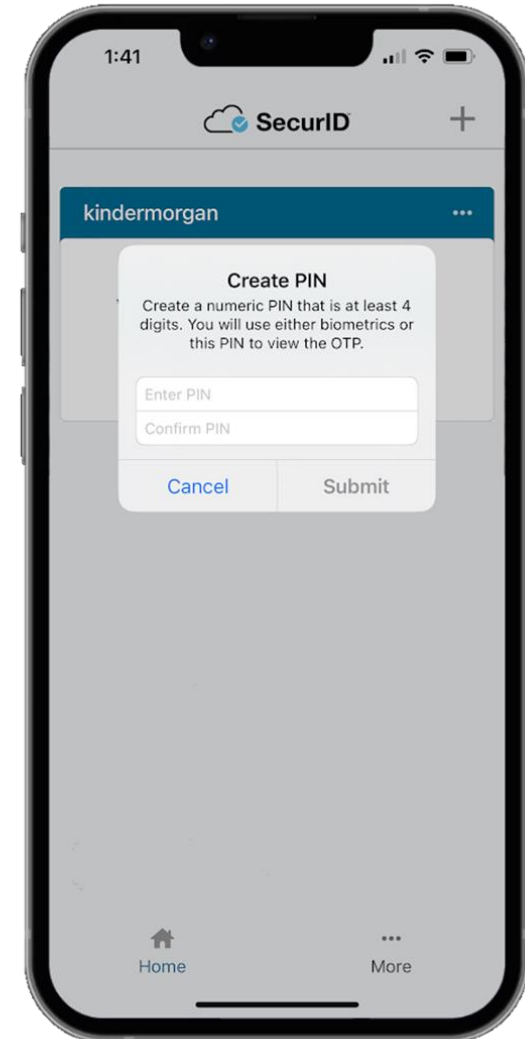


- Open your SecurID App and click *View SecurID OTP*.
- If your device supports it, you will be prompted to allow biometric security to the SecurID App.

*Depending on your device, you may be prompted to use a different form of biometric security.



The app requires a pin in the event biometric security does not work.




- Enter the Authenticate Tokencode shown on the mobile device into the text box.

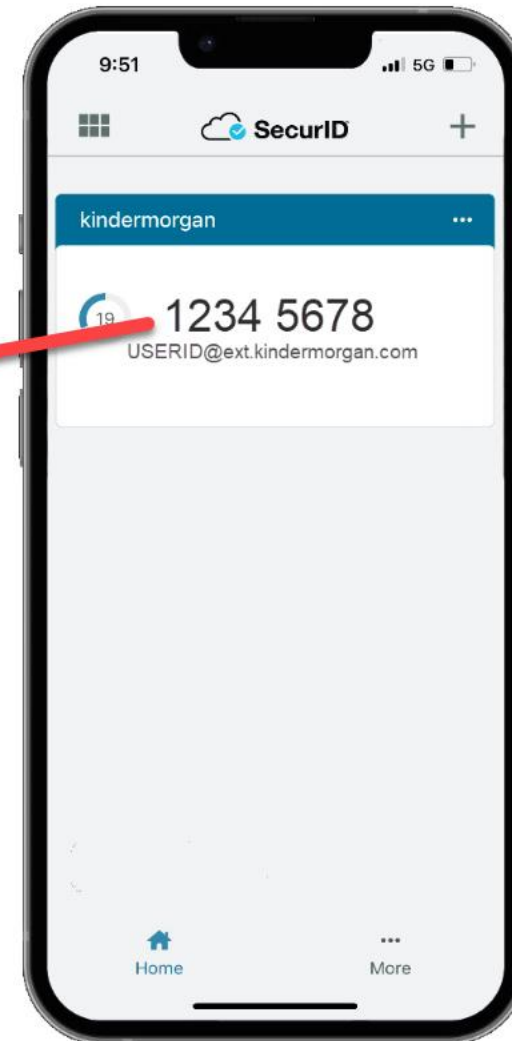
Hi, ?

Enter Authenticate Tokencode

1. Open the RSA SecurID Authenticate app.
2. Enter the eight-digit number that displays on the screen.



[Show more](#)





- You will be prompted to Stay Signed in . Click Yes.

KINDER MORGAN
INC.

mxharv1@ext.kindermorgan.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

System User acknowledges and agrees Kinder Morgan's Management and its authorized agents reserve the right to monitor all aspects of KMI computer infrastructure and systems, without limitation. Computers, accounts and systems issued to System Users are to assist in performing their jobs. System Users should have no expectation of privacy in the use of such systems. These systems are the property of KMI. Use is intended for legitimate business purposes only.



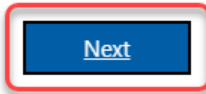
UserID@ext.kindermorgan.com

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)



System User acknowledges and agrees Kinder Morgan's Management and its authorized agents reserve the right to monitor all aspects of KMI computer infrastructure and systems, without limitation. Computers, accounts and systems issued to System Users are to assist in performing their jobs. System Users should have no expectation of privacy in the use of such systems. These systems are the property of KMI. Use is intended for legitimate business purposes only.

System User agrees affirmative acknowledgment means the System User understands and consents to these terms and conditions. KMI or any authorized agents may monitor, intercept, record, and search any communications, data transiting or stored information on this system. At KMI's sole discretion, KMI may disclose information to the U.S. Government and its authorized representatives to protect the security of critical infrastructure and key resources, ensure information security, comply with applicable law, regulation, legal process or governmental request.

The first time you log in, you may be prompted to enter more information. This information will be used for the Self-Service Password Reset. Press *Next* to continue.



Don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 2 of the options below.**

- ! Authentication Phone is not configured [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)

[finish](#) [cancel](#)

Click *Set it up now* to verify your phone number.

Click *text me* to have a text message sent to the number you entered.



Don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

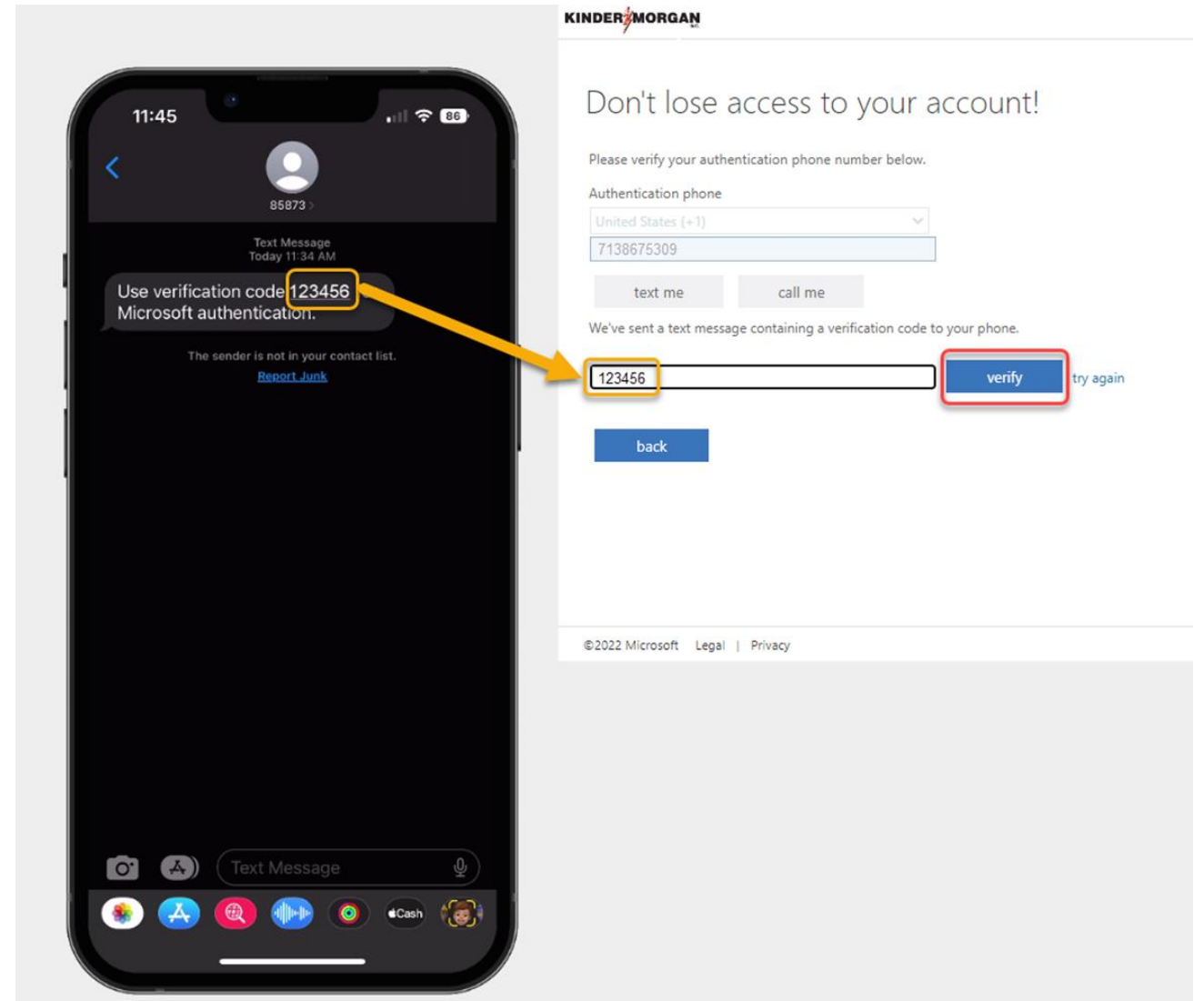
713-867-5309

text me

call me

back

Enter the 6-digit number sent to your device into the text box and press *verify*



Click *Set them up now* to set your Security Questions.

*You will answer these questions if you need to reset your password.

Don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

✓ Authentication Phone is set to +1 7193398004. [Change](#)

! Security Questions are not configured [Set them up now](#)

[finish](#) [cancel](#)

Don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.

Security question 1

In what city did you meet your first spouse/partner? ▾



Security question 2

In what city does your nearest sibling live? ▾



Security question 3

In what city was your first job? ▾



Security question 4

What is your father's middle name? ▾



Security question 5

What is your favorite food? ▾



[save answers](#)

[back](#)

Click *save answers* to submit your questions and answers.

Don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to +17138675309. [Change](#)

✔ Security Questions are configured. [Change](#)

finish

cancel

Click *finish* to complete the verification.

- Home
- Subscribers
- Tools
- Reports
- Security
- Notifications
- Help
- Schedule

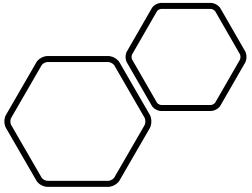


Welcome to CCI



You have 28 new messages.

Mark as Done



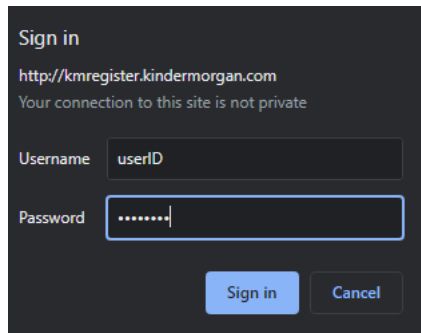
Emergency Token Registration



Emergency Token Request Guidelines

- Emergency token Registration must be completed **no sooner** than 24-hours after registering for SecurID
- Registration must be completed prior to receiving an Emergency Token
- Contact the help desk if you need your security information updated
 - Email: MFASupportHD@kindermorgan.com

- Open a browser and navigate to kmtoken.kindermorgan.com
- Enter your CCI User ID and Password
- Click *Sign in* to continue to the Self-Service Console



Sign in

http://kmregister.kindermorgan.com

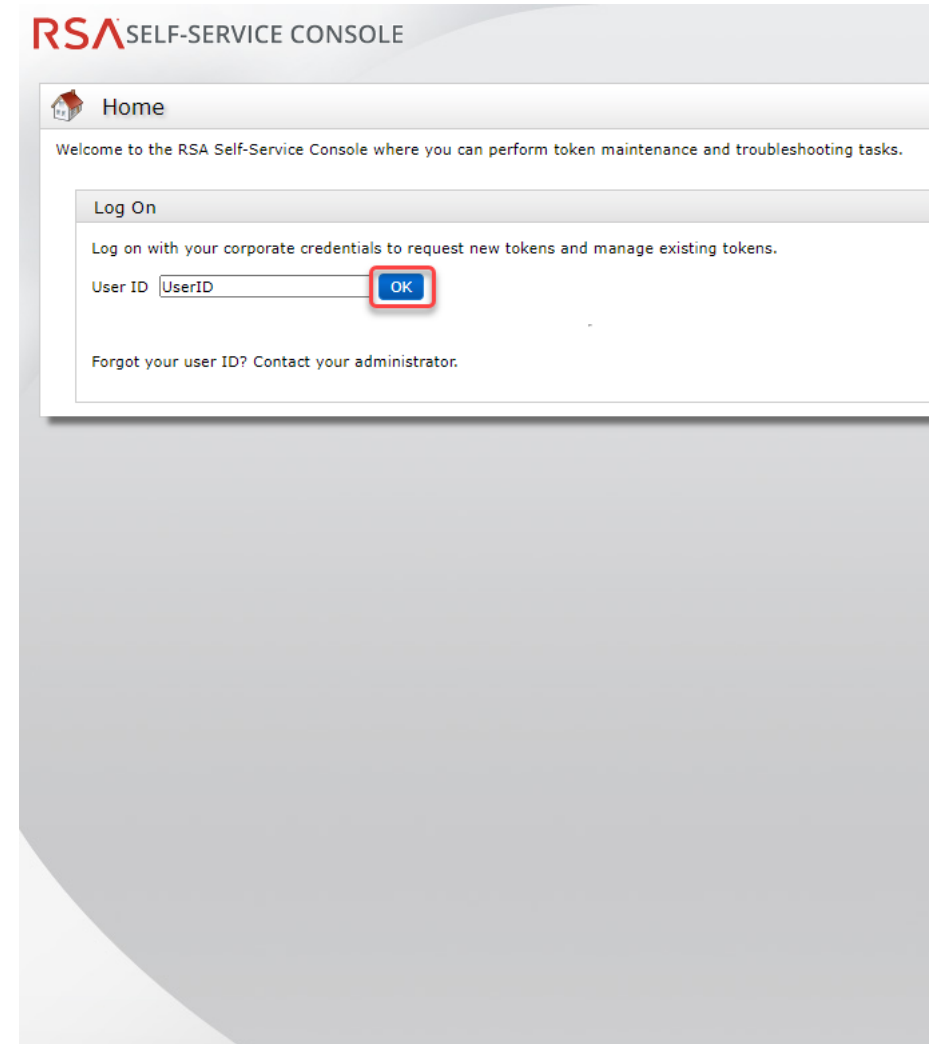
Your connection to this site is not private

Username: userID

Password: [masked]

Sign in Cancel

- Enter your CCI User ID and click *OK*



RSA SELF-SERVICE CONSOLE

Home


Welcome to the RSA Self-Service Console where you can perform token maintenance and troubleshooting tasks.

Log On

Log on with your corporate credentials to request new tokens and manage existing tokens.

User ID: UserID OK

Forgot your user ID? Contact your administrator.

 My Account

This page allows you to view your user profile and manage your authenticators. Certain edits to your account require administrator approval. You can also use this page to request authenticators and user group membership, and [view your request history](#).

**Notes**

You have not answered security questions that are used for emergency authentication. To answer them, click **set up** in the My Authenticators section.

My Authenticators

Tokens - [request a new token](#) | [view SecurID token demo](#)

SecurID Authenticate

[test](#), [Forgot or Lost your Authenticator](#)

PIN:

none [Create PIN](#)

On-Demand Authentication

You are not currently enabled for on-demand authentication.

Security Questions - [set up](#)

Not configured

Please set up your security questions and answers

Once logged into the Self-Service Console, click *set up* to set your Security Questions



Set up

Select and answer 5 security questions in the language that you choose. If you have trouble logging on, you can answer these questions

[Cancel](#)[Submit Your Request](#)

* Required Field

Security Questions

Language: 1: * 2: * 3: * 4: * 5: * [Cancel](#)[Submit Your Request](#)


Choose five security questions to use in the instance an emergency token is needed

Click *Submit Your Request* to save your questions and answers

You have now successfully registered for Emergency Token Request!

My Account

This page allows you to view your user profile and manage your authenticators. Certain edits to your account require administrator approval. You can also use this page to request authenticators and user group membership, and [view your request history](#).

 Security Questions successfully registered.

My Authenticators

Tokens - [request a new token](#) | [view SecurID token demo](#)

SecurID Authenticate	test , Forgot or Lost your Authenticator
PIN:	none Create PIN

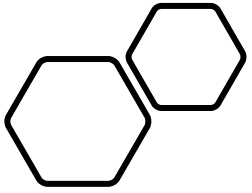


On-Demand Authentication

You are not currently enabled for on-demand authentication.

Security Questions

You've successfully setup your security questions. During logon you may be prompted to answer those questions to verify your identity.



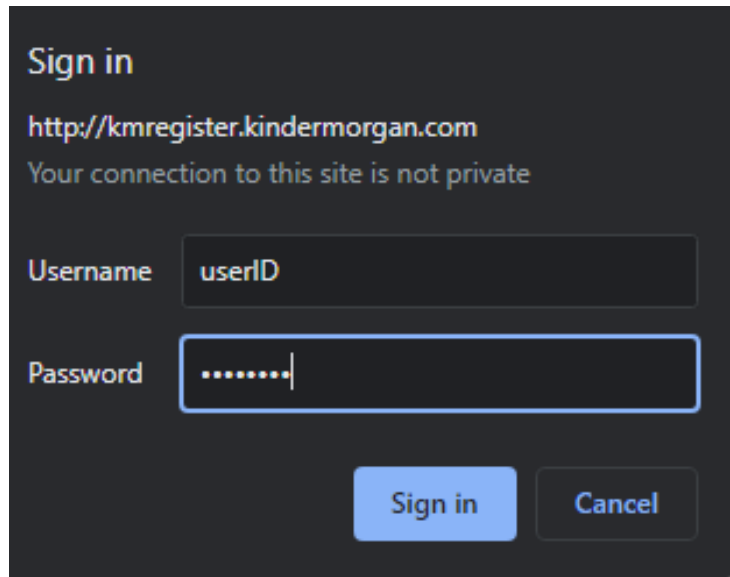
Retrieving an Emergency Token



Open a browser and navigate to kmtoken.kindermorgan.com

Enter your CCI User ID and Password

Click *Sign in* to continue to the Self-Service Console



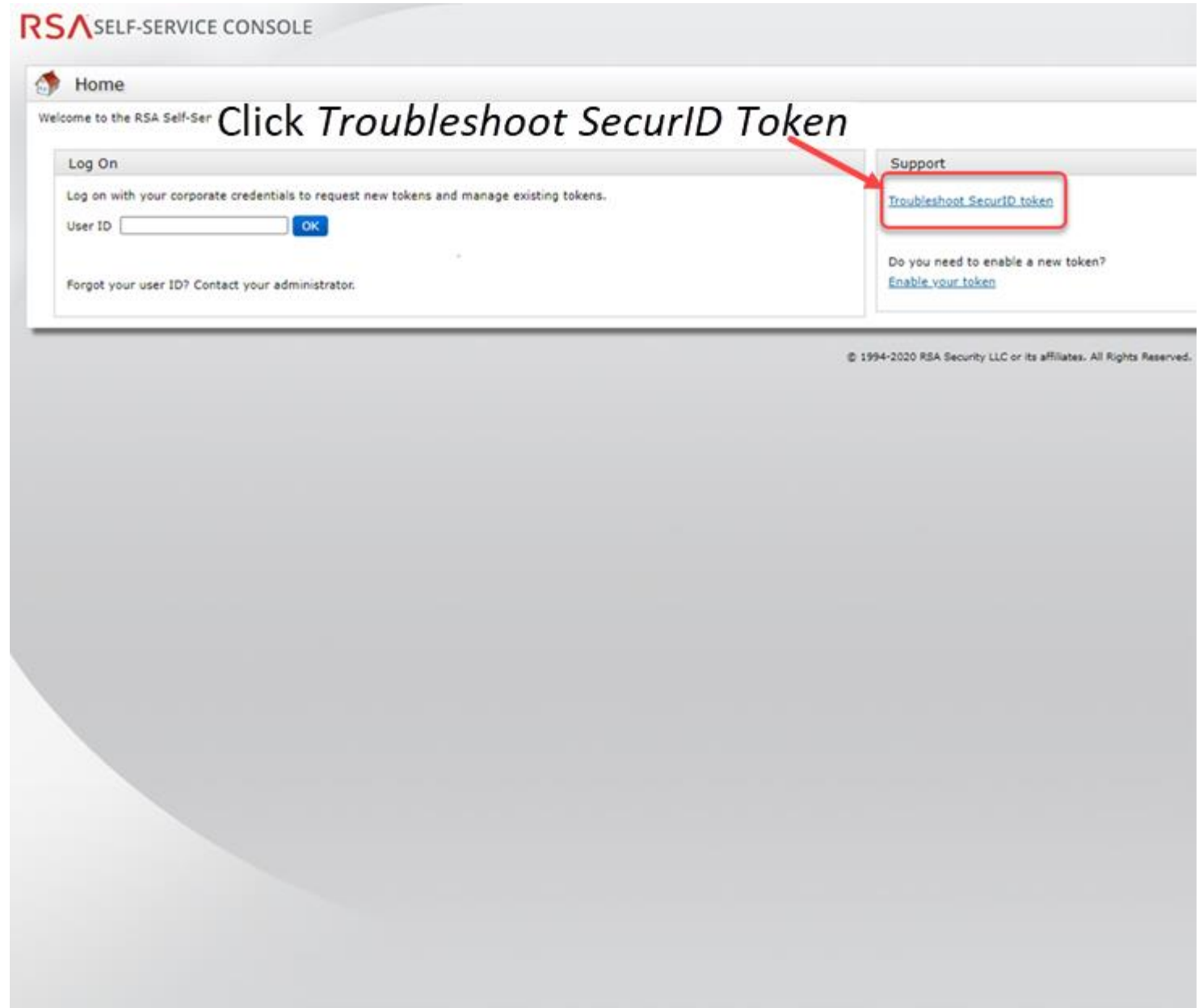
Sign in

<http://kmregister.kindermorgan.com>
Your connection to this site is not private

Username

Password

Click *Troubleshoot SecurID token*



RSA SELF-SERVICE CONSOLE

Home

Welcome to the RSA Self-Ser

Click *Troubleshoot SecurID Token*

Log On

Log on with your corporate credentials to request new tokens and manage existing tokens.

User ID

Forgot your user ID? Contact your administrator.

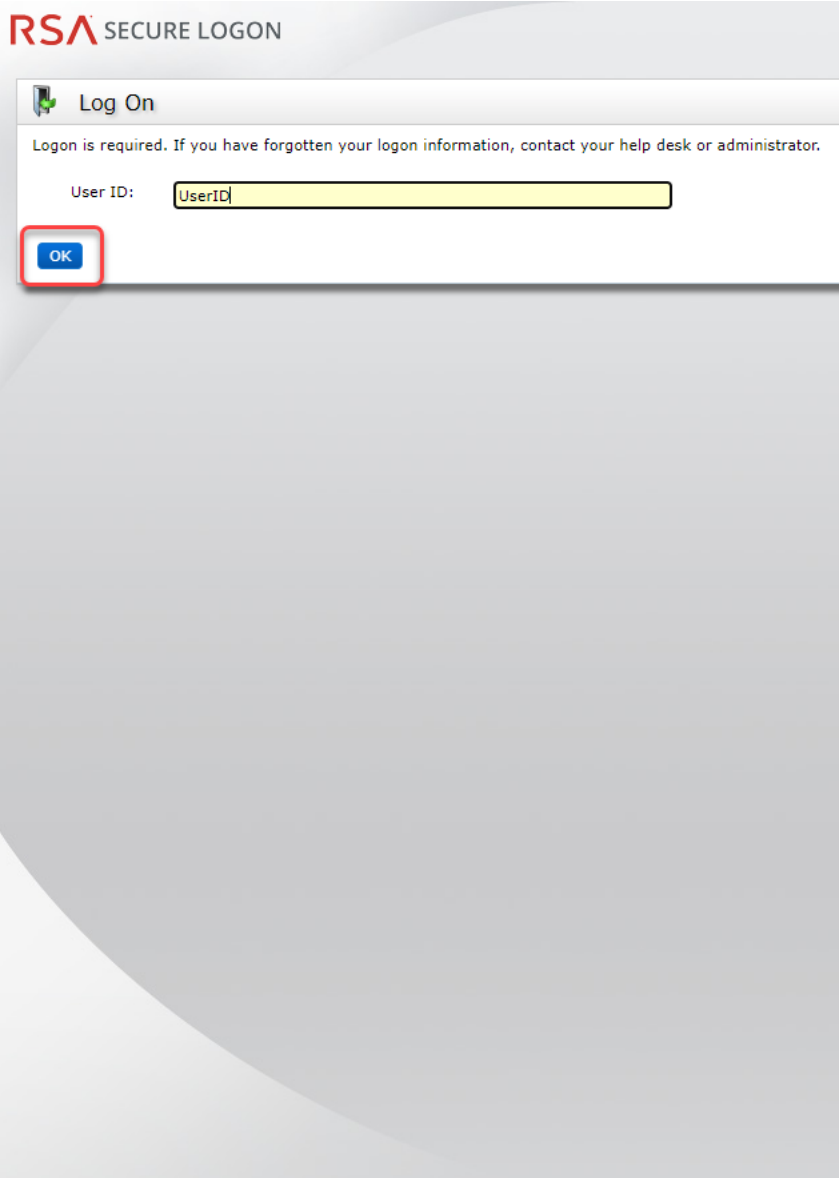
Support

[Troubleshoot SecurID token](#)

Do you need to enable a new token?
[Enable your token](#)

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Enter your CCI User ID and click *OK*



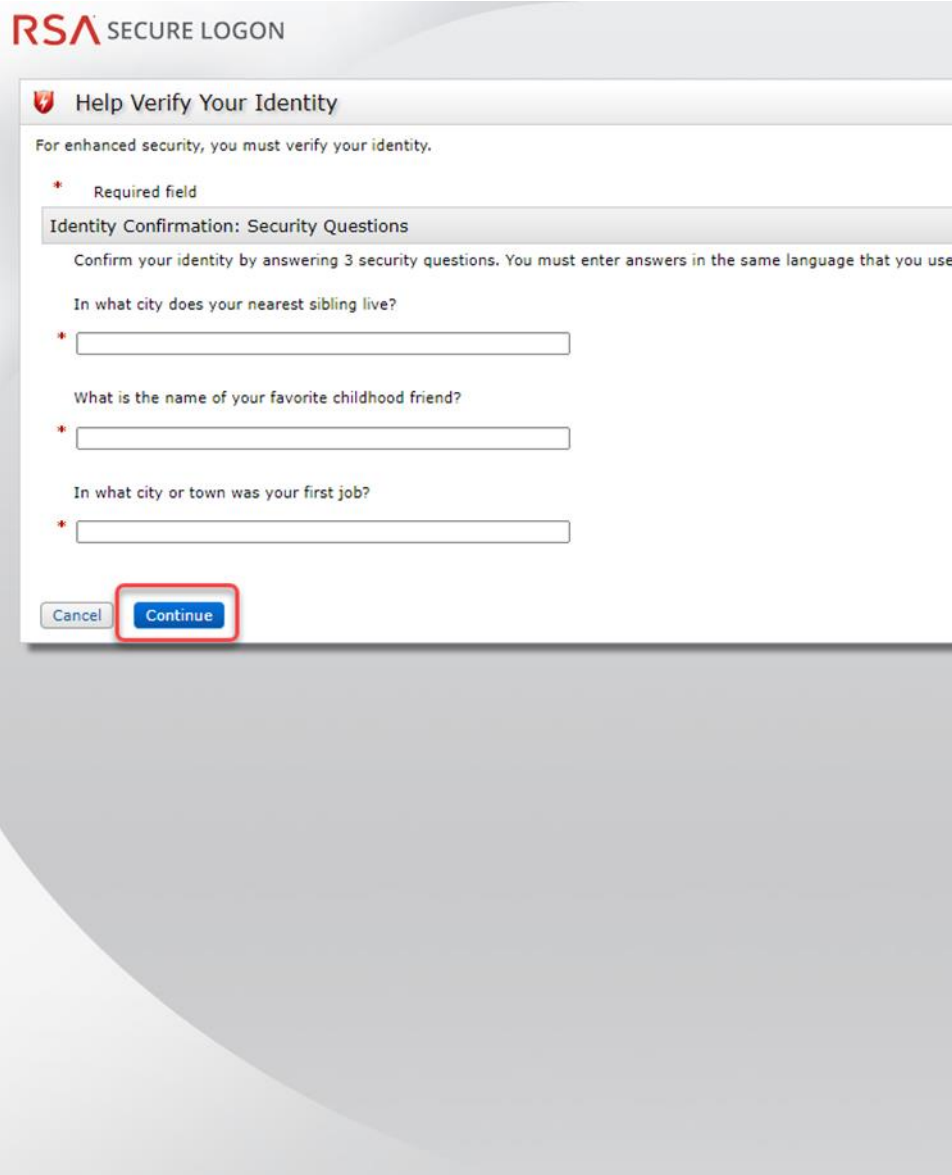
RSA SECURE LOGON

Log On

Logon is required. If you have forgotten your logon information, contact your help desk or administrator.

User ID:

Answer the challenge questions and press *Continue*



RSA SECURE LOGON

Help Verify Your Identity

For enhanced security, you must verify your identity.

* Required field

Identity Confirmation: Security Questions

Confirm your identity by answering 3 security questions. You must enter answers in the same language that you use.

In what city does your nearest sibling live?

*

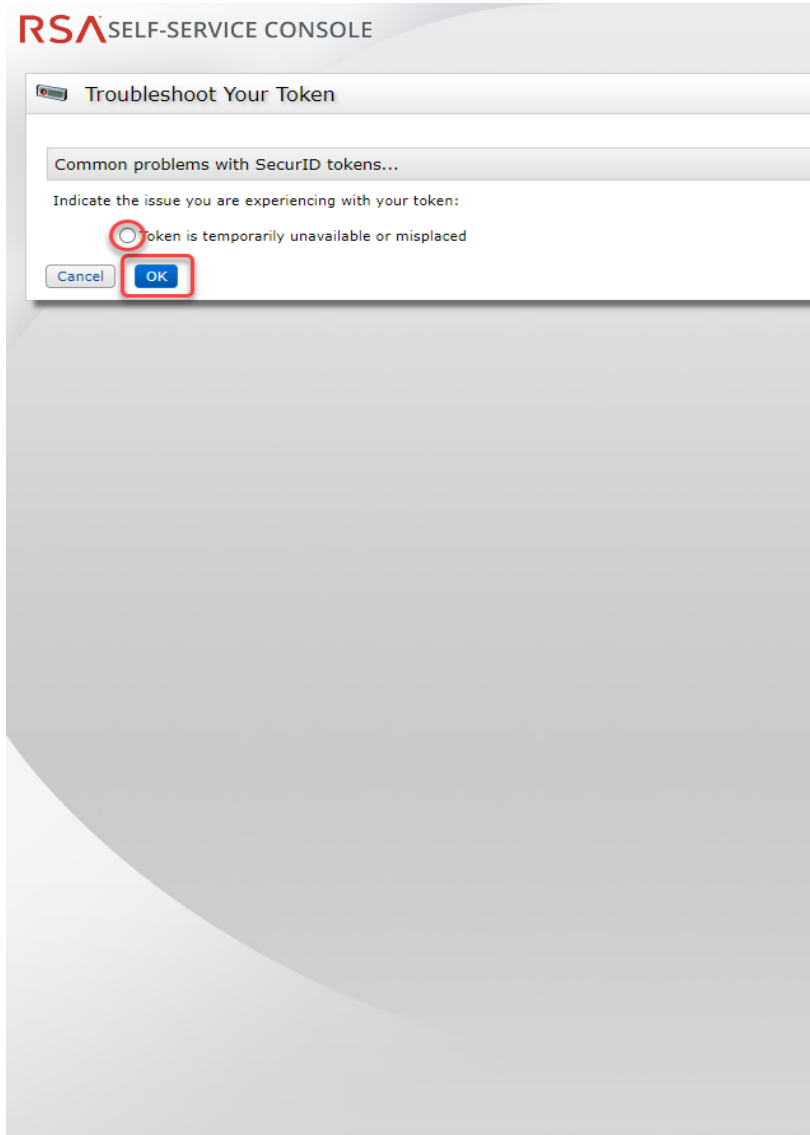
What is the name of your favorite childhood friend?

*

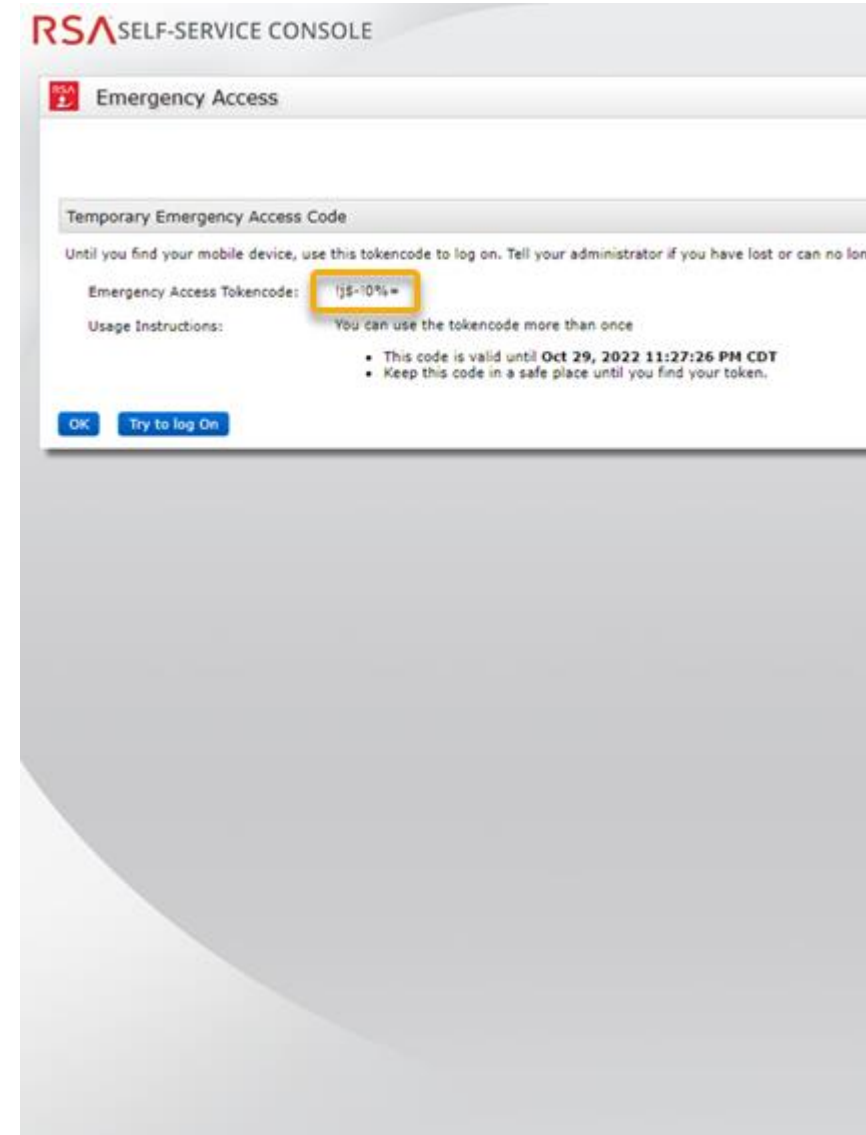
In what city or town was your first job?

*

Select the radial button then click *OK*



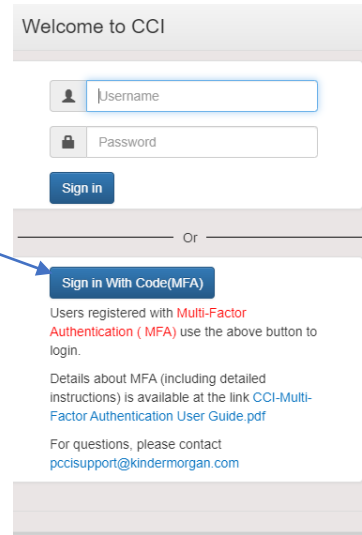
Your Emergency Access Tokencode will be displayed. You can now close the Self-Service Console



Open a new browser window and navigate to:

<https://cci.kindermorgan.com/>

Enter your CCI User ID with the extension **@ext.kindermorgan.com**



Welcome to CCI

Username

Password

Sign in

Or

Sign in With Code(MFA)

Users registered with Multi-Factor Authentication (MFA) use the above button to login.

Details about MFA (including detailed instructions) is available at the link [CCI-Multi-Factor Authentication User Guide.pdf](#)

For questions, please contact pcisupport@kindermorgan.com

Enter your CCI Password click *Sign in*.



Sign in

UserID@ext.kindermorgan.com

[Can't access your account?](#)

Next



← UserID@ext.kindermorgan.com

Enter password

Password

[Forgot my password](#)

Sign in

When you get to the token screen, click *Show More* to show other sign in options

Enter Authenticate Tokencode

1. Open the RSA SecurID Authenticate app.
2. Enter the eight-digit number that displays on the screen.



Submit

Cancel

Show more

Click *RSA SecurID Token*

Enter Authenticate Tokencode

1. Open the RSA SecurID Authenticate app.
2. Enter the eight-digit number that displays on the screen.



Submit

Cancel

Show less

RSA SecurID Token



Emergency Access

Temporary Emergency Access Code

Until you find your mobile device, use this tokencode to log on. Tell your administrator if you have lost or can no longer use your mobile device.

Emergency Access Tokencode: 1j\$-10%*

Usage Instructions:


- You can use the tokencode more than once.
- This code is valid until **Oct 29, 2022 11:27:26 PM CDT**
- Keep this code in a safe place until you find your token.

Enter the Emergency Access Tokencode into the text box and click *Submit*.

After successfully submitting, a Citrix session should open.

Enter RSA SecurID Passcode

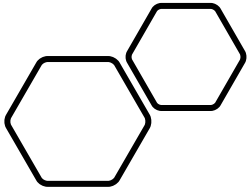
▼ Show more



If you need further assistance, contact the Help Desk:

Phone: 833-941-0066

MFASupportHD@kindermorgan.com

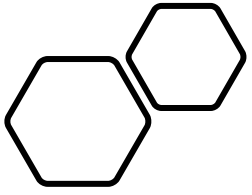


Registering For SSPR



Self-Service Password Reset (SSPR) Rules

- User Id must be registered with SSPR prior to resetting password
- Password can be reset once every 24hrs
 - If your password needs to be reset inside that limit, contact your CCI Security Admin
- You must register two authentication methods – this occurs during your first login.
 - Token delivered via SMS
 - Personal Challenge questions
 - Each answer must be unique
- Password cannot be one that you have used in the past
 - Must have eight digits, uppercase, lowercase, special character, and number
- Contact the help desk if you need your security information updated
 - Email: MFASupportHD@kindermorgan.com



Resetting Your Password With SSPR



CCI Access: <https://cci.kindermorgan.com/>

Enter your CCI User ID with the extension **@ext.kindermorgan.com** click *next*.

Click *Forgot my password*



Sign in

UserID@ext.kindermorgan.com

[Can't access your account?](#)

Next



← UserID@ext.kindermorgan.com

Enter password

Password

[Forgot my password](#)

Sign in

Enter the characters from the picture and click *next*.



Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

userID@ext.kindermorgan.com

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. *

Next Cancel



Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

Text my mobile phone

Call my mobile phone

Answer my security questions

In order to protect your account, we need you to enter your complete mobile phone number (*****09) below. You will then receive a text message with a verification code which can be used to reset your password.

7138675309

Text

Cancel

Enter the phone number you used during registration into the text box and click *Text*

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

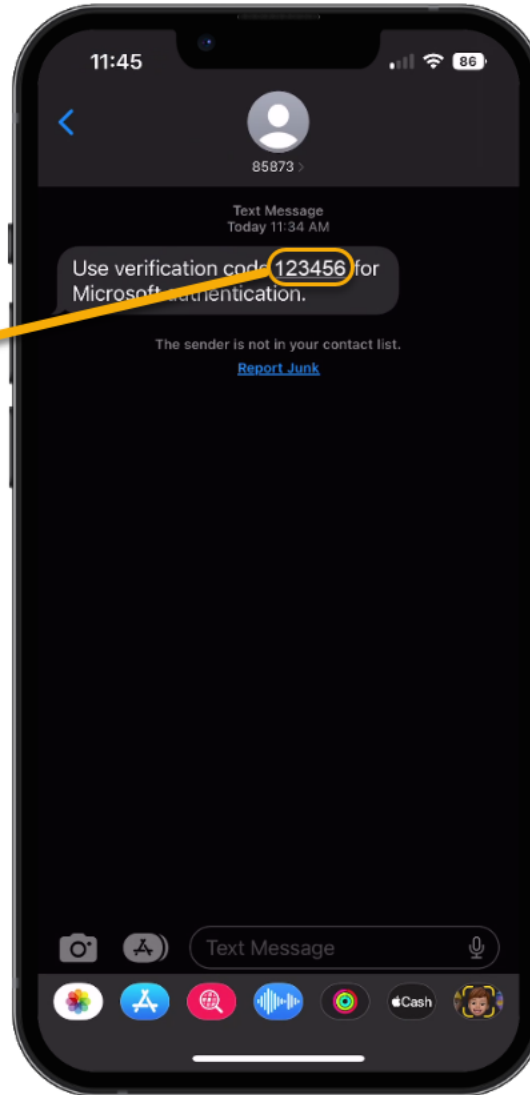
- Text my mobile phone
- Call my mobile phone
- Answer my security questions

We've sent you a text message containing a verification code to your phone.

Enter your verification code

Next

[Cancel](#)



Enter the verification code into the text box.

Press *Next* to continue.



Get back into your account

verification step 1 ✓ > **verification step 2** > choose a new password

Please choose the second contact method we should use for verification:

Answer my security questions

What is your father's middle name?

In what city was your first job?

In what city did you meet your first spouse/partner?

Next

[Contact your administrator](#)

[Cancel](#)

Answer your security questions
you used during registration.

Press *Next* to continue.



Get back into your account

verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

Finish Cancel

Enter your new password and click *Finish*.

Your password should now be reset, and you can continue to CCI