

### WEB PORTAL 2-Step Verification Process

Go to the <https://portal.itsacorp.com> web site.

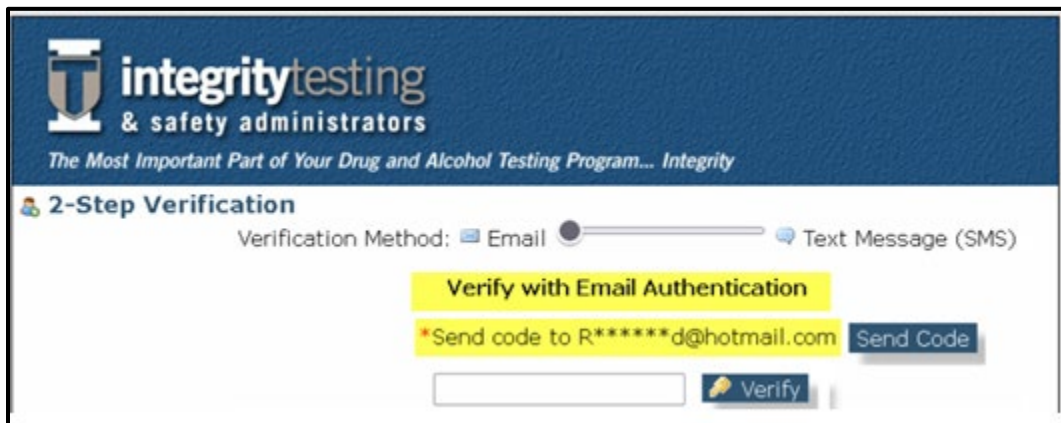
The user will enter the Username and Password with the temp credentials an ITSA representative has provided. Note: If the user already has a current Username and Password, the user will enter the current information into the portal.

Once those are entered and accepted, a display “Create Account” screen will appear to complete the setup.



The screenshot shows the 'Create Account' form. At the top, the logo for 'integritytesting & safety administrators' is displayed, along with the tagline 'The Most Important Part of Your Drug and Alcohol Testing Program... Integrity'. Below the logo, the title 'Create Account' is shown. The form contains five required fields: Username, Password, Confirm Password, Email, and Mobile Phone. The Mobile Phone field has a placeholder '(xxx) xxx-xxxx'. A legend indicates that asterisks denote required fields. A 'Submit' button is located at the bottom right of the form.

Next the 2-Step Verification screen will be displayed. Note: Most will be verified by email as the cell number is not captured for all users in the ITSA system.

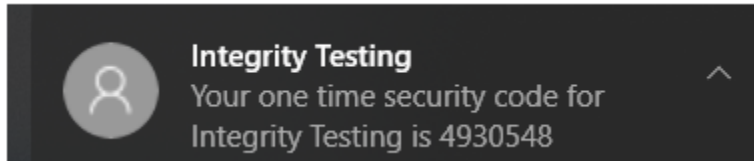


The screenshot shows the '2-Step Verification' screen. At the top, the logo for 'integritytesting & safety administrators' is displayed, along with the tagline 'The Most Important Part of Your Drug and Alcohol Testing Program... Integrity'. Below the logo, the title '2-Step Verification' is shown. The screen displays the 'Verification Method' as 'Email', with a radio button selected. A 'Text Message (SMS)' option is also visible. A yellow highlight is placed over the text 'Verify with Email Authentication'. Below this, a message states '\*Send code to R\*\*\*\*\*d@hotmail.com' followed by a 'Send Code' button. At the bottom, there is an empty input field and a 'Verify' button.

Below is an example of an email that will be sent to the users email.



If the user has a cell phone on file with ITSA, a one- time security code will be texted to the user as shown below.



You will put the code in the “Verify” line in the 2-Step Verification screen.

The next time the user logs into the ITSA portal, as long as the user is using the same device to log into the portal, only the Username and Password will be required.