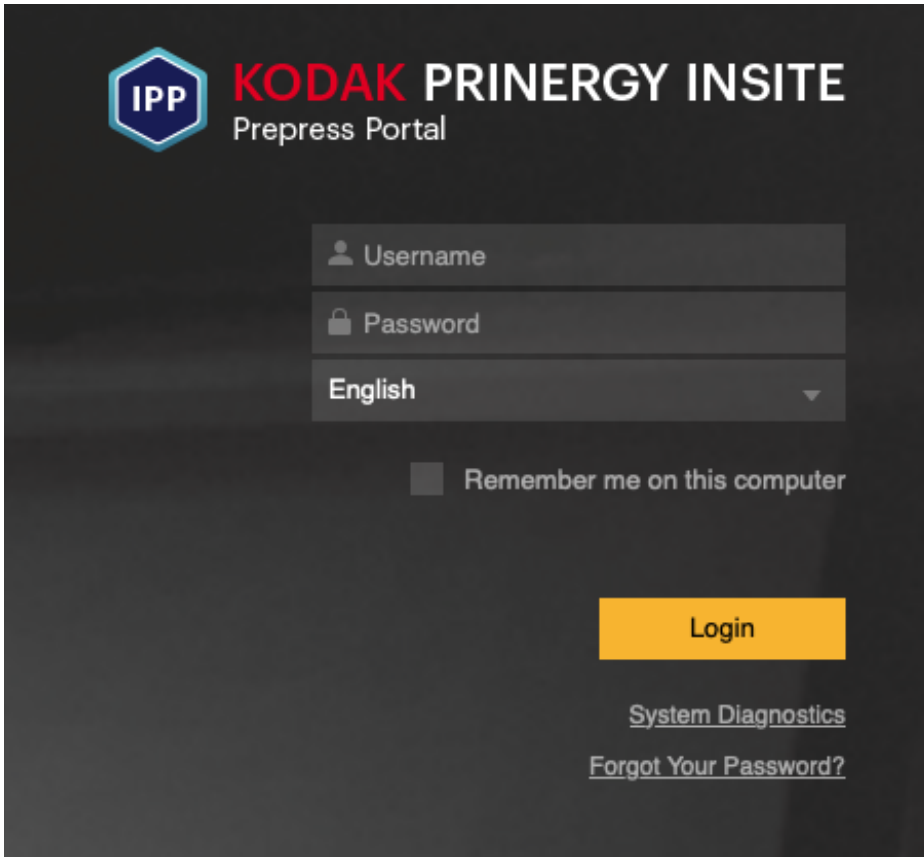


Logging on and off

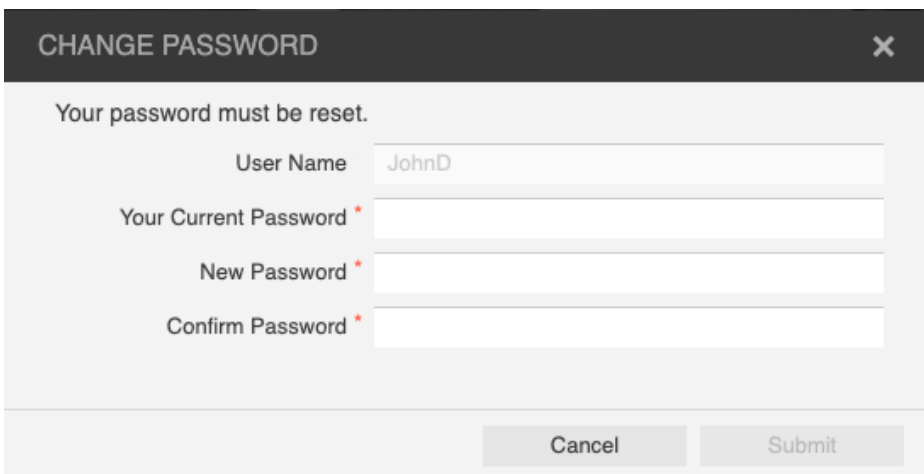
1. Open a web browser, and type the address (URL) of the Prepress Portal server.



The image shows the login interface for the KODAK PRINERGY INSITE Prepress Portal. At the top left is the IPP logo, followed by the text 'KODAK PRINERGY INSITE' and 'Prepress Portal'. Below this are three input fields: 'Username' with a person icon, 'Password' with a lock icon, and a language dropdown menu currently set to 'English'. A 'Remember me on this computer' checkbox is located below the language menu. A prominent yellow 'Login' button is positioned to the right of the input fields. At the bottom right, there are two links: 'System Diagnostics' and 'Forgot Your Password?'.

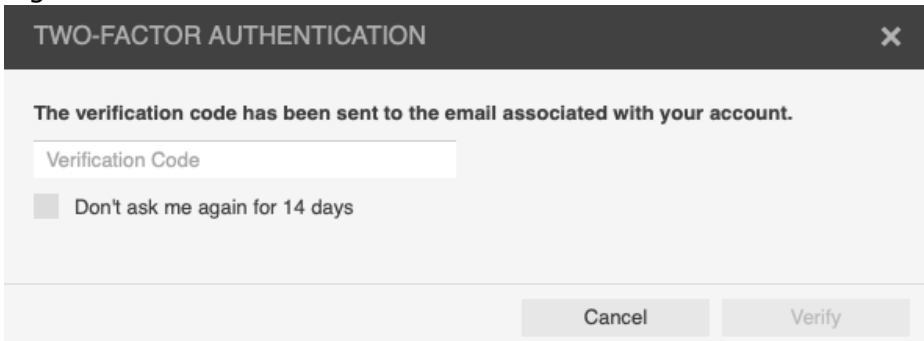
2. Type your user name and password, select a language, and click **Login**.

Note: New and forgotten password users are required to reset their password during first login attempt. In the **Change Password** dialog, enter your current password, enter your new password then click the **Submit** button. Proceed to login using your new password.



The image shows a 'CHANGE PASSWORD' dialog box with a close button (X) in the top right corner. The message 'Your password must be reset.' is displayed at the top. Below this are four input fields: 'User Name' (containing 'JohnD'), 'Your Current Password *', 'New Password *', and 'Confirm Password *'. At the bottom of the dialog are two buttons: 'Cancel' and 'Submit'.

3. If the site has *Two-Factor Authentication* enabled, the following window will pop-up at login:



A screenshot of a 'TWO-FACTOR AUTHENTICATION' pop-up window. The window has a dark header bar with the title 'TWO-FACTOR AUTHENTICATION' and a close button (X) on the right. Below the header, the text 'The verification code has been sent to the email associated with your account.' is displayed. Underneath this text is a text input field labeled 'Verification Code'. Below the input field is a checkbox labeled 'Don't ask me again for 14 days'. At the bottom of the window, there are two buttons: 'Cancel' and 'Verify'.

- a. Check your email for the Authentication email to appear.
 - b. Enter the Verification Code into the 2FA window, then click **Submit**.
4. The Kodak InSite Prepress Portal main window appears.
5. To log off, click **Logout** in the top-right corner of the toolbar.