

Logging in to InSite Prepress Portal server (v11.5)

Login to InSite Prepress Portal server

1. Launch Adobe InDesign or Illustrator.
2. Under **Window >> Extensions** menu, select **KODAK InSite Gateway**.
 - **KODAK InSite Gateway** extension window opens.
3. Enter the address of InSite Prepress Portal server you want to connect to in the **InSite Prepress Portal Server** field.

Note: Do not include http:// or https:// portion of the URL

 - If the server is SSL certificate enabled, check the *Use SSL* checkbox.
4. Enter InSite Prepress Portal username and password in the **Username** and **Password** fields.
5. Click **Login**.

If the server information and the user credentials are valid, you successfully login to the server, and the extension window shows the list of customers and the jobs on the InSite Prepress Portal server that you have access to.

 - If the two-factor authentication (2FA) option is enabled for the system and the user, the **Two-Factor Authentication** dialog pops up and requests you to enter a verification code.
 - a. Check your email to obtain a verification code sent by email
 - b. Enter the verification code in the **Verification code** text field and click **VERIFY**

Notes:

- Once you are logged in, the session continues to be active even after you close the extension window and/or when you close the application (InDesign or Illustrator), so that when you re-launch the application and/or the extension window, you may be directly navigated to the list of customers and jobs.
- Your session automatically expires if you do not interact with the server and the session reaches to server's Session Timeout duration.

Logout from InSite Prepress Portal server

1. Click **SETTINGS** button (.
2. Click **LOGOUT** button.