

Client Information Portal

New User Security & Sign-On Guide

Louisville, Kentucky (headquarters)
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Getting Started

1. You will receive an email with a temporary password to set up your account.

For example:

From: FIS Email <idp-noreply@fisglobal.com>

Date: Sun, Feb 23, 2020

Subject: Baird Trust Company: Password Reset

To: <Steve@gmail.com>

Greetings <Client Name>,

Your password has been reset.

New password: **Hj6Mkzm-**

Regards,

Baird Trust Company



Getting Started

2. Visit bairdtrust.com, click on the Account button. At login, IdP will prompt you to enter your Access ID. After you enter your ID select "Proceed".

**It may be helpful to save the Client Information Portal site to your Favorites folder for future use.*

Please enter your Access ID and click "Proceed".



* Access ID

Remember my Access ID

[Trouble signing in?](#)

Proceed

Client Login

3. If your Access ID is Valid***, the Password Text Box will appear for you to enter your temporary password:

Please enter your Access ID and click "Proceed".

Access ID N

* Password

[Trouble signing in?](#)

Cancel

Sign in

***If the user enters an invalid Access ID, IdP will also prompt them for a PIN. But since the user has not yet registered their OTP Device, there is no where for a pin to be sent. The user should select cancel, verify their Access ID and re-try logging in.

Client Login

4. You will be prompted to change your password:

*Baird Trust Company requires that your new password must be different from the last 8 previously created passwords.

i This page allows you to update your password.
The following rules apply when changing passwords:
The new password must contain at least 8 characters.
The new password must be different from the last 16 previously created password or passwords.
The new password cannot contain your Login Name, in forward or reverse order.
The new password cannot contain your first, middle or last name, in forward or reverse order.

* Old Password:

* New Password:

* Confirm New Password:

Cancel

Proceed

Client Login

5. You will need to select a OTP method:

If you select “Send a PIN to my phone,” you will be prompt to Select “Add a New Device”

i Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. When prompted to enter your PIN, you will use that device to retrieve your PIN.

Select OTP method Send a PIN to my phone
 Let me use a software app

Select your Out-of-Band PIN device

[↗ Test Device](#)

[+ Add a New Device](#)

Cancel

Proceed

Client Login

6. A new window will appear where you can name the device and enter in your phone number.

*U.S. phone numbers do not require the Country Code, but the number can start with '+1' as shown below:

Add a New Device ×

* Device Name:

Device Profile: ▼

* Route to Number: ×

Format: +(Country Code)(Mobile Number) e.g. +448989888888

Client Login

7. Once your information is entered, select OK. You will be redirected back to the OTP Selection screen where you can select “Test Device” to request a test text message to be sent to your device.

i Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. When prompted to enter your PIN, you will use that device to retrieve your PIN.

Select OTP method Send a PIN to my phone
 Let me use a software app

Select your Out-of-Band PIN device

Meggie's Cell (+14143351234)

[↗ Test Device](#)

[+ Add a New Device](#)

Cancel

Proceed

Client Login

8. If you select “Let me use a software app,” you will be prompted to choose a “Download mobile app” selection. You will be given options to receive links or use an existing Authenticator App that you have. The link emailed to you is below:

<https://login2.fisglobal.com/idp/static-ui/authAppLinks.html>

i Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. When prompted to enter your PIN, you will use that device to retrieve your PIN.

Select OTP method Send a PIN to my phone
 Let me use a software app

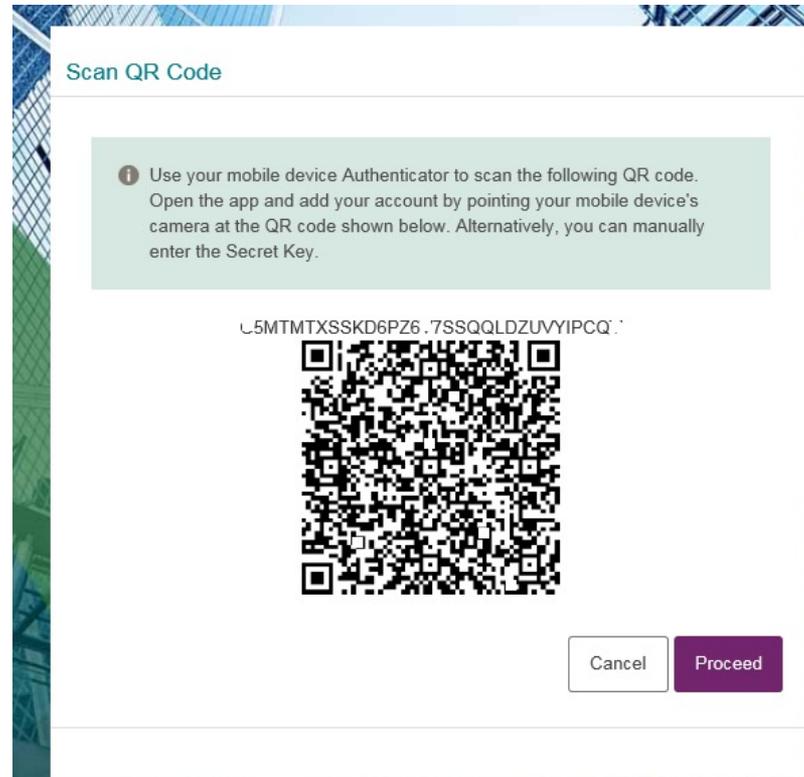
Download mobile app I've already installed the app
 Text me a download link
 Email me a download link

Cancel

Proceed

Client Login

9. IdP will provide a QR Code which you can load into your Authenticator App to allow for OTPs to be transmitted as needed:



Client Login

10. After the OTP Device has been established, you will be asked if you want to register the device that you are logging into Client Information Portal with (i.e. personal computer, work computer, etc.). Or you can choose to not register the device if it is public. **Select 'Proceed' and you will be logged in.**

- Device Registration
- No, this is not my computer or mobile device.
 - Yes, this is my computer or mobile device that I use regularly.

Device Name

Meggie's Laptop



If you are using this computer at home or work, or this is your personal mobile device, you can register it to skip the security questions or PIN Code in the future. This should only be done on your own secure computer or device where nobody else uses it (never select this option on a shared computer in a public location). Providing a device name will enable you to identify it easily.

Cancel

Proceed