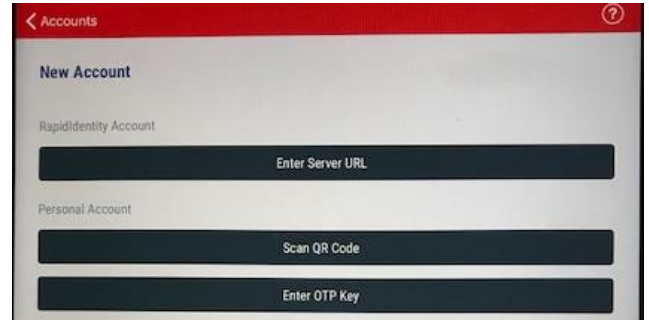


I. Configure RapidIdentity App

On RapidIdentity App you need to enter the following info:

Click on “Enter Server URL”



Enter Server URL: **mfa.cityoftacoma.org**



Enter in User info:

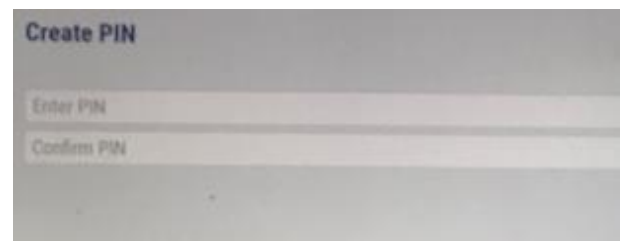
Tacoma\username

(Username is the same used to log onto your pc, ex “testuser2”)



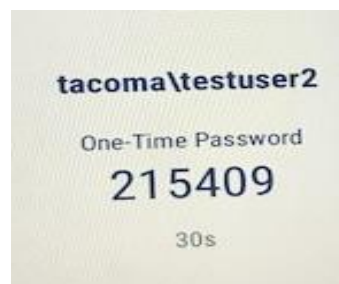
Click the slide bar to activate the option to: **“Use Windows Password”**

Set a pin (must be 6 digits)



Once Pin is set it succeeds and shows One Time password (OTP)

Done! Now you are ready to use **RapidIdentity** as your one time password when you activate AnyConnect for VPN access

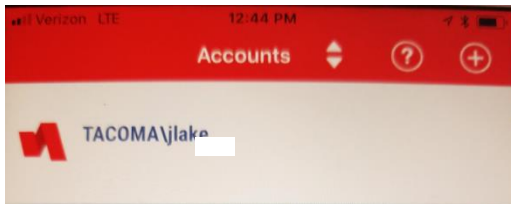


II. Access VPN after RapidIdentity is configured and you set your PIN:

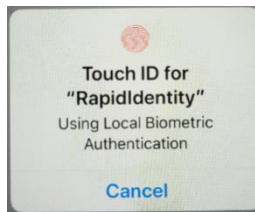
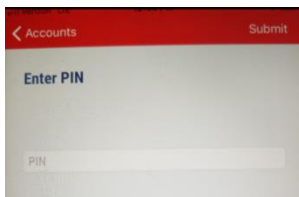
Click the **RapidIdentity** icon on your phone



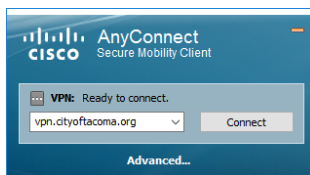
Click on your Account:



Enter your 6 digit PIN OR If fingerprint is enabled use your fingerprint for authorization or hit **“Cancel”** to enter the 6 digit PIN you created when you configured **RapidIdentity**.



Open the Cisco AnyConnect application on your PC: Click Connect



Enter a Username and software token PIN:

Username: Your AD account. Preface your account name with **Tacoma**

PIN: Just the **One time password** showing on your phone

