



CAMBRIDGE



A photograph of three business professionals in an office environment. A man in a grey suit and a woman in a blue blouse are seated at a desk, looking at a computer screen together and smiling. A woman in a cream-colored blazer is standing behind them, also smiling and looking at the screen. The background shows a window and some office equipment.

CIRStatements Two-factor Login Guide

How to Log In

Our current login process is migrating to Microsoft Azure, a platform that requires two-step, also known as two-factor, verification. This standardized login process uses your email address as a unified login ID, fortifies your data integrity, and enhances your user experience across all our applications and the Wove platform.

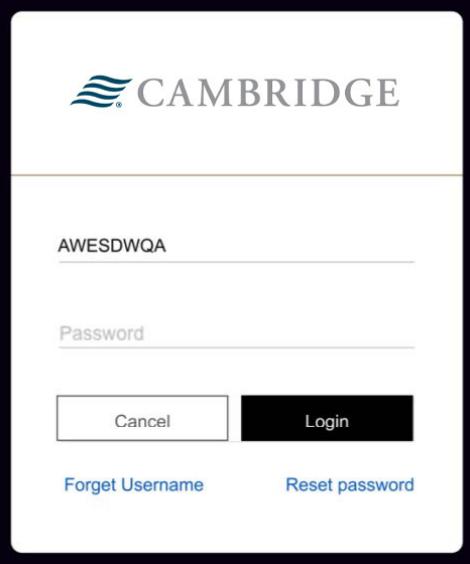
Once you create a user profile and provide login credentials, all subsequent logins will use the two-step process across applications and firms. This guide will help you establish the user profile and credentials for the unified login process.

Step 1: When you open the application, you will see the following screen. Enter your old login ID.



The screenshot shows a login interface for 'CAMBRIDGE'. At the top is the Cambridge logo. Below it is a text input field labeled 'Login ID'. Underneath the input field is a checkbox labeled 'Remember my login ID'. Below the checkbox is a large black 'Continue' button. At the bottom of the screen is a link 'Need help logging in?'

Step 2: Enter your password and click **Login**.



The screenshot shows a password entry interface for 'CAMBRIDGE'. At the top is the Cambridge logo. Below it is a text input field labeled 'Password' containing the text 'AWESDWQA'. Below the password field are two buttons: a white 'Cancel' button and a black 'Login' button. At the bottom of the screen are two links: 'Forgot Username' and 'Reset password'.

NOTE: If you cannot remember your login ID, just enter what you think it might be, and the system will direct you to the screen in Step 2, where you can click **Forgot Username**. If you cannot remember your password, click **Reset Password**.

Each hyperlink will bring you to the appropriate screen, where you can fill out the necessary information and then click **Send Me Username** or **Reset Password**, depending on your need. Upon completion, you will be redirected to the log-in page shown in Step 1.

Step 3: Once you have logged in, the system will redirect you to a screen to set up your new username and password. **Your email will be your new username.**

Choose a password of 8-16 characters. Make sure that it includes at least three of the following:

- Uppercase letter
- Lowercase letter
- Number (0 -9)
- Special character, such as @, #, \$, etc.

Set up 2-Step Verification

Let's keep your information secure. The phone number and email address you enter here will be used for all subsequent logins and 2-step verification.

Verification code will be sent to the email you have listed

Name*

Suffix / Designation

Email* (This will be your new login ID)

Mobile Phone US +1

New password*

Confirm new password*

Password requirements::
• 8-16 characters
• Include at least three of the following:
• A uppercase letter
• A lowercase letter
• A number (0-9)
• A special character @ # \$ etc.

Your email will be your user name from now on.

Step 4: Click **Save and send code** at the bottom left of the page.

Save and send code

Step 5: The system will notify you that a verification email has been sent to the email account you listed in the previous page.

Email Verification Code Sent

Check your email and enter your verification code. Code sent to
Jane.Doe@Company.org

Verification code

[Resend code](#)

Step 6: Check your email for a one-time passcode. Then enter the code in the box outlined in red in the figure above. Click **Continue**.

Access Code for Profile Verification

From: DataDelivery <DataDelivery@bnymellon.com>

To: Jane Doe

Retention: BNYM-3-year delete - Inbox Expires: 06/27/2027.

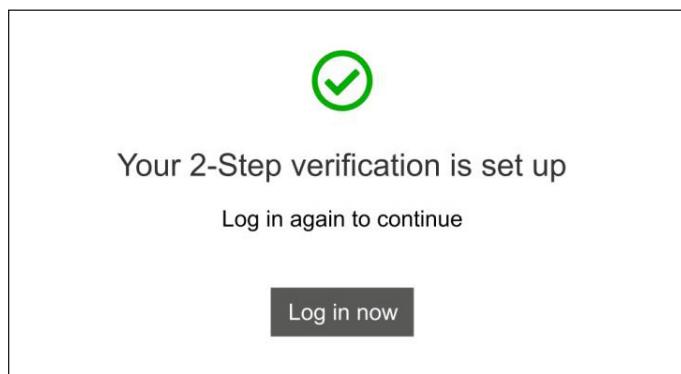
Dear Jane,

Your one-time passcode is: qzxkAjHX

Do not share this one-time passcode with anyone. Please note, that we will never call and ask for your one-time passcode. If you did not request a one-time passcode, please contact your help desk or support team.

Thank you

Step 7: A screen noting that your two-step verification has been set up will prompt you to log in again. Click **Log in now**.

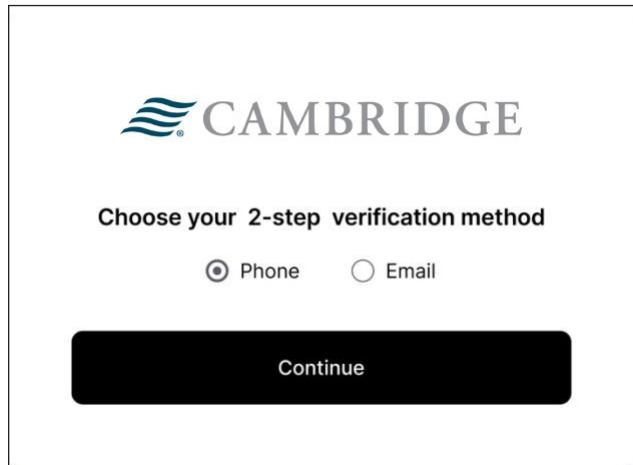


Step 8: Enter your password and your login ID, which is your email, and then click **Log in**.



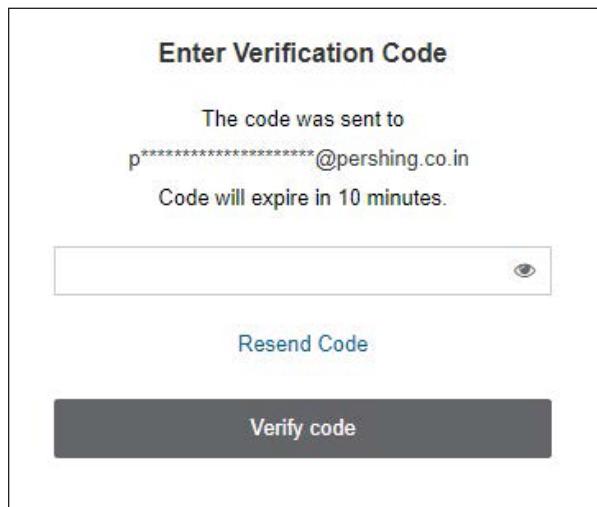
NOTE: Should there be an error, the system will show a message asking you to try setting up two-step verification again. Just click **Try again**, and you will be redirected to the login page, where you can begin setting up your two-step authentication.

Step 9: The system will ask whether to send the verification code to your email or via a text. Choose an option and then click **Continue**.



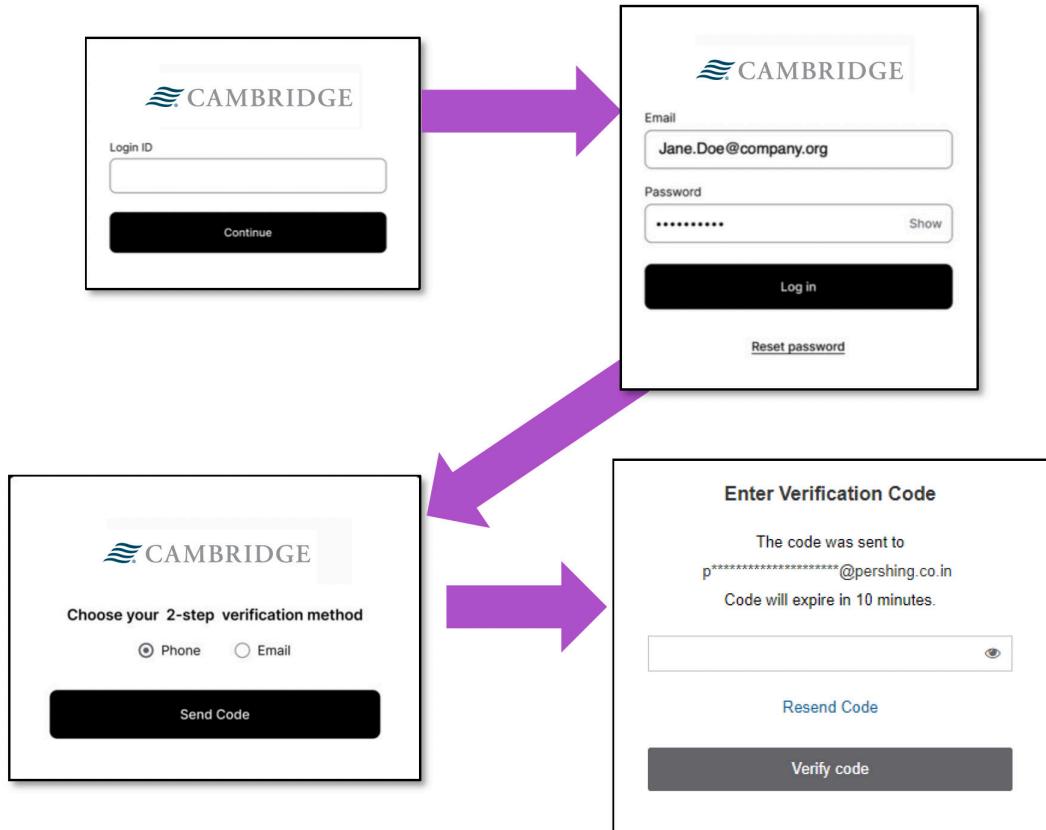
Step 10: Check your email or text messages for the verification code.

Step 11: Enter the verification code in the spaces provided and click **Verify Code**. If you cannot find the code, click **Resend code** and retry.



Step 12: You will land on your home page from which you can navigate through the Wove Reporting application.

NOTE: After you have set up multi-factor authentication, each time you open the application, the following flow will be how you log in.



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