



External User Account Login

**How to access KPMG Central with a
SecurID token requirement**

Contents

1	First Time Login	1
1.1	Login	1
1.2	KPMG Central – PIN Selection	2
2	Login the following times	4
3	Forgotten / Lost PIN	4
4	Misplaced / Lost SecurID Token	4
5	The MyKPMGCentral Page	4

1 First Time Login

Your KPMG Engagement Team will setup your KPMG Central account and these credentials can then be used to access one or more KPMG Central sites.

Note: KPMG Central accounts are personal accounts and must **NOT** be shared between multiple users under any conditions.

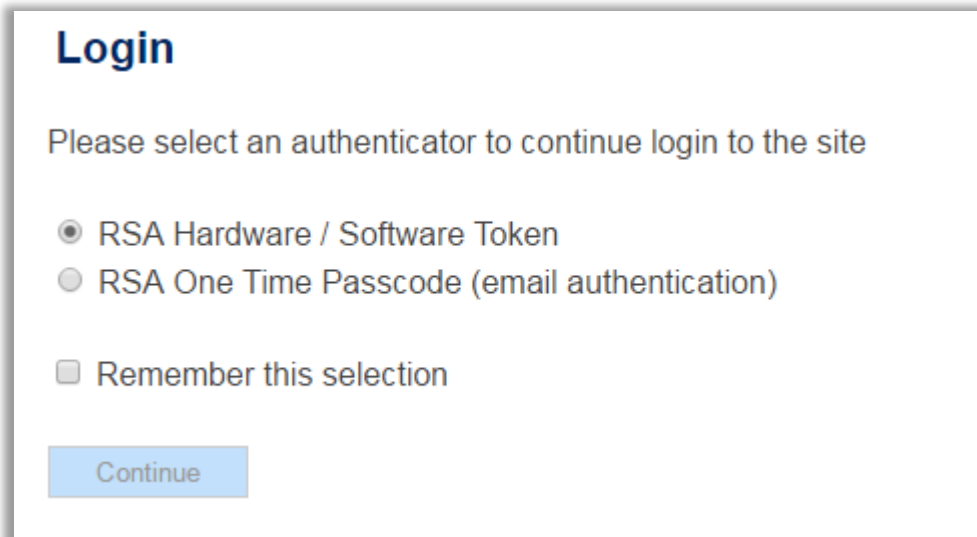
When your KPMG Central account is setup, your primary KPMG contact will provide you with the following information:

- Your User name / Login ID
- Your KPMG SecurID Token
- The KPMG Central Site URL

You will receive an email from your team containing the URL to the site. Your KPMG SecurID Token will be distributed to you. If you have not received the KPMG SecurID Token, please contact your primary KPMG contact for further instructions.

1.1 Login

Once you have entered the engagement specific URL in your browser, you will get to the Login screen. It gives you two options. Always use the RSA Hardware option.



Login

Please select an authenticator to continue login to the site

RSA Hardware / Software Token

RSA One Time Passcode (email authentication)

Remember this selection

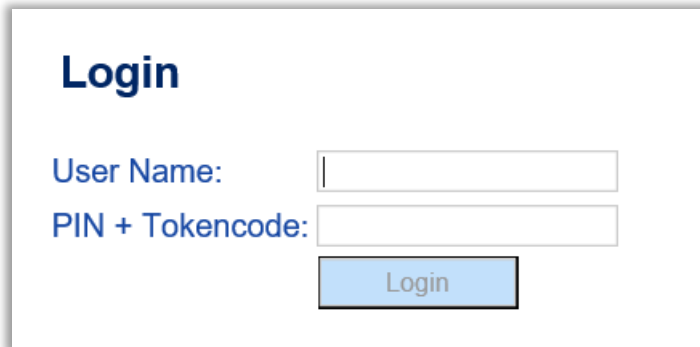
Continue

Press Continue.

1.2 KPMG Central – PIN Selection

If this is your **first time** logging into a KPMG Central (SecurID) site, enter your **User name** and **Tokencode (no pin required the first time)** within the login page as per the image below and click **Login**.

The PIN is not required at this stage as the next few steps will assist you with selecting a PIN. Once you have selected a PIN, you will require your Username, PIN and Tokencode for all future access. Please ensure that you remember your PIN. The PIN must not be shared with other users.



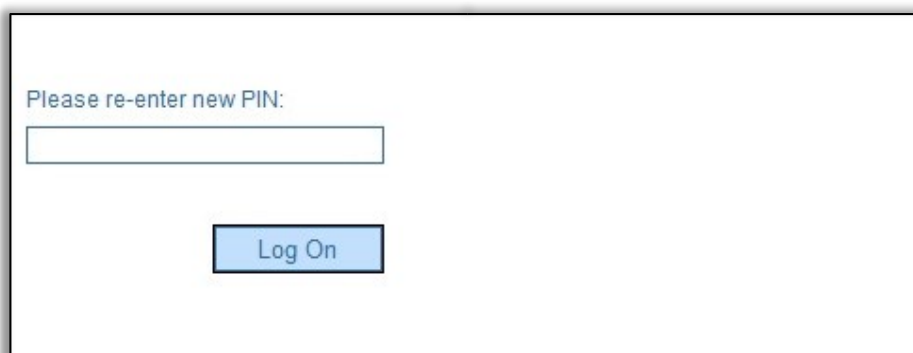
The screenshot shows a login form with the title "Login" in blue. Below the title, there are two input fields: "User Name:" and "PIN + Tokencode:". Below these fields is a blue button labeled "Login".

Enter a **6 to 8** digit PIN (numbers only) and click **Continue**:



The screenshot shows a page titled "Login" with the instruction "Enter New PIN:". Below this is a single input field for the PIN and a blue button labeled "Continue". Below the button, there is a red warning message: "Your new PIN must be 6~8 digits long". At the bottom, a "Note:" states "Enter a new PIN that is 6~8 digits".

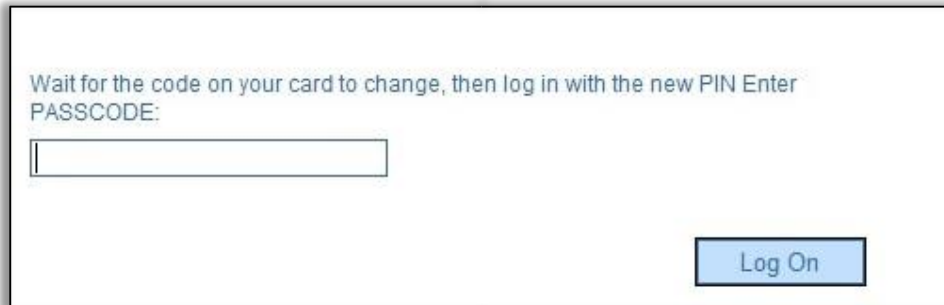
Re-enter the PIN and click **Log On**:



The screenshot shows a page with the instruction "Please re-enter new PIN:". Below this is a single input field for re-entering the PIN and a blue button labeled "Log On".

Wait for the Passcode to change on your SecurID Token and then enter your **PIN**, the new **Tokencode** (passcode) and click **Login**. Do not enter any spaces or other characters between the PIN & Tokencode.

e.g: If your PIN is **123456** and the Tokencode displayed is **902312**, enter **123456902312**



Wait for the code on your card to change, then log in with the new PIN Enter
PASSCODE:

Log On

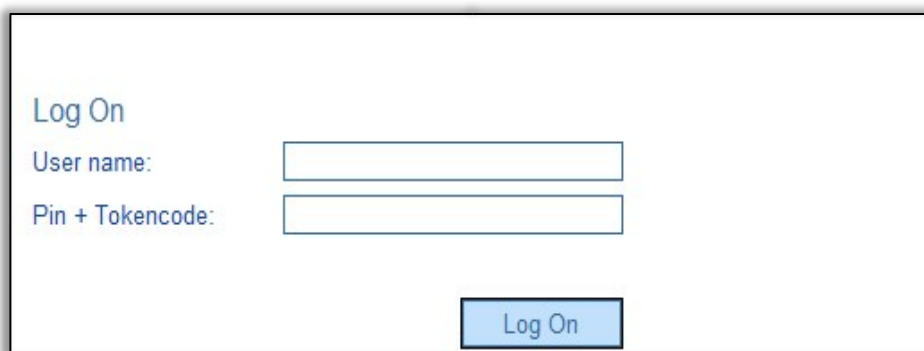
Once you click Login, you should be able to access the KPMG Central collaboration site. If you experience any issues selecting a PIN or accessing the KPMG Central collaboration site, please contact your primary KPMG contact.

When you have accessed the site – not the login screen, create a favorite to the site in your browser for your own convenience.

2 Login the following times

You access the site using the URL given, your browser favorite or the My KPMG Central Page (see below).

Enter the user name and Token PIN+Tokencode. If you have forgotten your PIN, contact your Site Administrator.



3 Forgotten / Lost PIN

If you forget or misplace your PIN, the SecurID Token can be set into 'New PIN' mode that will allow you to select a new PIN. Please contact your Site Administrator and notify him/her that you need to select a new PIN.

Once your Site Administrator or the Sweden KPMG Central Administration confirms that the Token has been set to 'New PIN' mode, you can follow the steps laid out in the *First Time Login* section of this document to select a new PIN and access the KPMG Central site.

4 Misplaced / Lost SecurID Token

If you misplace or lose your SecurID Token, there is no alternate mechanism to access a KPMG Central (SecurID) collaboration site. You will need to be provided with a replacement Token by KPMG. Please contact your Site Administrator and notify him/her that you need a replacement Token.

Once you receive the replacement Token you will need to select a new PIN. Follow the steps laid out in *First Time Login* section of this document to select a new PIN and access the KPMG Central collaboration site.

5 The MyKPMGCentral Page

If you are a member of more than one site, you can benefit from using the My KPMG Central page which gives you a list of all sites you have access to and a direct link to open them.

The page also shows when your password will expire and information regarding major outages.

The URL for this page is:

<https://kcentral.ext.ema.kpmg.com/Pages/MyKPMGCentral.aspx>

The screenshot displays the MyKPMGCentral.aspx page. At the top, it says "Welcome Eva Winter" and provides a brief description of the page's purpose. Below this is an "Outage Notification" section which is currently empty. The main section is "My KPMG Central Sites", featuring a search bar with "Search" and "Reset" buttons. Below the search bar, there are tabs for "All Sites" and "Favorite Sites". A table lists the sites, with columns for "Site Title", "Site URL", and "Add / Remove Favorite".

Site Title	Site URL	Add / Remove Favorite
Site A	https://kcentral.ext.ema.kpmg.com/audit/se-xxxxxxxx 6	★
Site B	https://kcentral.ext.ema.kpmg.com/audit/se-zzzzzzzz	★

On the right side of the page, there are two informational boxes: "Useful Links" (currently empty) and "Password Expiry Reminder" (stating the password expires on 2016/05/29).

Contact us

First contact is always your Site Administrator

KPMG AB

Knowledge Management

T +46 8 723 91 00

E kpmgcentral.sweden@kpmg.se

www.kpmg.se

© 2016 KPMG AB, a Swedish limited liability company and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. All rights reserved.

The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavour to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

The KPMG name and logo are registered trademarks or trademarks of KPMG International.