PTC - Log in guide

Software Requirements:

- Internet Explorer (ver: 11), Windows (ver: 10)
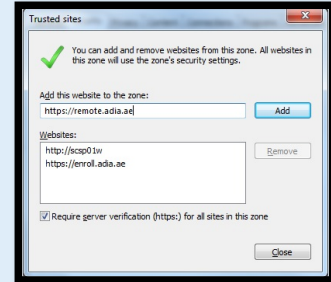
Software Setup

| Disable the "Pop-up Blocker" for Internet Explorer:	• Open **Internet Explorer** • Go to **Tools** • Then **Pop-up Blocker** • Then **Turn off Pop-up Blocker**

Add **secureplace.adia.ae** to the Trusted Sites.

- Open **Internet Explorer**
- Go to **Tools**
- Then **Internet Options**
- Then the **Security** tab
- Click on **Trusts** then **Sites**
- Insert: **efm-ptc.adia.ae** and click on **Add,** then **Close**

Add **secureplace.adia.ae** to the Compatibility View.

- Open **Internet Explorer**
- Go to **Tools**
- Then **Compatibility View settings**
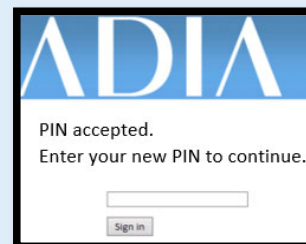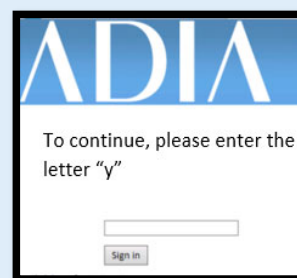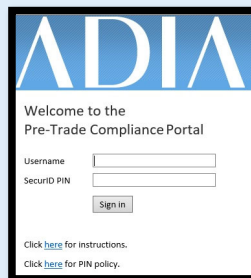- Insert: **secureplace.adia.ae** and click on **Add,** then **Close**
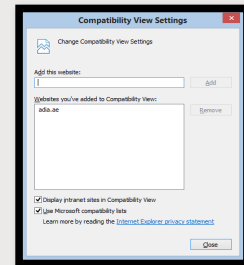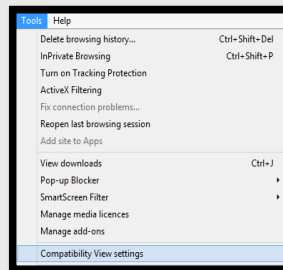
Log In Steps

Login

- Go to https://efm-ptc.adia.ae
- Enter your **Username**, **Password** and **PIN.**

Change the PIN (Optional: Initial log in only)

- Confirm you are ready to change your PIN, by typing **y** and then click **Sign in**.

- The new PIN must contain:
    - At least four numerical numbers
    - Click Save PIN

- Please keep a record of the new PIN.

- DO NOT wait for the next token, Close the browser and start a new session.

Enter the Token Code

If you changed your PIN you will need to start fresh and log in again with your Username and the new SecurID PIN that you set in the previous step.

- After entering the Username and PIN, enter the eight digit On Demand Tokencode, received via email.

- Click Enter
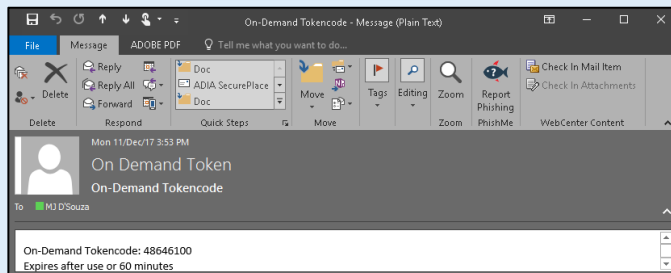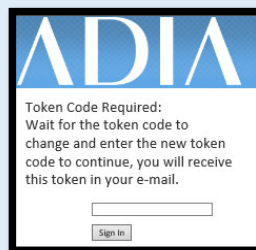
Support Details: servicedesk@adia.ae

Real Progress