

CEDI Self-Service Password Portal Overview

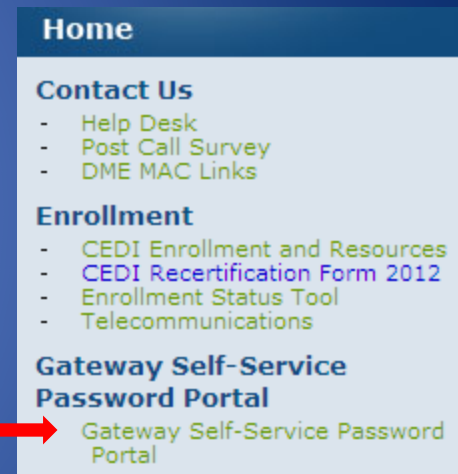
Agenda

- Accessing the Password Portal
- Setting Your Profile
- Setting Your Security Questions
- Changing Your Password
- Using the “Forgot your Password” Option

Accessing the Password Portal

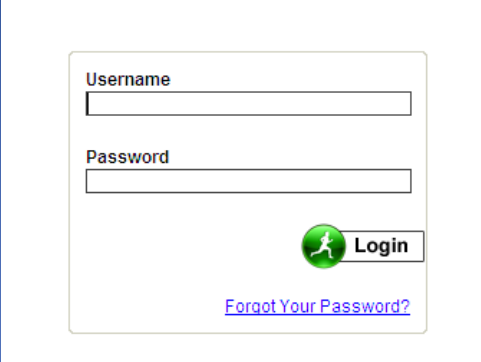
To use the online password portal go to the CEDI Web site <http://www.ngscedi.com>

- Select the CEDI Gateway Self-Service Password Portal link
- Select the “Change/Reset Your Trading Partner Password” button



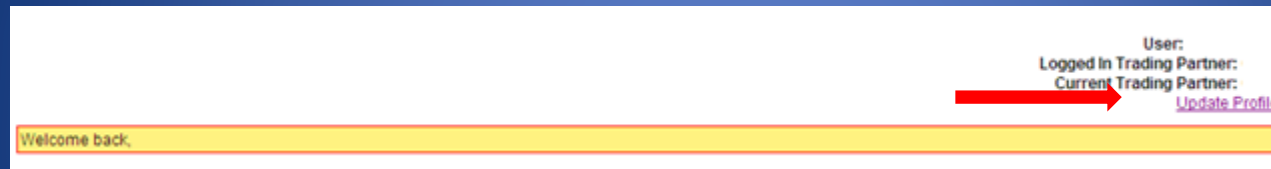
Accessing the Password Portal Cont.

- This screen will be displayed:
- Type in your Username and current Password
- The Username will be your Login ID
 - B08123456@B08123456
- Select “Login”

A screenshot of a login portal form. The form is white with a thin border. It contains two input fields: one for 'Username' and one for 'Password'. Below the 'Password' field is a 'Login' button with a green circular icon containing a white silhouette of a person running. Below the button is a blue hyperlink that reads 'Forgot Your Password?'.

Setting Your Profile

- The following screen will display once you Log in:



- Select “Update Profile”

Setting Your Profile Cont.

Your “Update Profile” page will be displayed. On this screen,

- You can change your password
- Set your e-mail address
- Set the security questions to be used if you forget your password

Always select “Apply” to record changes

The screenshot shows the 'Update Profile' page. At the top right, it displays 'User: Logged In Trading Partner: Current Trading Partner: Update Profile'. The form fields are as follows:

Update Profile	
Username	<input type="text"/>
User Description	<input type="text"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
Password Period	0
Password Period Remainder	0
Last Password Change	04/30/2012 14:34:04
Last Change	05/08/2012 10:11:59
Email	<input type="text"/>
Security Questions	
In what city were you living at age 18?	<input type="text"/>
What was the name of the first school you attended?	<input type="text"/>
With what company did you hold your first job?	<input type="text"/>

Annotations: Two red arrows point to the 'New Password' and 'Confirm New Password' fields. Three blue arrows point to the 'Email' field and the three security question input fields. A red box highlights the 'Apply' button at the bottom right, which includes a green checkmark icon. A 'Back' button is located at the bottom left.

Setting Your Security Questions

- You will need to select 3 security questions and provide answers
- These will be used to reset your password incase it is forgotten.
- Each drop down menu has a list of 10 questions that you can choose from.
- The next time you view the Update Profile page, the questions at the bottom of the screen will return to the first 3 questions in the lists and the answer fields will appear blank.
- The security questions and answers you set will remain in our system until you select new questions and answers which you can do at any time.

Changing Your Password

- You do NOT have to change the password to update the security questions
- You do NOT have to update the security questions to change the password
- You do NOT have to wait for the password to expire to be able to change it

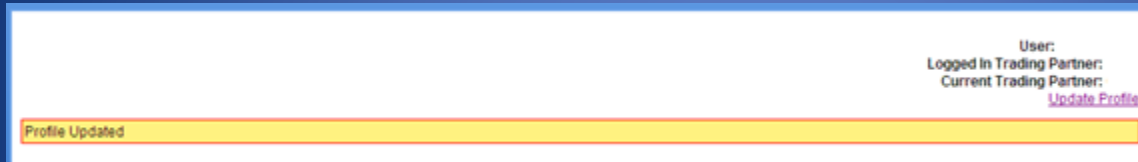
Changing Your Password Cont.

If you choose to change your password, the new password must meet the following criteria:

- Passwords must be eight (8) characters in length; no more and no less.
- Passwords must contain a combination of numbers and alpha characters.
- Passwords must include at least 1 uppercase and 1 lowercase letter.
- Password must contain a special character; for example @, #, \$
- Password must be different than the last nine (9) passwords.
- Password will expire every 60 days.
- After three (3) incorrect login attempts, the account will be locked. Please contact the CEDI Help Desk at 866-311-9184 to have your password Reset.

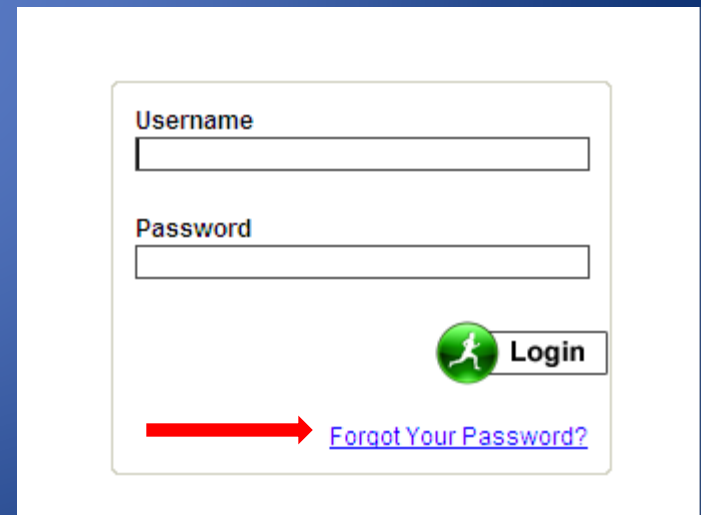
Changing Your Password Cont.

- If changes were successfully applied, the following screen will be displayed:



Using the “Forgot your Password” Option

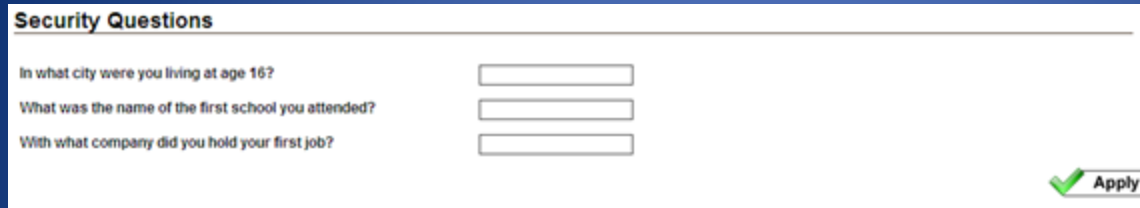
- If you have forgotten the password, you can use the password portal to reset your password if your security questions have been answered.
- When you reach the login screen, you will enter your Username and select “Forgot Your Password?”



The image shows a login form with two input fields: "Username" and "Password". Below the fields is a "Login" button with a green circular icon containing a white silhouette of a person running. A red arrow points to a blue underlined link labeled "Forgot Your Password?" located below the "Login" button.

Using the “Forgot your Password” Option Cont.

- The following screen will display:



The screenshot shows a form titled "Security Questions" with three questions and their corresponding input fields:

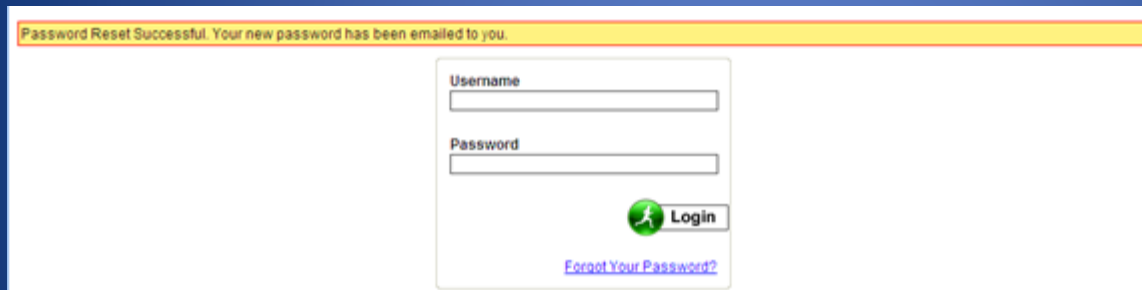
- Question 1: "In what city were you living at age 16?" with a text input field.
- Question 2: "What was the name of the first school you attended?" with a text input field.
- Question 3: "With what company did you hold your first job?" with a text input field.

At the bottom right of the form is a green checkmark icon followed by the text "Apply".

- You will need to answer the security questions you pre-set and select “Apply”.
- All questions must be answered correctly in order to reset the password. Answers are case sensitive.
- If you answer any of the security questions incorrectly, you will receive the error, “Invalid Username or Codewords”
- If you have not set your security questions, you will receive the error, “Security Questions not set. Please contact an administrator.”
- You will need to contact the CEDI Help Desk at 866-311-9184
- Once your password is reset, you will be able to log in and set your security questions.

Using the “Forgot your Password” Option Cont.

- If the information was entered correctly, the following screen will display:



The screenshot displays a web interface with a yellow notification bar at the top containing the text: "Password Reset Successful. Your new password has been emailed to you." Below this, there is a login form with two input fields labeled "Username" and "Password". A green circular icon with a white arrow is positioned to the left of a "Login" button. Below the login button is a blue hyperlink labeled "Forgot Your Password?".

- Your temporary password will be provided to you
- The next time you log in, you will need to change your password.

More Information

- There is an instruction guide with more information on the password portal available on the CEDI Web site <http://www.ngscedi.com>
- The instruction guide will also provide a list of all the security questions available incase you want to review the question options before logging in to set your questions.

CEDI Help Desk Contact Information: 866-311-9184

Ngs.cedihelpdesk@wellpoint.com