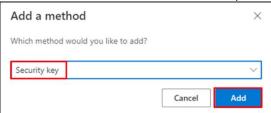


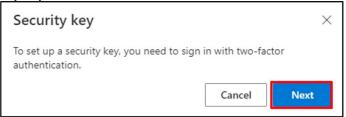
Follow these instructions or <u>watch this video</u> to set up your FIPS-enabled security key as a passwordless sign-in method. Because security keys require a physical device and something that only you know *(the unique PIN you will set up)*, it's considered a stronger verification method than a username and password.

Register your Security Key

Complete these steps to register your security key and give it a unique PIN before you can sign into your Lilly account using the key.

- 1. Open Microsoft Edge (*it will not work on Safari*) and access My Sign-Ins. In the top right corner, click your picture and ensure you are signed in with the account you plan to use with your security key (e.g., -CA).
- 2. Select + Add sign-in method.
- 3. Use the drop-down menu to select the **Security key** method and select **Add.** Sign in with two-factor authentication and choose **Next** to set up a security key.





4. Verify your identity by authenticating via your preferred method, then select the **USB device** type.



5. Have your key ready and select **Next**. Your PC will redirect you to a new window to finish the setup.



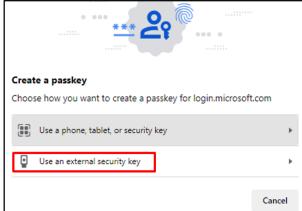




6. If prompted to Create a passkey on a phone or tablet, select Use a different passkey.



7. Select **Use an external security key** to create a passkey.



8. Select **OK** to set up your security key and then **OK** again to continue setup.





9. To continue setup, insert your security key into the USB port and touch your security key.

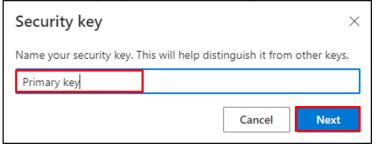


10. Enter a **New Security Key PIN** with at least six alphanumeric characters, **Confirm Security Key PIN**, ensuring it matches the PIN entered, and then select **OK**. When prompted, touch your security key.

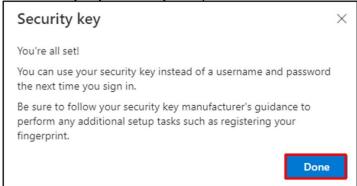




11. Enter a security key name to help distinguish it from other keys and select Next.



12. Your security key is officially set up. Select Done to close the Security key page.

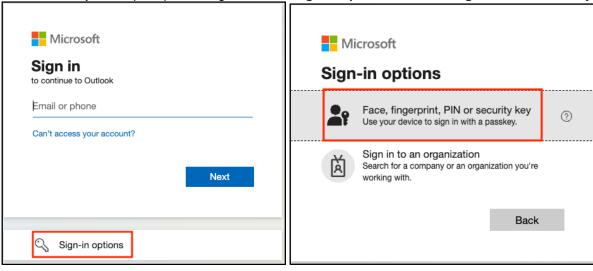




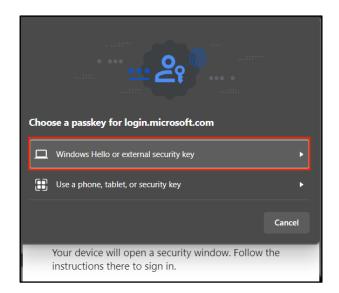
Make your Security Key your Default Sign-in Method

Follow the <u>How to Update your Security Information Job Aid</u> steps to change your default sign-in method to the Authenticator app or hardware token - code.

The next time you are prompted to sign in, select Sign in options, and then Sign in with a security key.



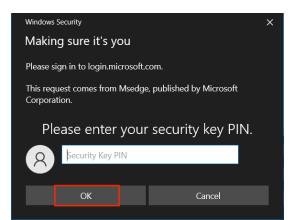
Select Windows Hello or External security key or security key.





Enter your **security key PIN**, select OK, and then touch your security key.







Additional Help

Please review these <u>Frequently Asked Questions</u> for assistance. If you don't see your question addressed, we encourage you to post it to the <u>Adopting Identity Services community</u>.

For technical assistance not addressed in the FAQs or Job Aids, please get in touch with your local IT Service Desk to open an incident and have it assigned to the MFA-SUPP-GLB queue.