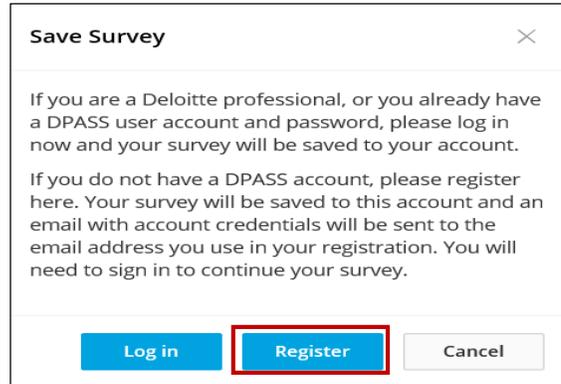


# DeloitteDEX™ DPASS Registration Guide – how to re-access your 'saved' survey

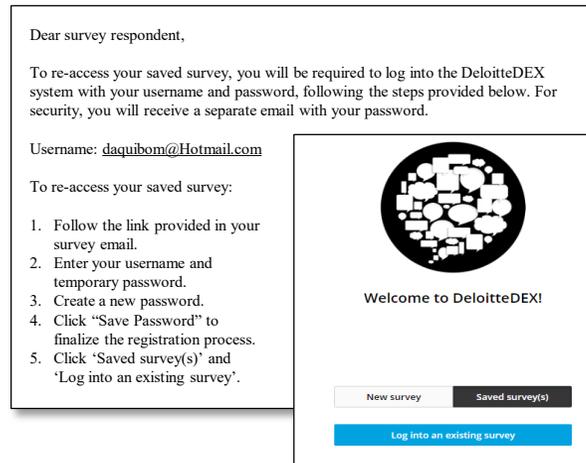
DPASS is an on-premise Authentication and Multi-Factor Authentication (MFA) service that allows external non-Deloitte users access to Deloitte applications.

- 1 After you 'save' a survey:** You will need DPASS to re-access it. Choose *Register* at the screen prompt.



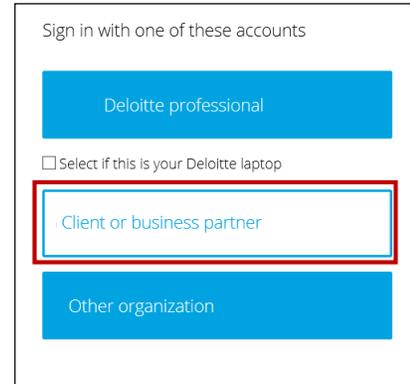
The 'Save Survey' dialog box contains the following text: "If you are a Deloitte professional, or you already have a DPASS user account and password, please log in now and your survey will be saved to your account. If you do not have a DPASS account, please register here. Your survey will be saved to this account and an email with account credentials will be sent to the email address you use in your registration. You will need to sign in to continue your survey." At the bottom, there are three buttons: "Log in", "Register" (highlighted with a red box), and "Cancel".

- 2 Registration emails:** You will receive two emails: a Welcome message and temporary password. Follow instructions in the Welcome message to re-access your survey.



The registration email content includes: "Dear survey respondent, To re-access your saved survey, you will be required to log into the DeloitteDEX system with your username and password, following the steps provided below. For security, you will receive a separate email with your password. Username: daquibom@Hotmail.com To re-access your saved survey: 1. Follow the link provided in your survey email. 2. Enter your username and temporary password. 3. Create a new password. 4. Click 'Save Password' to finalize the registration process. 5. Click 'Saved survey(s)' and 'Log into an existing survey'." Below the text is a 'Welcome to DeloitteDEX!' graphic with a circular logo of puzzle pieces and a navigation bar with "New survey" and "Saved survey(s)" tabs, and a "Log into an existing survey" button.

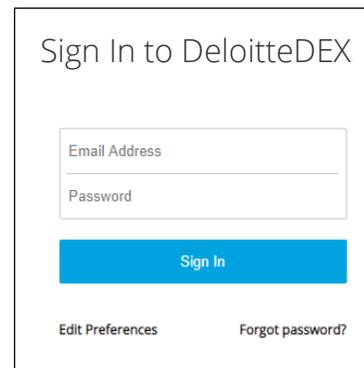
- 3 Select account:** choose *Client or business partner*.



The "Sign in with one of these accounts" screen shows three options: "Deloitte professional", "Client or business partner" (highlighted with a red box), and "Other organization". There is also a checkbox labeled "Select if this is your Deloitte laptop".

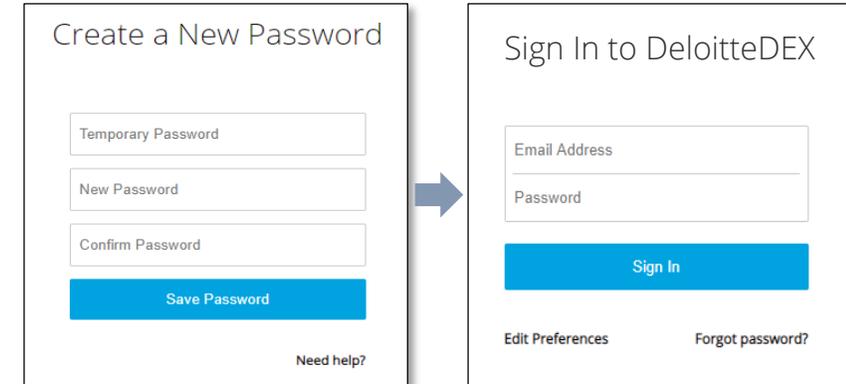
- 4 Complete the new user registration:** Enter your email address as your username and your temporary password. You will be prompted to change your temporary password and enroll in Multi-Factor Authentication with either the Microsoft Authenticator app, telephone, or text.

*Note: If you did not receive or misplaced your temporary password, use the Forgot password? Option.*



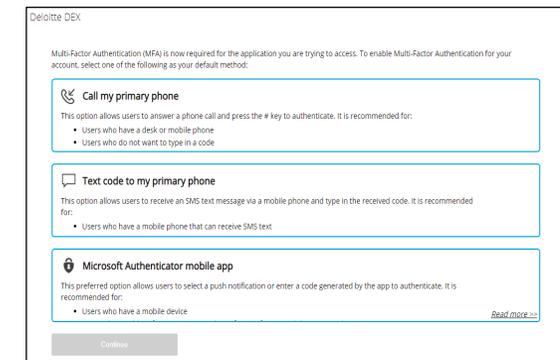
The "Sign In to DeloitteDEX" screen features input fields for "Email Address" and "Password", a "Sign In" button, and links for "Edit Preferences" and "Forgot password?".

- 5 Create a new password:** when you save your new password you will sign in again to DeloitteDEX.



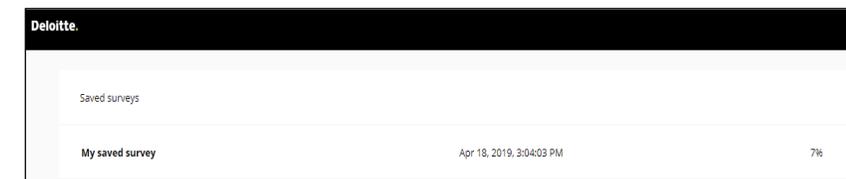
The "Create a New Password" screen has fields for "Temporary Password", "New Password", and "Confirm Password", with a "Save Password" button and a "Need help?" link. An arrow points to the "Sign In to DeloitteDEX" screen, which has fields for "Email Address" and "Password", a "Sign In" button, and links for "Edit Preferences" and "Forgot password?".

- 6 Enroll in MFA:** choose your preferred method for MFA authentication and follow the displayed prompts on your browser to complete enrollment.



The MFA enrollment screen titled "Deloitte DEX" lists three options: "Call my primary phone", "Text code to my primary phone", and "Microsoft Authenticator mobile app". Each option includes a brief description and a "Continue" button at the bottom.

- 7 Return to the DeloitteDEX landing page:** use the original survey link, click 'Log into an existing survey', then click the name of your saved survey.



The landing page shows a "Deloitte" header and a "Saved surveys" section with a table. The table has two columns: "My saved survey" and "Apr 18, 2019, 3:04:03 PM". A "7/6" indicator is visible in the bottom right corner.

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