



How to Setup Your Ping ID Account

Step 1: Start from a fresh clean browser (close all windows before you begin)

Step 2: Go to ping.pg.com and enter your P&G credentials: Username & Password

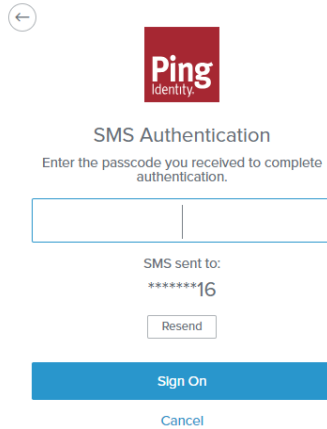
Step 3: Select authentication method for the one-time-password. This is required to configure first the MFA device.

Option 1: Receive via text message using your mobile phone number provided on your account information.

Option 2: Receive a phone call with your passcode to your work phone.

Option 3: Receive via email using your account registered email address.

Step 4: Once you've selected your preferred authentication method for the one-time-password, please enter the code to proceed.



←

Ping
Identity

SMS Authentication

Enter the passcode you received to complete authentication.

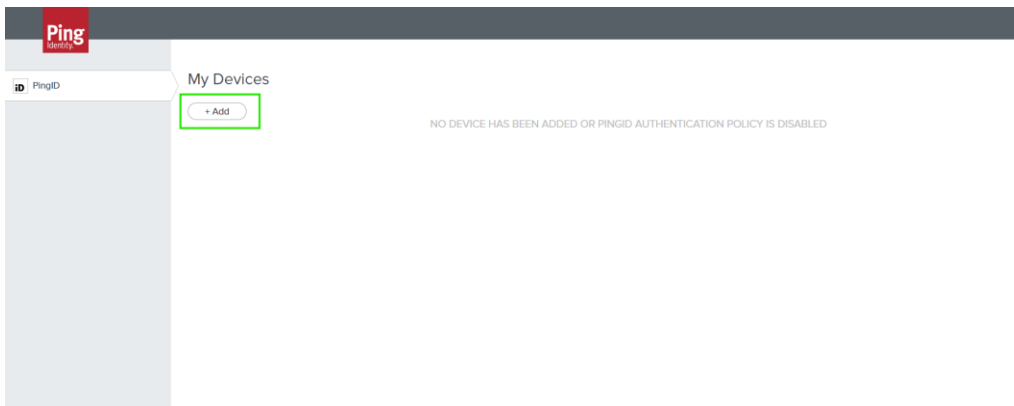
SMS sent to:
*****16

Resend

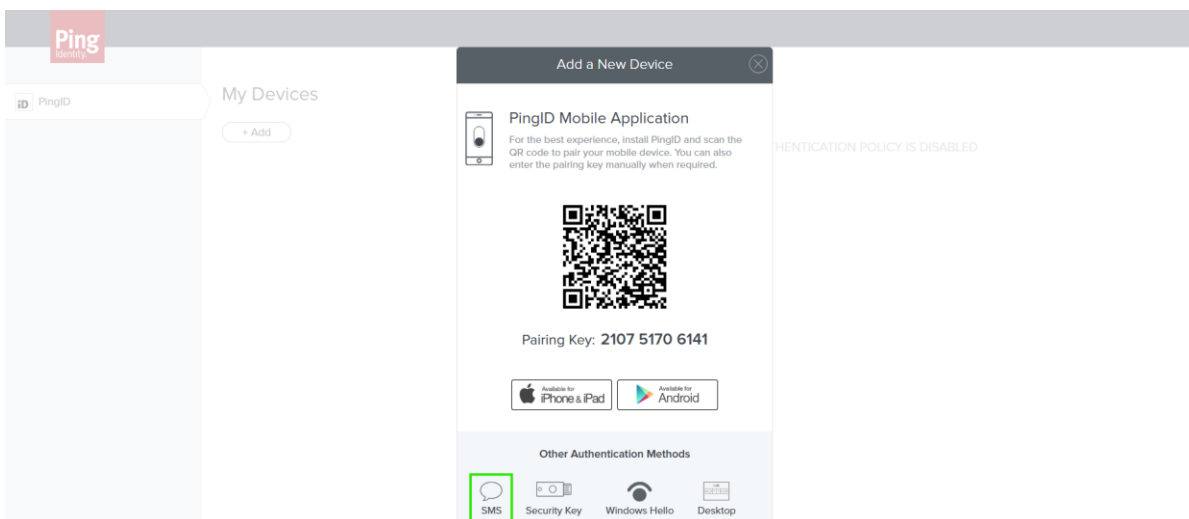
Sign On

Cancel

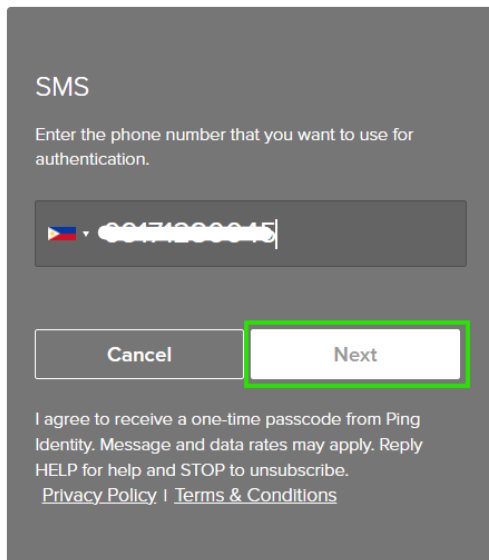
Step 5: Once your account is authenticated, you will see the screen below. Click “Add”



Step 6: After clicking “Add”, you will see the authentication methods available on the screen. Select **SMS**.



Step 7: Input the **mobile number you wish to authenticate with**. Then click NEXT.

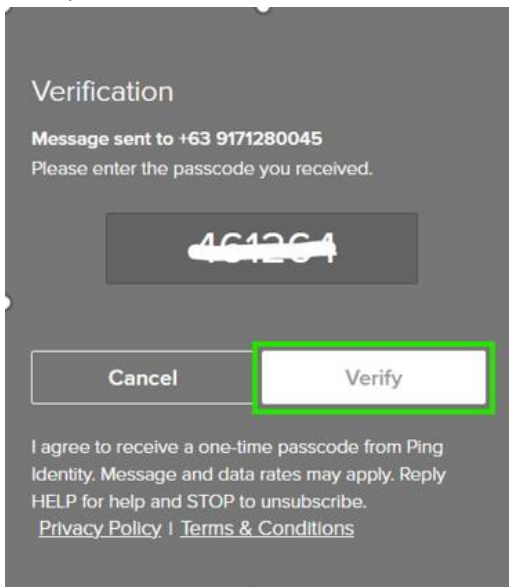


QUICK TIP:

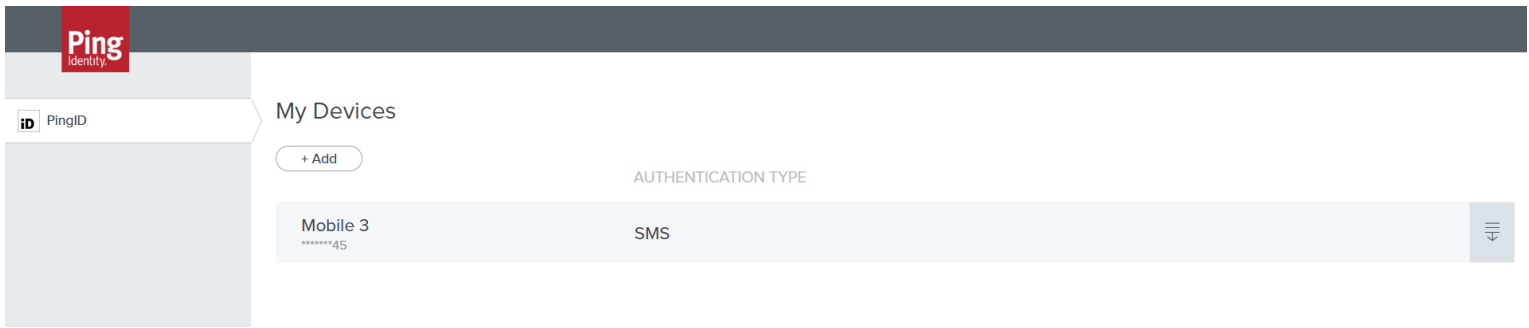
Double-check whether the mobile number entered is correct.

Note: Make sure you select the correct country location.

Step 8: Type the passcode received via SMS (mobile phone) into the space provided. Then, click **VERIFY**.



Step 9: At this point, you are now authenticated. You can now log in to [P&G Supplier Portal](#).



Note: P&G recommends at least two authentication methods – **(1) SMS Method (2) your chosen method**. You can also set up SMS using two or more different mobile numbers.

Step 11: To add more authentication methods, proceed again to step 5.

IMPORTANT NOTES:

- P&G **recommends** setting up **at least two (2)** authentication methods.
- If you have two or more authentication methods, you can maintain **SMS** as your primary authentication by



ticking the button beside it.

- After setting up your PingID, refer to the **How to Use Ping Job Aid** in the next page to help you with your navigation.