

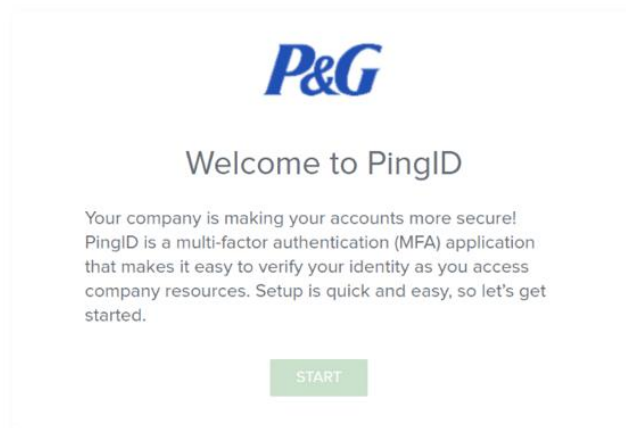


How to Setup Your Ping Account

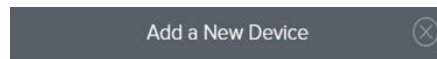
Step 1: Start from a fresh clean browser (close all windows before you begin)

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

Step 3: After logging in, you will see the screen below. Click 



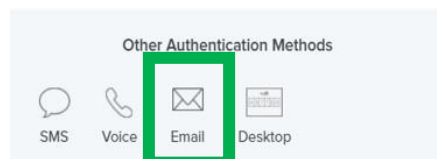
Step 4: After clicking START, you will see the available authentication methods on the screen. Select **E-MAIL**.



 PingID Mobile Application
For the best experience, install PingID and scan the QR code to pair your mobile device. You can also enter the pairing code manually when required.



Pairing Code: 6398 8876 8886



WHAT'S IMPORTANT:

- P&G recommends at least 2 authentication methods:
 - E-mail method AND
 - Your chosen method



Step 5: Input the **e-mail address you wish to authenticate with**. Then click NEXT.

Email

Please enter the email you wish to authenticate with.

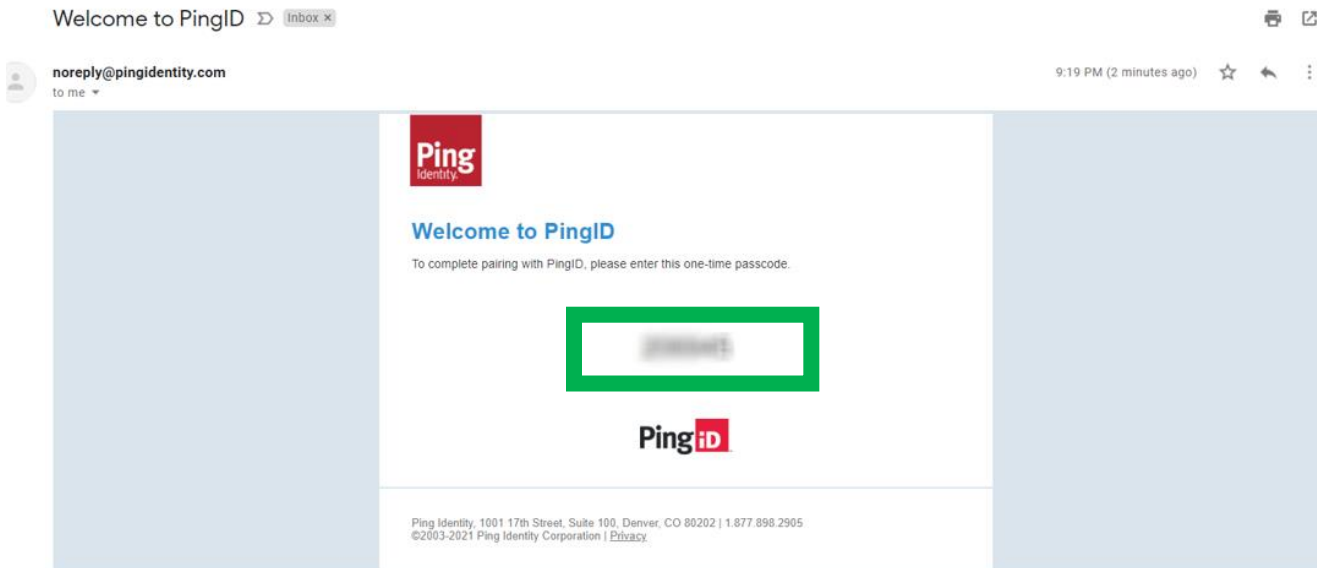
*****@***.com

Cancel Next

QUICK TIP:

Double-check whether the e-mail entered is correct.

Step 7: Login to your email. Open the email from PingID. There, you will receive the passcode. Copy the code.



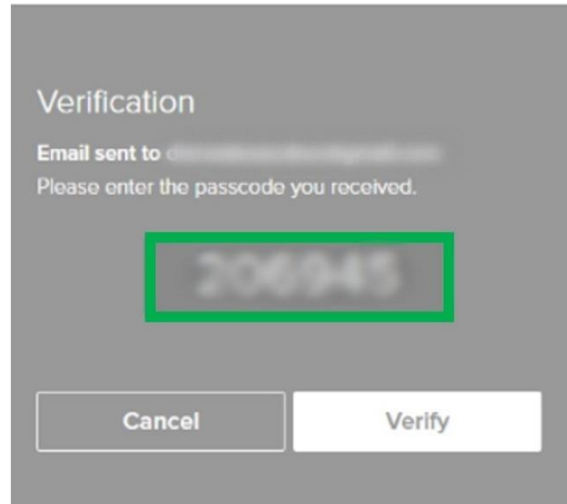
QUICK TIPS:

If you cannot see the passcode in your inbox, you can either:

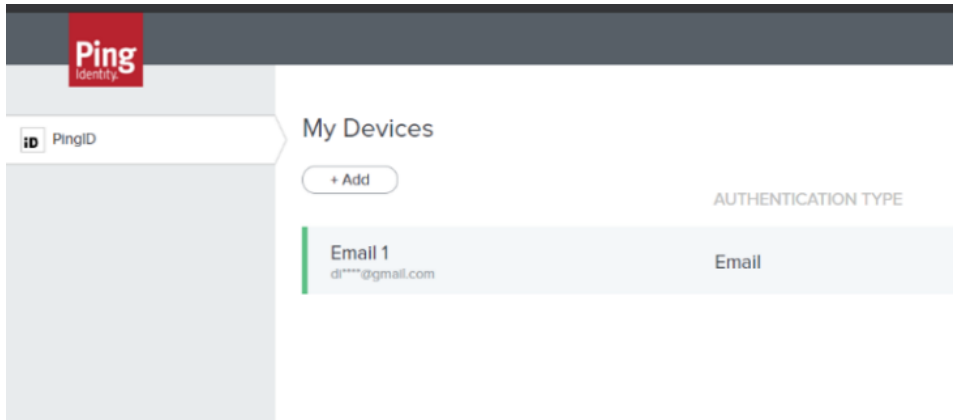
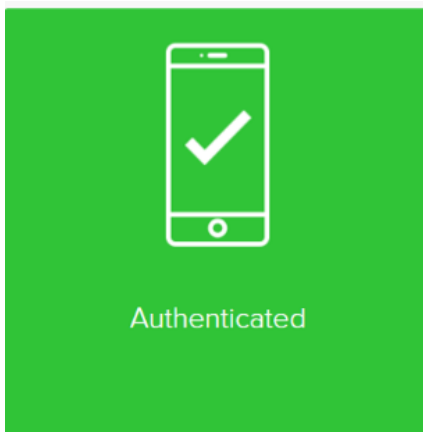
- Check the SPAM and other folders in your e-mail OR
- Choose a different e-mail to authenticate with.



Step 8: Paste/type the passcode from your e-mail on to the space provided. Then, click **VERIFY**.



Step 9: At this point, you are now authenticated.



IMPORTANT NOTES:

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



authentication by ticking the button beside it.

- After setting up your PingID, refer to the **MFA How to Use Ping Job aid** to help you with your navigation.



How to Use Ping

1. Go to pgsupplier.vpn.pg.com & log-in using your P&G credentials.

P&G Suppliers English

Log in Sign up

Supplier Portal Login

Username [Forgot username?](#)
Enter your username

Password [Forgot password?](#)
Enter your password

Log In

2. After logging-in, you will be asked for a PingID code.

Authentication

Authenticating with Security Windows

Enter the passcode displayed in PingID desktop.

Sign On

NOTE:

To see this screen, you must be able to successfully setup your Ping account.

3. You will receive a code from your chosen authentication method (mobile, SMS, voice, e-mail, desktop app). **Copy the 6-digit code** that you received.

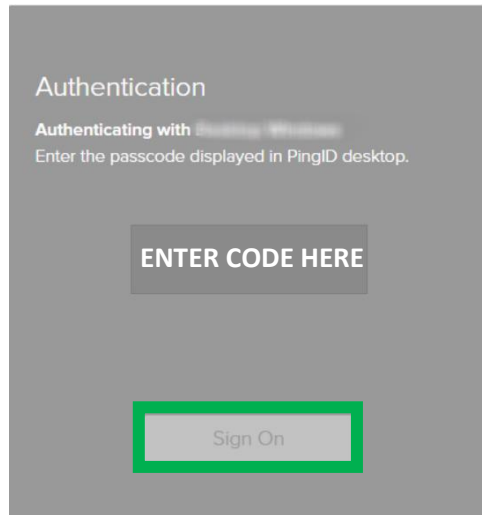
TIPS:

- **E-mail method:** If no code is found in your inbox, you can either:
 - Check spam or other folders in your email OR
 - Use a different email to authenticate with OR
 - Choose a different authentication method
- **Desktop/Mobile App** – click 'refresh' to ensure a NEW code is generated.



How to Set Up Ping Account for <http://pgsupplier.vpn.pg.com/>

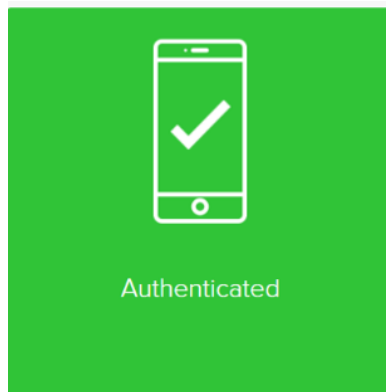
4. **Paste** or **type** the 6-digit code you received from your chosen authentication method on the space provided. Then, click **Sign On**.



NOTE:

A new code will be generated each time you log-in to the e-mail /refresh the app. Use the latest/updated code to successfully authenticate.

5. After clicking Sign On, you are now authenticated.



6. You will see the invoice status page.

