



How to Setup Your Ping ID Account

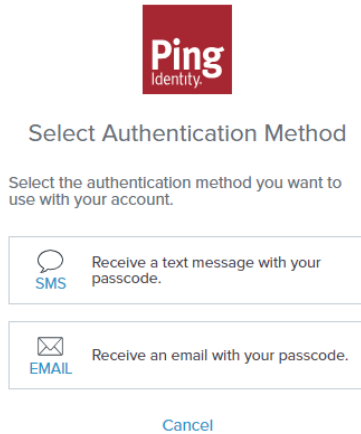
Step 1: Start from a fresh clean browser (close all windows before you begin)

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

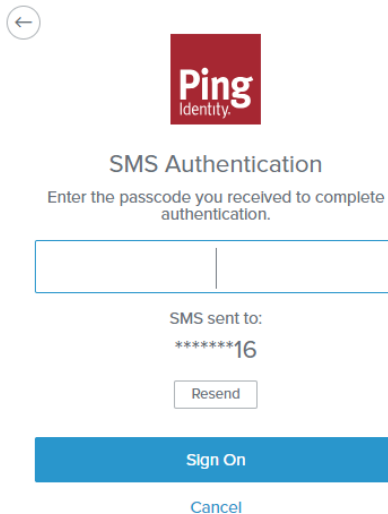
Step 3: Select authentication method for the one-time-password. This is required to configure first the MFA device.

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

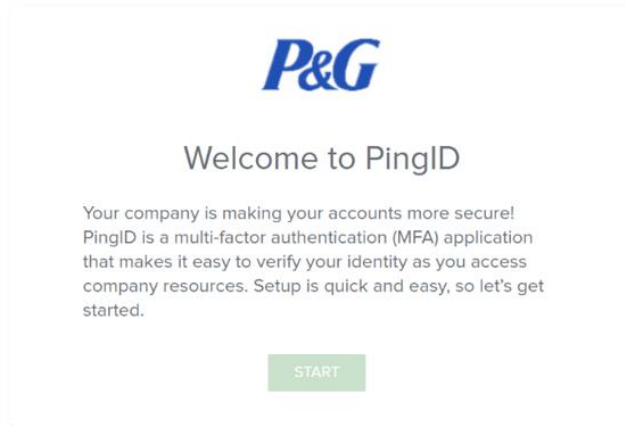
Option 2: Receive via email using your account registered email address.



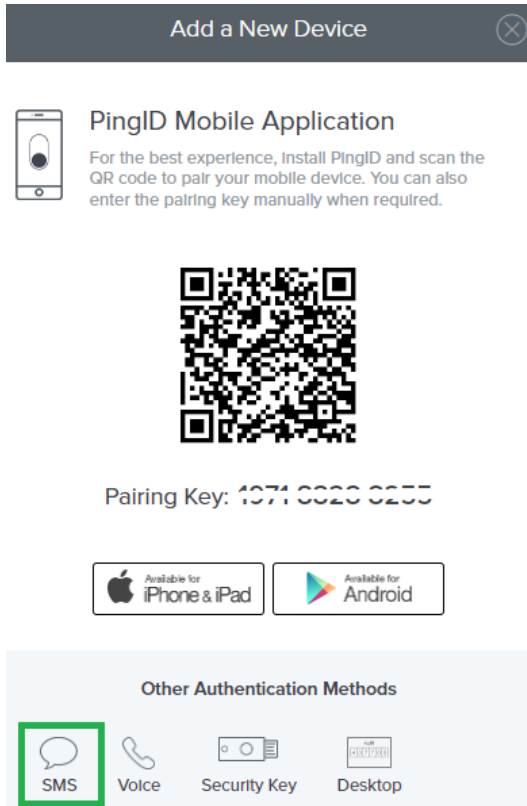
Step 4: Once you've selected your preferred authentication method for the one-time-password, please enter the code to proceed.



Step 5: After logging in, you will see the screen below. Click



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



WHAT'S IMPORTANT:


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

Note: you can also set-up SMS using two or more different mobile number

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

SMS

Enter the phone number that you want to use for authentication.



I agree to receive a one-time passcode from Ping Identity. Message and data rates may apply. Reply HELP for help and STOP to unsubscribe.
[Privacy Policy](#) | [Terms & Conditions](#)

QUICK TIP:
Double-check whether the mobile number entered is correct.

Note: Make sure you select the correct country location.

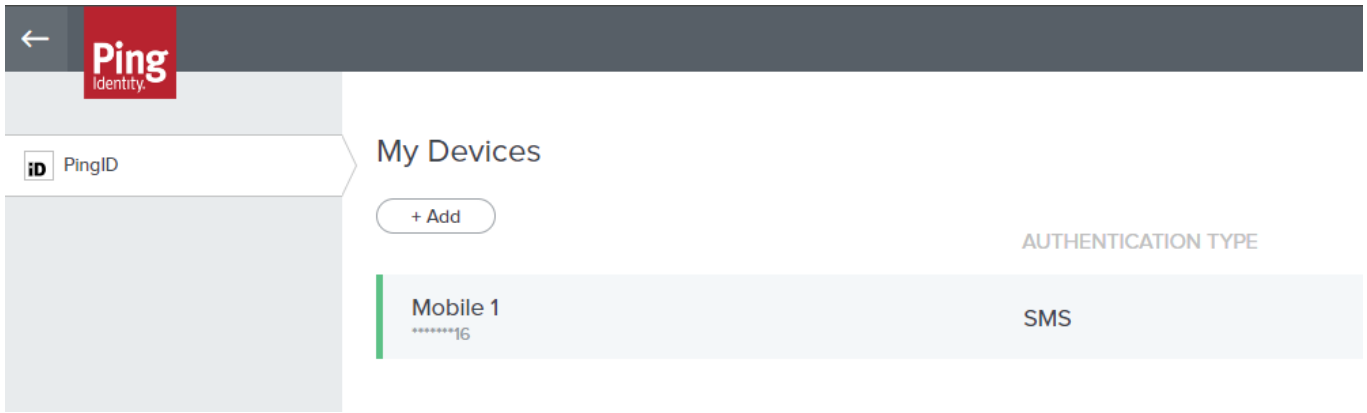
Step 9: Type the passcode received via SMS (mobile phone) on to the space provided. Then, click **VERIFY**.

Verification


Message sent to +63 9190948116
Please enter the passcode you received.

I agree to receive a one-time passcode from Ping Identity. Message and data rates may apply. Reply HELP for help and STOP to unsubscribe.
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Step 10: 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 **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.



How to Use Ping

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

Supplier Apps

Username

Password

Sign On

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

Authentication

Authenticating with **Business Workflow**

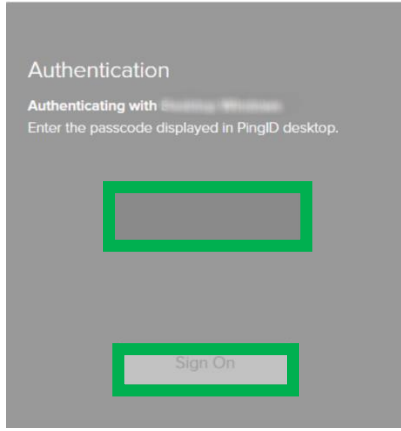
Enter the passcode displayed in PingID desktop.

Sign On

NOTE:

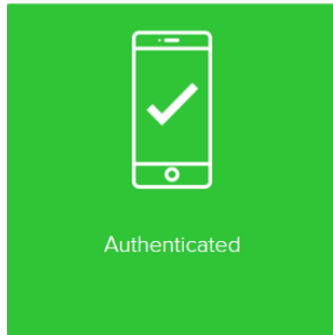
To see this screen, your PING account must be successfully setup

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

