



How to Setup Your Ping ID Account

Step 1: Start from a fresh clean browser by closing all open windows.

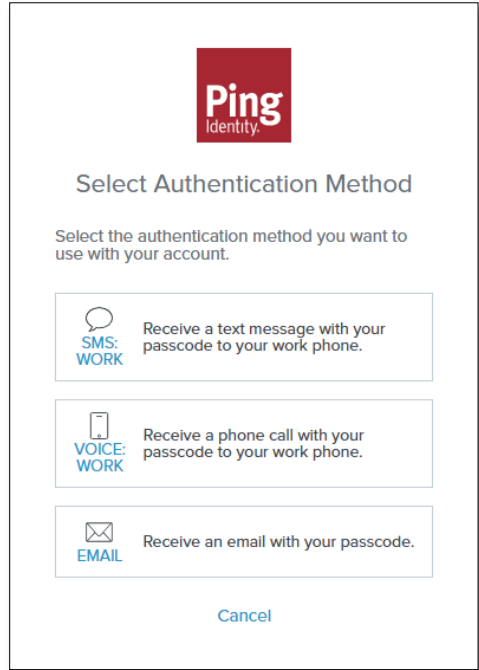
Step 2: Go to ping.pg.com and enter your P&G credentials: Username & Password

Step 3: Select an authentication method for the one-time-password. This is required to set up the MFA device.

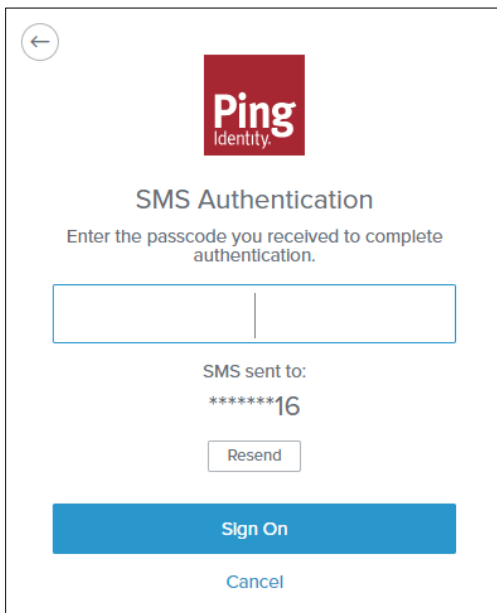
Option 1: Receive via text message using your mobile phone number provided on your account information.

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

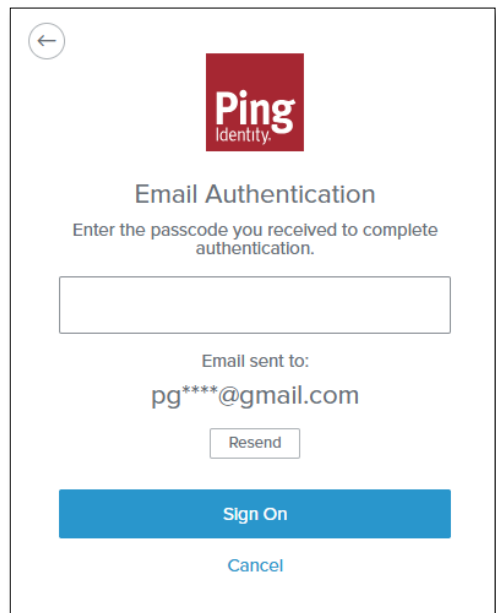
Option 3: Receive via email using your account registered email address.



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

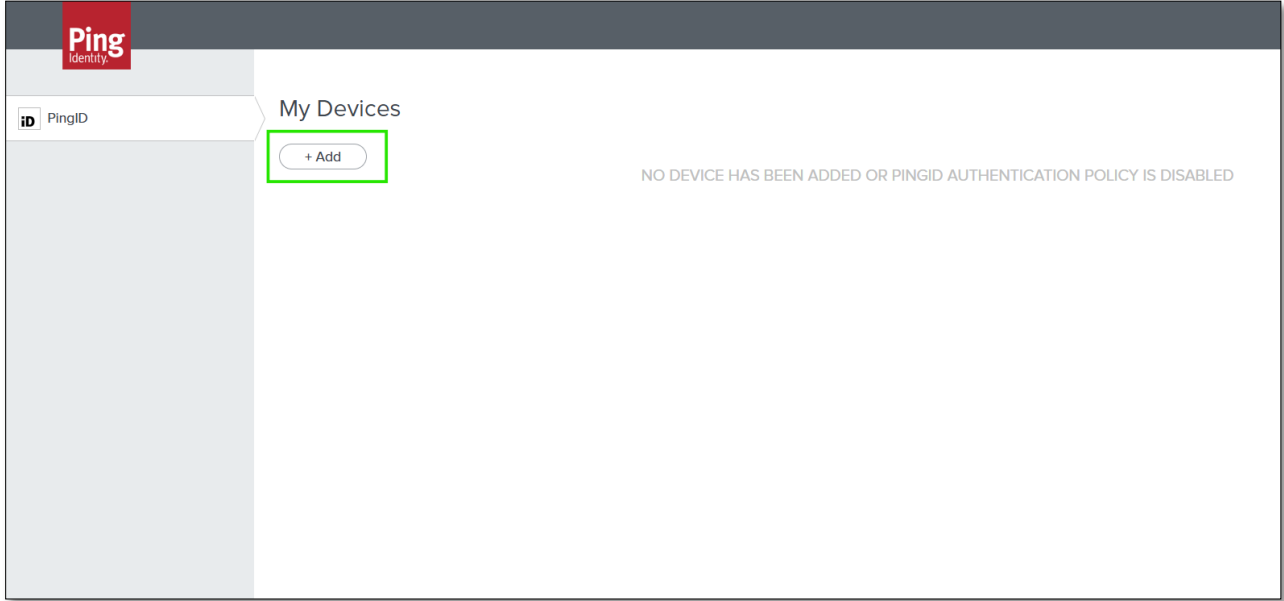


via SMS

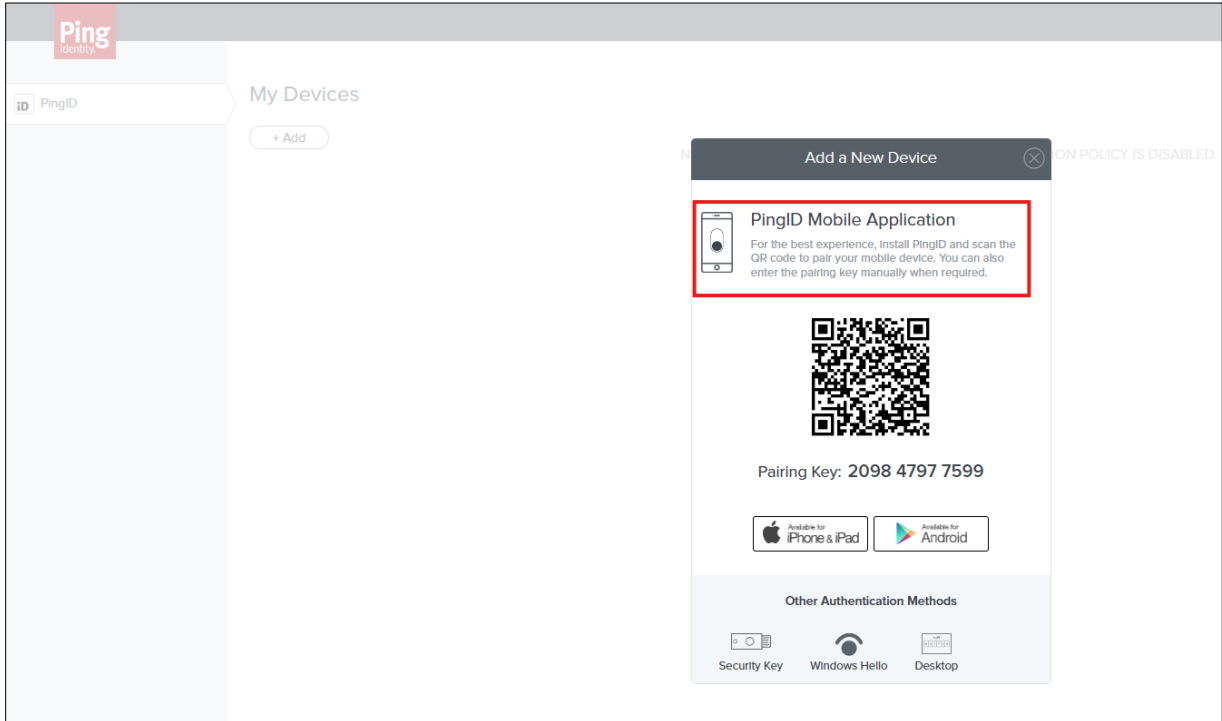


via Email

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



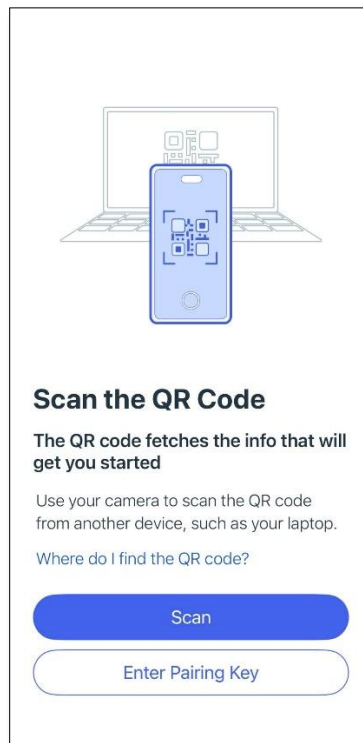
Step 6: After clicking “Add”, you will see the authentication methods available on the screen. Please scan the QR.



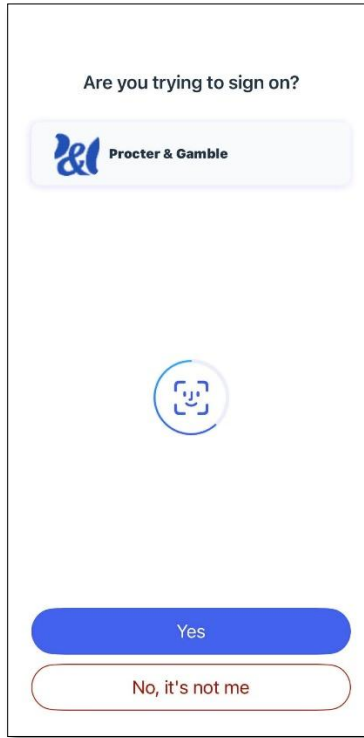
If the PingID application is not yet installed on your device, you will be redirected here after scanning the QR code. Please click "Get" or "Install" to download the app.



Step 7: Once the PingID app is installed on your device, open the application and scan the QR code on your screen to authenticate and pair your mobile device. You can also enter the pairing key manually if prompted.



Step 8: Once you have scanned the QR code or entered the pairing key, you will be asked if you are trying to sign in. Please click “Yes.”



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

