

Quick Guide

REGISTERING YOUR COMMPASS ACCOUNT

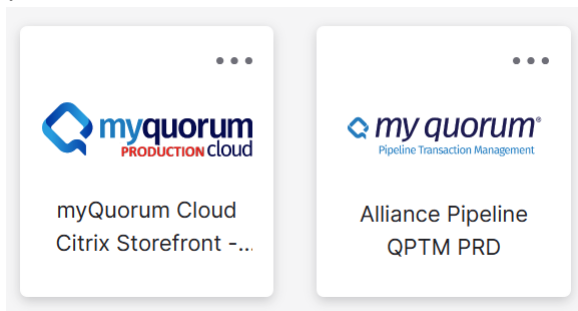
APR 2024


Purpose

The purpose of this Quick Reference Guide is to provide instructions on how to register your login account that will allow you access to the Quorum QPTM CommPass application (version 2023.04).

Getting Started

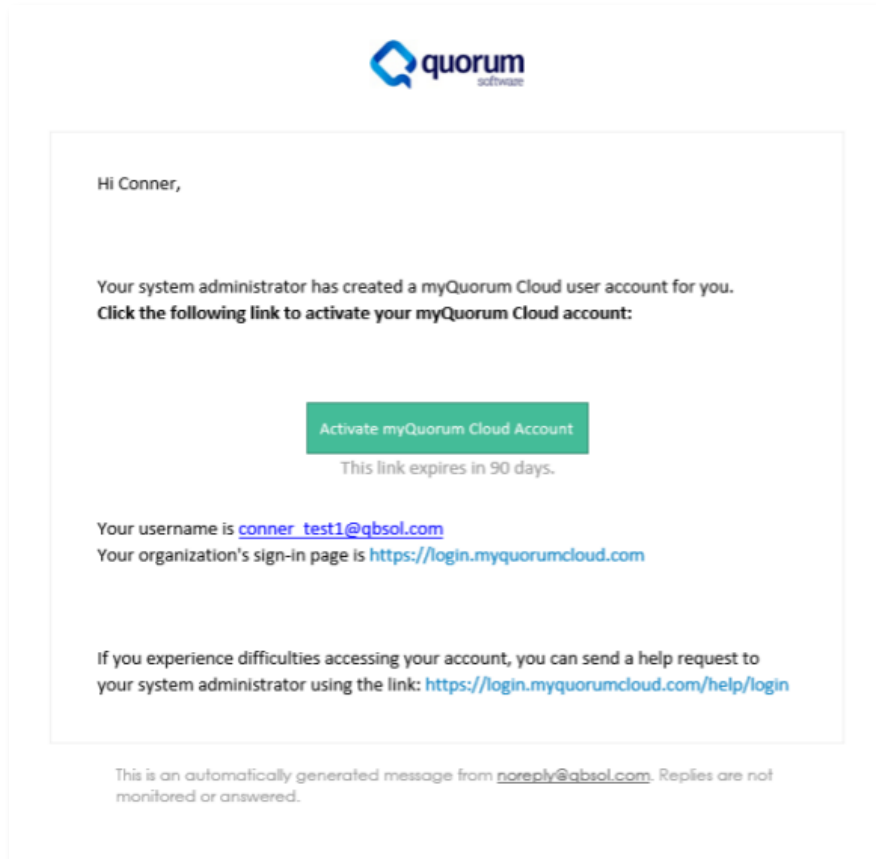
- Step 1.** You may already have a QCloud account if you are a shipper on another pipeline that utilizes Quorum CommPass. To check this, login to <https://login.myquorumcloud.com/> If you see the following icons, then you are activated and do not need to continue with this guide.



 These icons will not work until the system has been upgraded and will activate to give you access upon go-live.



- Step 2.** If you are a new user to QCloud, you will receive an automated activation email at your internal email address from “noreply@qbsol.com”. This email contains the username (Your Email address) you will use to log into myQuorum Cloud.





Step 3. Click [Activate myQuorum Cloud Account](#) which takes you to the following page:

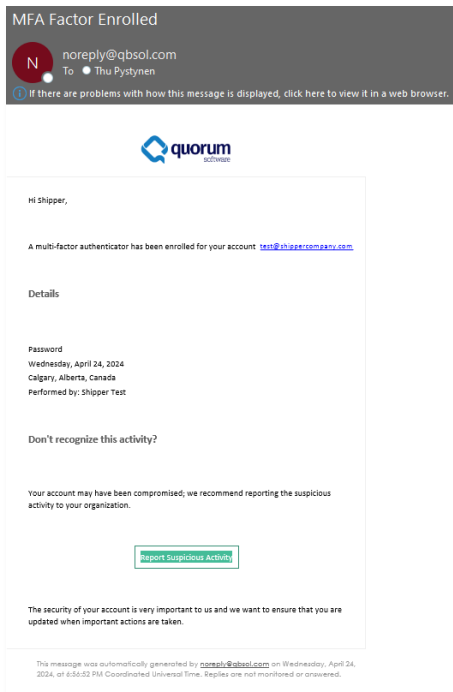
The screenshot shows the 'Set up security methods' page. At the top is the Quorum logo. Below it, the email address 'test@shippercompany.com' is displayed. A message states: 'Security methods help protect your account by ensuring only you have access.' Under 'Set up required', there are two options: 'Password' (Choose a password for your account Used for access) and 'Security Question' (Choose a security question and answer that will be used for signing in Used for recovery). Each option has a 'Set up' button. At the bottom left is a link 'Back to sign in'.

Step 4. Under Password, click “Set up” Enter your new password, re-enter new password, then click “Next”


The screenshot shows the 'Set up password' page. At the top is the Quorum logo. Below it is a password field with a lock icon and asterisks. The email address 'test@shippercompany.com' is shown. A section titled 'Password requirements:' lists: 'At least 12 characters', 'A lowercase letter', 'An uppercase letter', 'A number', 'A symbol', 'No parts of your username', 'Does not include your first name', 'Does not include your last name', and 'Password can't be the same as your last 10 passwords'. Below are two input fields: 'Enter password' and 'Re-enter password', both with asterisks and toggle icons. A blue 'Next' button is at the bottom. At the very bottom are links for 'Return to authenticator list' and 'Back to sign in'.

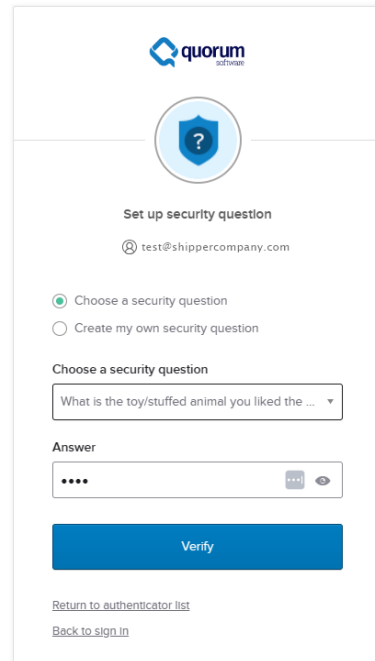
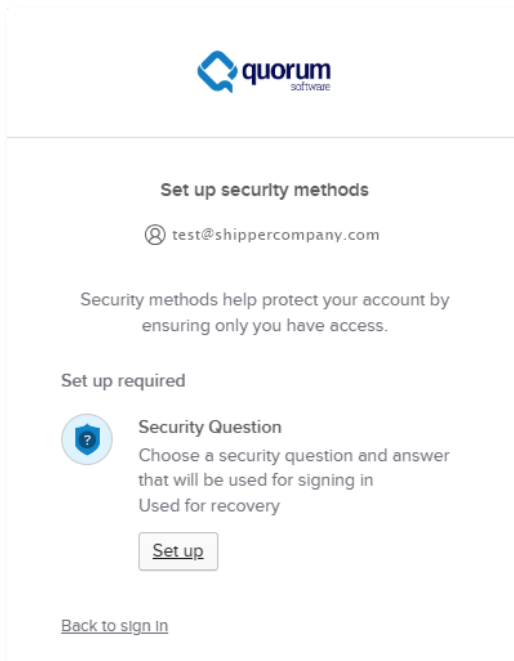


Step 5. You will receive an email from noreply@qbsol.com with Subject: “MFA Factor Enrolled”. You can delete this email.



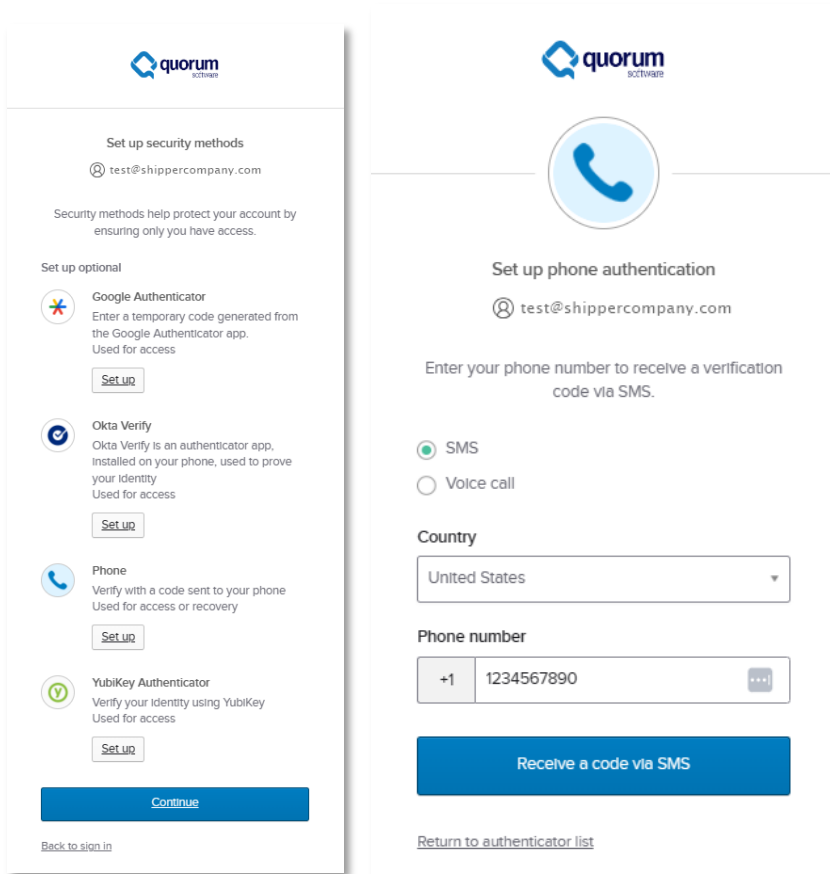
Step 6. Back in your browser, click “Set up” to set up your Security Question. You will receive another confirmation email similar to the one in Step 4 once this is complete.

 It’s important to remember your security question, as it is necessary to unlock your account independently or to initiate a password reset.

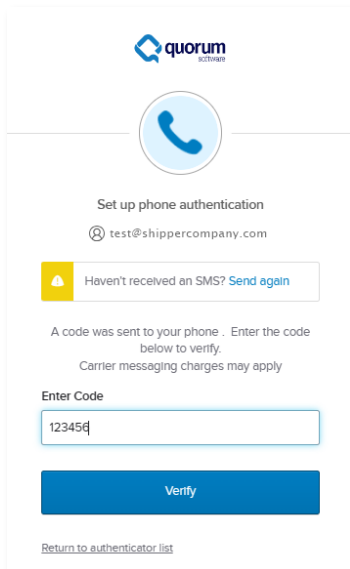




Step 7. Additional security methods can be setup optionally. It is recommended you setup at least one. The “Phone” method is the simplest of these.



Step 8. Enter the verification code received via SMS/text on you phone and click ‘Verify’ to complete the process. You will receive another email as in Step 4.





Step 9. You're done! If you would like to change any of your authentication methods, once logged in, go to the drop down arrow in the top right by your name and go to "Settings" to set any of these up again.

