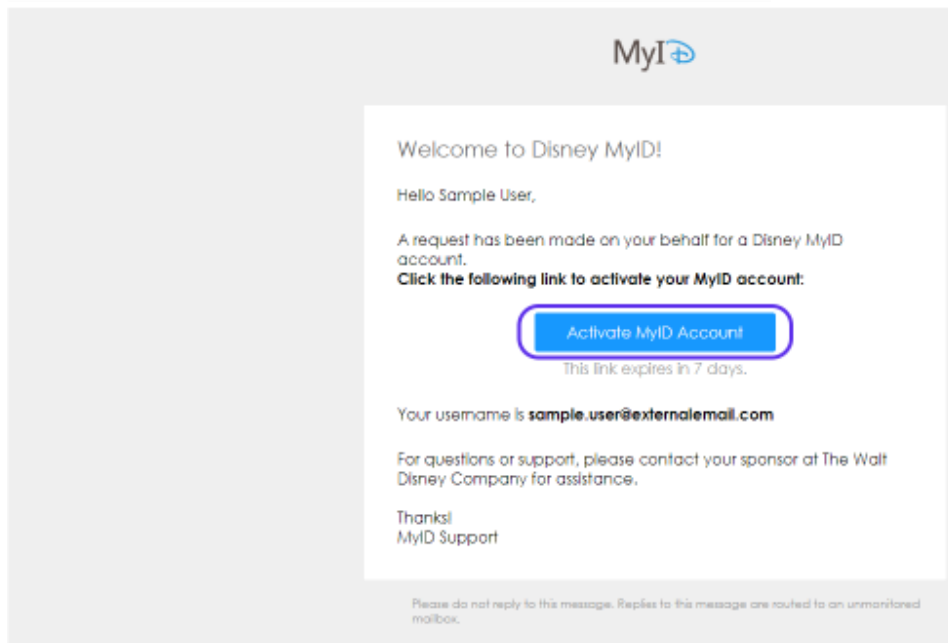


MyID Registration and MFA Enrollment Instructions for External Users

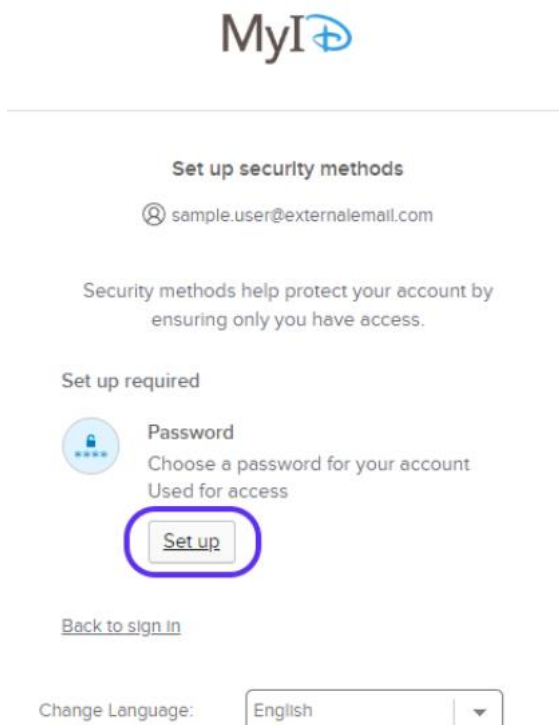
1. A registration email from **MyIDNotifications** < myid-notifications@disney.com > is sent to your email address.

Welcome to Disney MyID!

MyIDNotifications <myid-notifications@disney.com>



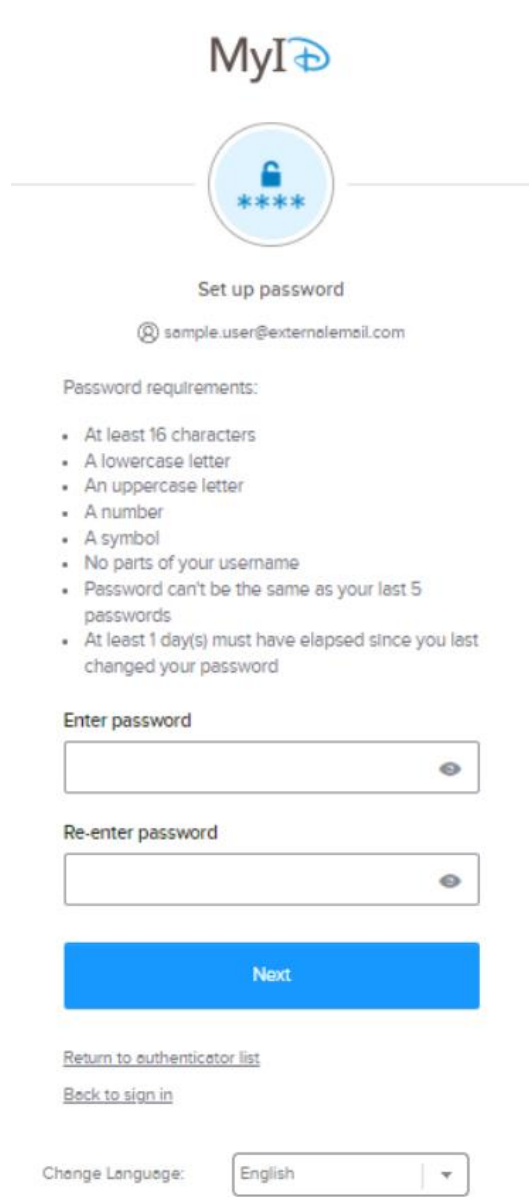
2. Select **Activate MyID Account**. Your internet browser opens to the registration page.
3. Under *Password*, select the **Set up** button.



4. Create your MyID password by entering it in the **Enter password** field and then again in the **Re-enter password** field. Please note the password requirements listed above the fields and below FYR.

Password Requirements

- At least 16 characters long
- At least one upper case letter (A-Z)
- At least one lower case letter (a-z)
- At least one numeric character (0-9)
- At least one special character or symbol (~ ! @ # \$ ^ & * () _ â + = { } [] | : ; < > , . ? /)
- MUST NOT contain your username, real name or company name in the password
- MUST NOT use any Disney branded character names or commonly used passwords that are easily guessed (e.g. "password")
- MUST NOT use repeating characters (111, AAA) or patterns (disneydisneydisney, abcabcabc)
- MUST NOT be the same as one of your previous five passwords
- May not be changed more than once in a 24 hour period



MyID



Set up password

 sample.user@externalemail.com

Password requirements:

- At least 16 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Password can't be the same as your last 5 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Enter password

Re-enter password

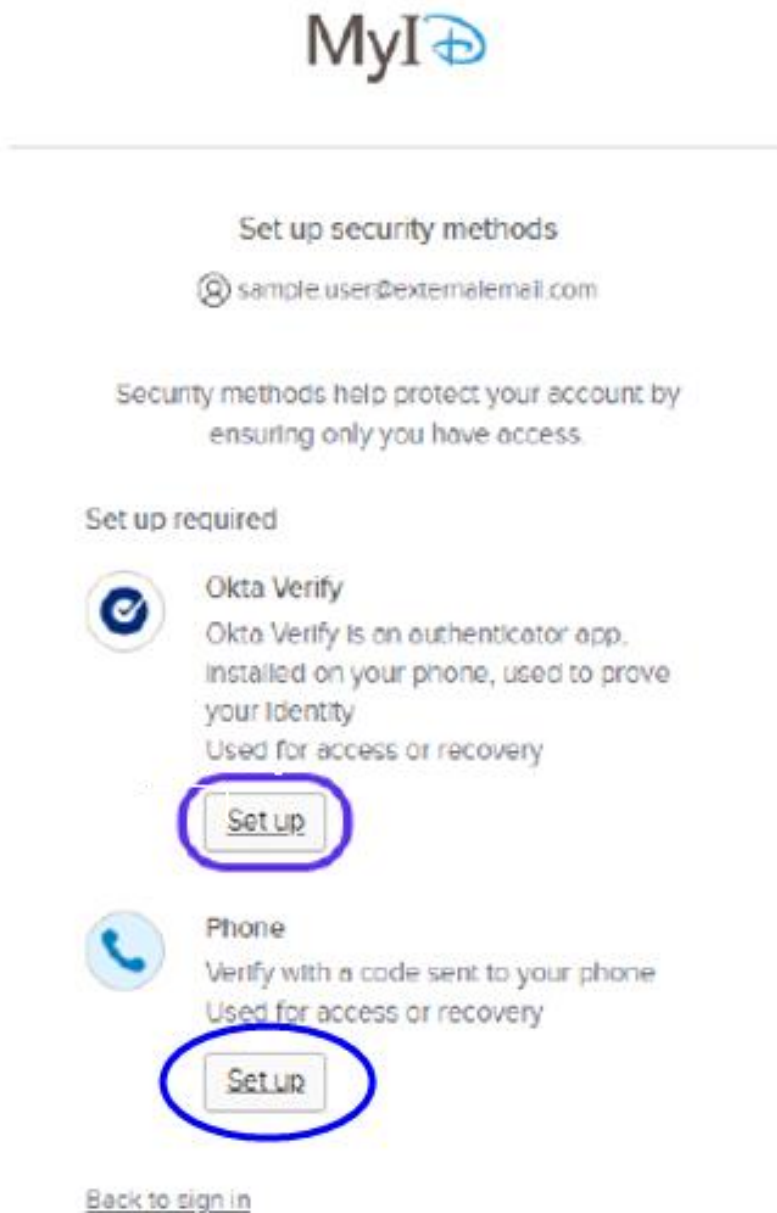
Next

[Return to authenticator list](#)

[Back to sign in](#)

Change Language: English

5. Select **Next**. You are prompted to enroll in Multi-Factor Authentication (MFA).
6. You can select either option for setting up the security method via **"Okta Verify"** - Step 7 or **"Phone"** – Step 8, select **Set up**.



The screenshot shows the 'MyID' logo at the top, followed by a horizontal line. Below the line is the heading 'Set up security methods' and the email address 'sample.user@externalemail.com'. A paragraph explains that security methods help protect the account. Under the heading 'Set up required', there are two options: 'Okta Verify' and 'Phone'. Each option has a description and a 'Set up' button. The 'Set up' buttons are circled in blue. At the bottom, there is a link 'Back to sign in'.

MyID

Set up security methods

sample.user@externalemail.com

Security methods help protect your account by ensuring only you have access.

Set up required

 **Okta Verify**
Okta Verify is an authenticator app, installed on your phone, used to prove your Identity
Used for access or recovery
Set up

 **Phone**
Verify with a code sent to your phone
Used for access or recovery
Set up

[Back to sign in](#)

7. Follow the instructions to download the Okta Verify app, open it, and scan the QR code.



Set up Okta Verify

 sample.user@externalemail.com

1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).
2. Open the app and follow the instructions to add your account.
3. When prompted, tap Scan a QR code, then scan the QR code below:



[Can't scan?](#)

[Return to authenticator list](#)

[Back to sign in](#)

Change Language:

English ▼

The Walt Disney Company ("Disney" or "Company") makes available certain Company-provided platforms and tools ("Platforms") that enable employees and other authorized individuals ("you") to access and share content from a computer or mobile device – with or without being on the Disney network. These Platforms are for authorized use only. All activity and communications on the Platforms, even if password-protected, may be reviewed, recorded, and disclosed subject to applicable law. Use of the Platforms, including for sharing or storing any Confidential Information, is governed by all applicable Disney policies. Any unauthorized use of any Platform may result in termination of access, disciplinary action up to and including employment termination, and/or legal action.

Pursuant to Disney policies, you must promptly report to Global Information Security any known or suspected lost or unauthorized disclosure of Company information. You understand that your personal data including your name and Disney email address may be sent to Platform providers in order to create and administer your account. The Platform provider may transfer your personal data and any posted content outside of your local territory.

8. Once you have enrolled with Okta Verify, the other security method is listed as optional. If you would like to set up this additional factor, select **Set up** under *Phone*. Otherwise, you may skip to step 11.



Set up security methods

 sample.user@externalemail.com

Security methods help protect your account by
ensuring only you have access.

Set up optional



Phone

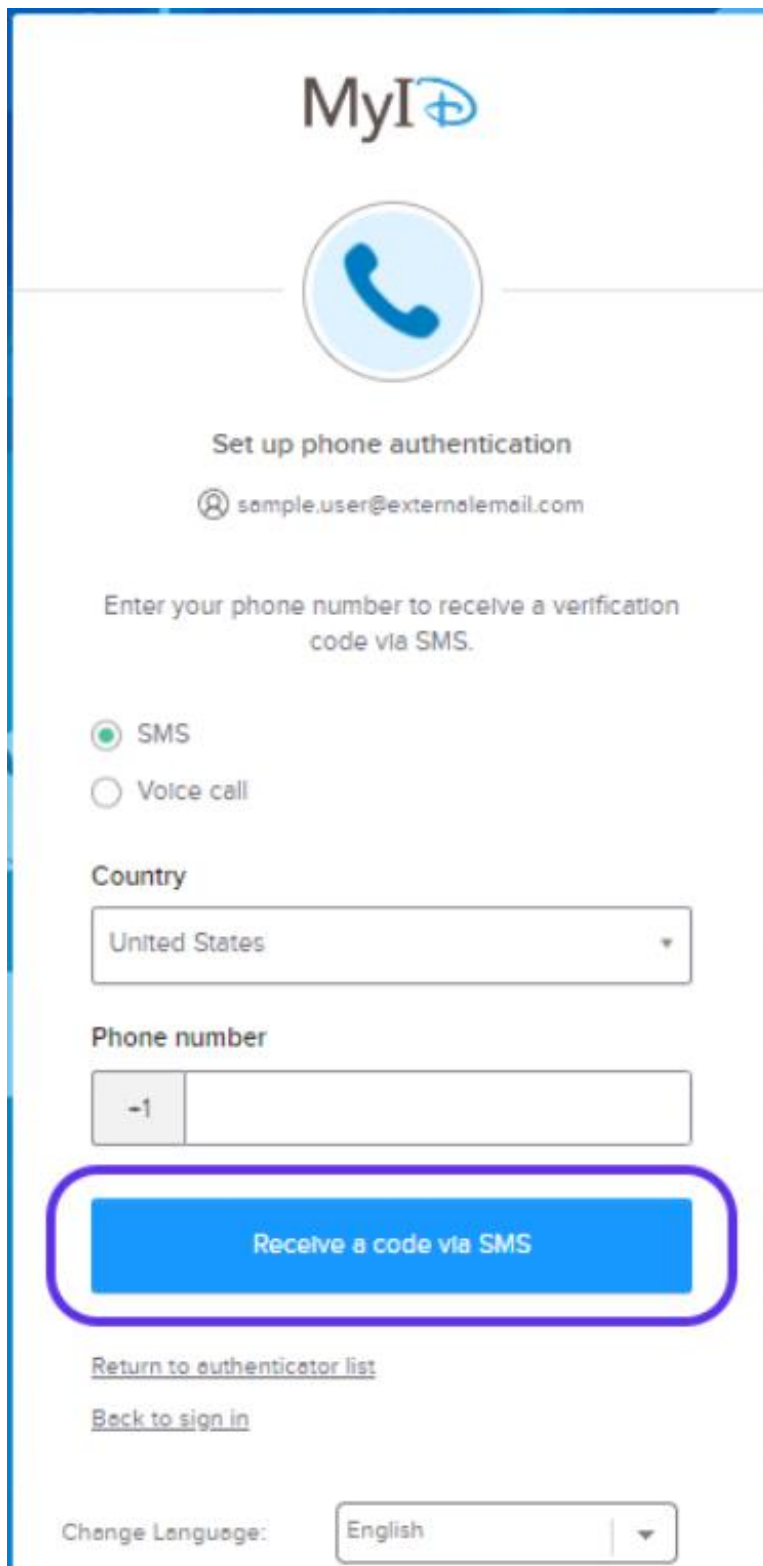
Verify with a code sent to your phone
Used for access or recovery

[Set up](#)

[Continue](#)

[Back to sign in](#)

9. After you select **Set up**, you are directed to the *Set up phone authentication* page. Choose whether you would like to receive a code via SMS or authenticate through a Voice call, then select your country, and input your phone number. Next, select **Receive a code via SMS**.



MyID



Set up phone authentication

 sample.user@externalemail.com

Enter your phone number to receive a verification code via SMS.

☒ SMS

☐ Voice call

Country

United States ▼

Phone number

+1

Receive a code via SMS

[Return to authenticator list](#)

[Back to sign in](#)

Change Language: English ▼

10. A code is sent to your phone via SMS (or if you chose Voice call, an automated caller will call you to provide the code). In the **Enter Code** field, type in that code. Select **Verify**.





Set up phone authentication

 sample.user@externalemail.com

A code was sent to your phone. Enter the code below to verify.

Carrier messaging charges may apply

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

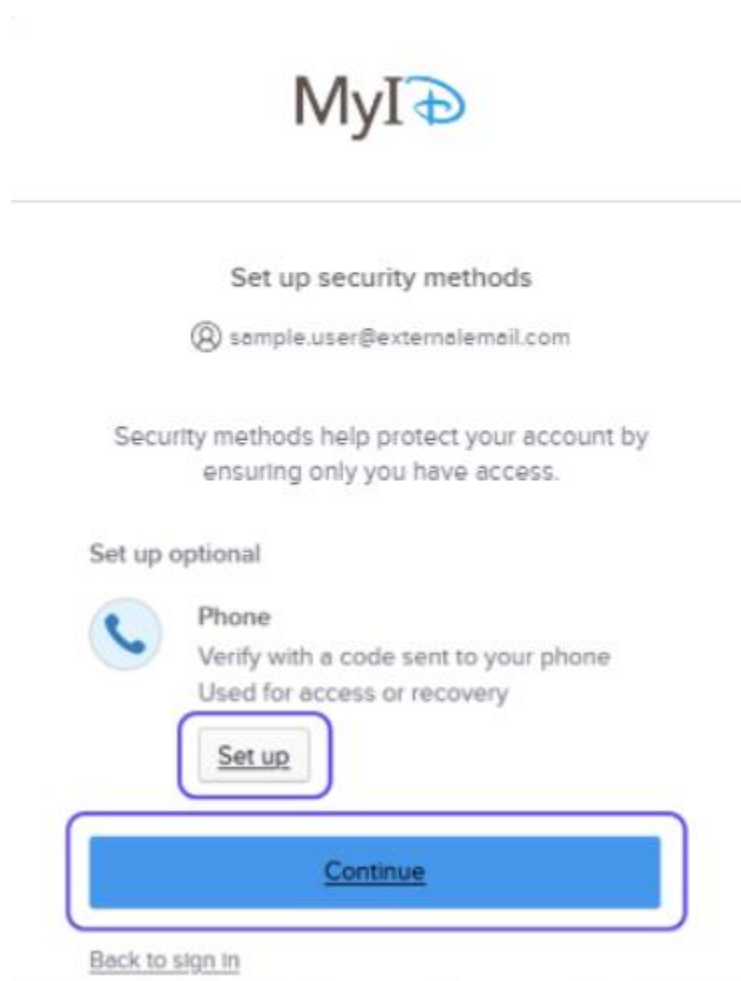
Change Language:

English ▼

The Walt Disney Company ("Disney" or "Company") makes available certain Company-provided platforms and tools ("Platforms") that enable employees and other authorized individuals ("you") to access and share content from a computer or mobile device – with or without being on the Disney network. These Platforms are for authorized use only. All activity and communications on the Platforms, even if password-protected, may be reviewed, recorded, and disclosed subject to applicable law. Use of the Platforms, including for sharing or storing any Confidential Information, is governed by all applicable Disney policies. Any unauthorized use of any Platform may result in termination of access, disciplinary action up to and including employment termination, and/or legal action.

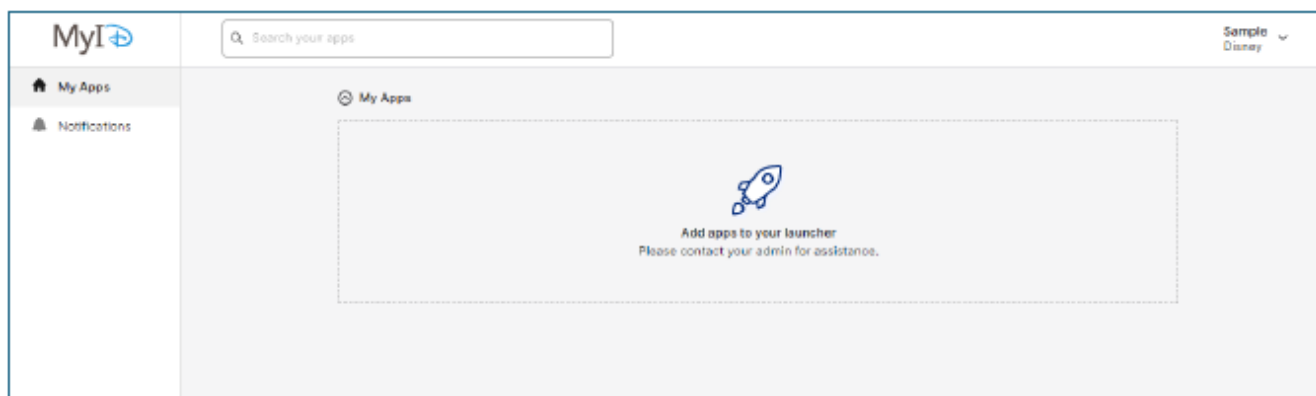
Pursuant to Disney policies, you must promptly report to Global Information Security any known or suspected loss or unauthorized disclosure of Company information. You understand that your personal data including your name and Disney email address may be sent to Platform providers in order to create and administer your account. The Platform provider may transfer your personal data and any posted content outside of your local territory.

11. If you choose not to set up the other security factor, select **Continue**.



The screenshot shows the 'Set up security methods' screen for a MyID account. At the top is the MyID logo. Below it, the user's email address 'sample.user@externalemail.com' is displayed. A message states: 'Security methods help protect your account by ensuring only you have access.' Under the heading 'Set up optional', there is a 'Phone' option with a phone icon and the text 'Verify with a code sent to your phone' and 'Used for access or recovery'. A 'Set up' button is next to the phone option. At the bottom, there is a large blue 'Continue' button. A 'Back to sign in' link is at the very bottom. Red boxes highlight the 'Set up' button and the 'Continue' button.

12. Your MyID registration is complete, and you are directed to the Okta dashboard or access launch into our [DisneyLicensing.com](https://disneylicensing.com)



Important Note:

- Please complete MyID registration within **7** days before the MyID registration link expires.
- MyID account password must be at least **16** characters long including at least 1 upper case letter, 1 lower case letter, 1 numeric character and 1 special characters or symbol. Please refer to the Password Requirements for details.