Ferrari Identity Management INSTRUCTIONS FOR ACCESSING FERRARI PARTNER and FERRARI

SUPPLIER COLLABORATION PORTAL.

HOW TO ACCESS

1. INSTALL AND USE MICROSOFT AUTHENTICATOR APP

- Downloading and installing the app
- Setting the second authentication factor
- **2. AUTHENTICATION ON AZURE AD**

3. AUTHENTICATION ON PARTNER PORTAL

MORE INFORMATION

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- CHANGE PASSWORD
- WHAT TO DO IN CASE OF LOSS/STOLEN DEVICE REGISTERED FOR 2FA

HOW TO ACCESS

1. INSTALL AND USE MICROSOFT AUTHENTICATOR APP

How-to download the tools needed to manage **Double Factor Authentication**



In case of problems please contact: FGT-HD_SupplierCollaborationPlatform@ferrari.com

WHAT THE APP IS AND WHAT IT'S FOR

The Microsoft Authenticator app allows you to access your accounts using two-step verification, making them more secure. Two-step verification adds an extra layer of protection on top of the password, which can be forgotten, stolen, or compromised. This second step, like using your phone, makes it more difficult for other people to access your accounts.

You can use the Authenticator app in several ways:



Telephone for access

A version of two-factor verification that allows you to log in without requiring a password, using your username and mobile device with your fingerprint, face or PIN.

Code generation As a code genera

As a code generator for all other accounts that support authentication apps.

Authenticator is **compatible** with any account that uses two-factor verification and supports TOTP (One-Time-Time Password) standards.

Although your username appears in the app, the account is not set up as a verification method until you complete registration.



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INSTALL THE AUTHENTICATOR APP





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CONFIGURE THE AUTHENTICATOR APP

After installing the Authenticator app, follow the steps below to add your account:

- 1. Open the Authenticator app.
- 2. Select (+) in the upper right corner.
- 3. Point the camera at the matrix code or follow the instructions provided in your account settings.

After viewing the account in the Authenticator app, enter the verification code within the app to log in.

Note: You can set up the account on multiple devices where the Microsoft Authenticator app is installed.



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IMPORTANT NOTE - SETTING THE SECOND AUTHENTICATION FACTOR

From your browser type <u>https://myapplications.microsoft.com/</u>to be redirected to the Microsoft portal:

If you see this screen, make sure you are logging in with the correct Ferrari user account. If it is not listed, select 'Use another account'. If you are not prompted to enter your credentials, click on the sticker with your initials in the upper right hand corner and verify that you are logged in with your Ferrari account. If not, click 'Sign Out' and log in with the correct Ferrari user account.





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SETTING THE SECOND AUTHENTICATION FACTOR 1/3

First login mode:

• After making sure that the utility is the correct one, the screen depicted in step 1 will appear, proceed with the steps given to register the second factor.





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SETTING THE SECOND AUTHENTICATION FACTOR 2/3



Download the Microsoft Authenticator app and click "Next" Add an account (+) and select "Corporate Account" in the app. Then click "Next"

Scan the QR code, then click 'Next'.



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SETTING THE SECOND AUTHENTICATION FACTOR 3/3





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2. AUTHENTICATION ON AZURE AD

What to do to manage the first step of authentication



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Authentication

How to log in

The first page that will come up when logging in the user will have to:

Enter the Ferrari credentials which should contain the username followed by the domain @partners.ferrari.com

PLEASE NOTE:

For users who also use the **Ferrari Supplier Collaboration Platform** (Ex: Sourcing, SVR etc)

The new username will then contain the text string that was contained after FGTPORTALS\ in the old one.

For example, if the username FGTPORTALS\ECSM.Rossi was entered before, it will now have to be entered ECSM.rossi@partners.ferrari.com







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Authentication How to log in

Once the correct credentials are entered, the user will receive a **notification** on your registered device through which they can confirm their request for access.

NB: in some cases the notification may not arrive on the device, in this case the user will have to manually open the Authenticator App to follow this operation

| Stai provando ad accedere? |
|---|
| Ferrari S.p.A. IST-ADSync12@partners.ferrari.com |
| mmettere il numero mostrato per accedere. |
| Immetti il numero qui |
| 16 |
| SÌ |
| NO, NON SONO IO |
| NON RIESCO A VEDERE IL NUMERO |



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3. <u>ACCESSING FERRARI PARTNER</u>

How to gain access to the Ferrari Partner portal



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Ferrari Identity Management INSTRUCTIONS FOR ACCESSING FERRARI PARTNER and FERRARI SUPPLIER COLLABORATION PORTAL.

This manual explains how to access the **"Ferrari Partner"** portal.

On a temporary basis, Ferrari providers will be required to have dual authentication:

- First login via
 @partners.ferrari.com credentials
 (the same ones used to access the Ferrari Supplier Collaboration
 Platform) and use of multi-factor
 authentication (MFA)
- Second login using specific Partner Portal credentials.



Ferrari Identity Management

FERRARI PARTNER LOGIN INSTRUCTIONS

Once logged in using the authentication methods described above, the user will be returned to the "traditional" **Ferrati Partner** login page

To access the application he will be asked to enter the **credentials currently used** to log in to **Ferrari Partner**





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MORE INFORMATION



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SELF-SERVICE PASSWORD RESET



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SELF-SERVICE PASSWORD RESET SELF-SERVICE PASSWORD RESET VIA MICROSOFT AUTHENTICATOR/LINK DIRECT APP

- 7 The purpose of this section is to explain the Self Service Password Reset (SSPR) procedure to guide the user in resetting the password in case of loss or forgetfulness.
- This is a system that allows users to reset their passwords themselves without having to contact technical support or an IT administrator.

In order to change the password via Self Service Password Reset (SSPR), you must have previously logged in and set up the second protection factor (Microsoft Authenticator). Therefore, it is important to set up the second authentication factor immediately (see section 'APP MICROSOFT AUTHENTICATOR / Setting up the second authentication factor').



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PASSWORD RESET DIRECT LINK 1/3

If you know you can't remember the password, proceed directly via link "https://passwordreset.microsoftonline.com/"





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PASSWORD RESET 3/3

| 7 | 8 | |
|---|---|---|
| | Microsoft | |
| Tornare all'account passaggio di verifica 1 <> scegliere una nuova password * Immissione nuova password: * Conferma nuova password: Fine Annulla | Tornare all'account✓La password è stata reimpostataPer accedere con la nuova password, fare clic qui. | |
| Choose a new password and confirm it | Your password has been reset | Passwords must meet the complexity defined by the organization |

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<u>CHANGE PASSWORD</u>



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3. CHANGE PORTAL PASSWORD 1/4

- 1. Access the "https://myapplications.microsoft.com/" page
- 2. Select the sticker in the upper right corner with your picture or the initials of your name. Click "View Account"





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3. CHANGE PASSWORD 2/4

3. Select the "Security Information" button in the left column.





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3. CHANGE PASSWORD 3/4

| \$ | Stai provando ad accedere? |
|---|---|
| john.smith@ferrari.com | Ferrari S.p.A. |
| Approvare la richiesta di | john.smith@ferrari.com |
| accesso | Арр |
| Aprire l'app Authenticator e immettere il | My Signins |
| numero mostrato per eseguire l'accesso. | Posizione |
| 41 | |
| | |
| Non vedi numeri nell'app? Assicurati di eseguire l'aggiornamento alla versione più recente. | |
| Altre informazioni | |
| Annulla | Immettere il numero mostrato per accedere. |
| | Immetti il numero qui |
| Dear user, | 41 |
| 1) Do you have a Ferrari account? Please enter your | |
| email address | SÌ |
| Do you have a Supplier account? Enter your username followed by @partners.ferrari.com | NO, NON SONO IO |
| 3) Do you have a Dealer account? Enter your | |
| username followed by @dealers.ferrari.com | NON RIESCO A VEDERE IL NUMERO |
| 4. Verification code | 5 Enter the code in the Authenticator a |

Ц Ц

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3. CHANGE PASSWORD 4/4

| oformaziona di cicurazza | | Modifica password | × |
|---|---------|-------------------------|--------------|
| normazione di sicurezza | | ID utente | |
| esti sono i metodi usati per accedere all'account o reimpostare la password | L | john.smith@ferrari.com | |
| 're using the most advisable sign-in method where it applies. in method when most advisable is unavailable: Microsoft Authenticator - Notifica | | Nuova password | |
| | | | |
| Aggiungere metodo di accesso | | | |
| Password Ultimo aggiornamento: 6 ore fa | Cambia | Conferma nuova password | |
| Microsoft Authenticator Pixel 6a Push dell'autenticazione a più fattori (MFA) | Elimina | | 0 |
| to perso il dispositivo? Disconnetti da tutto | | An | inulla Invia |
| | | | |

6. Click "Change"

7. Enter and confirm the new password



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WHAT TO DO IF YOUR DEVICE IS LOST/STOLEN



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4. WHAT TO DO IF THE DEVICE IS LOST/STOLEN.

In case of loss or theft of the phone on which Microsoft Authenticator is installed:

Report via email to IAM support FGT-Support.com
 M@ferrari.it

Note: In case the user changes both the mobile device and the phone number, it is important to remember to access their Microsoft user profile in the 'Security Info' section of the portal and add the new phone number before losing control over the old one.



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