



## EAS Login Guide

---

V1.3 – 2014-06-11

This guide helps you with login to EVERY Environment Access Service (EAS) Web Portal

<https://easi.evry.com>

### Contents

How to login to EAS Web Portal .....	2
Prerequisites.....	2
How to become a EAS user .....	2
First Time Preparations .....	3
1. Complete Web Registration .....	3
2. Receive EAS Welcome Mail .....	3
3. Install EVERY Bypass Code on your mobile device .....	3
Doing EAS Web Portal Login.....	4
Login to EAS Web Portal using the Tenant Specific & Branded Login Page .....	4
Login to EAS Web Portal using the General Login Page .....	6
Frequently Asked Questions .....	8
What is the link to EAS? .....	8
For the Tenant Specific & Branded Login Page .....	8
For the General Login Page .....	8
Who can help me?.....	8
Where can I get more information?.....	9
I do not have a user / How can I register? .....	9
I have forgotten my username!.....	9
Login does not work!.....	9

Can I login to EAS for different environments? .....	9
What is EVRY Buypass Code? .....	9
How do I get EVRY Buypass Code on my mobile device?.....	10

## How to login to EAS Web Portal

### Prerequisites

To use EAS you need:

- You need to have an **EAS user account** with username like XXXX-yyyyyyy
- You need to have a mobile device (like iPhone/iPad or Android based phone) with the **app “EVRY Buypass Code”**.

### How to become a EAS user

If you do not have an EAS user account, you will have to get invited by an EAS Super User in the organization you work for. Please contact your manager, project manager or a person that you know to be at EAS Super User. They will tell you what to do next. You need to provide at least the following information:

#### *EAS User Account Request Form*

Field	Value	Description
<b>*First Name:</b>		Persons first name
<b>*Last Name:</b>		Persons last name
<b>*Full Name:</b>		Firstname Lastname (or name as wanted to be displayed)
<b>*Domain User ID:</b>		Enter the User Name that the person has in the organization. Make sure it is correct as it will be used to create user accounts on servers
<b>*Mobile Phone:</b>		Including coutry code Example: +4798765432
<b>*Mobile Country</b>		Country where the user's mobile device is registered on the Apple App Store, Android App Market etc
<b>*Email</b>		
<b>Department</b>		Free text name of department in organization
<b>Reason</b>		Here you may specify the reason for wanting/needing the account

<b>Initial Roles</b>		What you need access to

\* = Mandatory field

## First Time Preparations

### 1. Complete Web Registration

You will receive an invitation email and SMS from a Super User with instructions on how to do your EAS registration. After you have completed the registration on web, you must wait for it to be approved. You will receive a Welcome email when it has been approved.

You might install the EVRY Buypass Code app on your mobile device while you are waiting (see below).

If you have questions, you can contact your local manager or the Super User. The Super User is the person in CC on the mail that you got. Please make contact by sending an email.

### 2. Receive EAS Welcome Mail

You will receive a Welcome email when your account has been approved. You might also receive emails with information about your initial access roles being approved.

The Welcome email contains your EAS username to use to login to <https://easi.evry.com>

### 3. Install EVRY Buypass Code on your mobile device

EAS uses EVRY Buypass Code for authentication.



EVRY Buypass Code is a secure 2-factor authentication solution where you have an App on your mobile device that gives you one time codes to login to different services such as EAS.

To get started you need to do the following:

1. On your mobile device/smart phone: Go to AppStore / MarketPlace.
2. Find the app called "EVRY Buypass Code" (note that you need to find the one called "EVRY Buypass Code")
3. Install it and follow the short registration procedure.  
Make sure to register the same mobile number for EVRY Buypass Code as registered for EAS.

### More information about EVRY Buypass Code

You can find more information about EVRY Buypass Code on this page (Norwegian) including a demo of how to install and register App on different platforms:

[http://www.buypass.no/bp/evry/in\\_english.html](http://www.buypass.no/bp/evry/in_english.html)

## Doing EAS Web Portal Login

Customers that have chosen the option “Tenant Specific & Branded Login Page” will have an own entry page into EAS that is branded with the company’s name and logo. Furthermore, this functionality will also omit the tenant ticker prefix on the user name when logging in to the EAS WebPortal.

Customers that have not chosen this option will get to the General Login Page where the users will need to supply the tenant ticker prefix upon login.

Those two different login options are described in the following section.

### Login to EAS Web Portal using the Tenant Specific & Branded Login Page

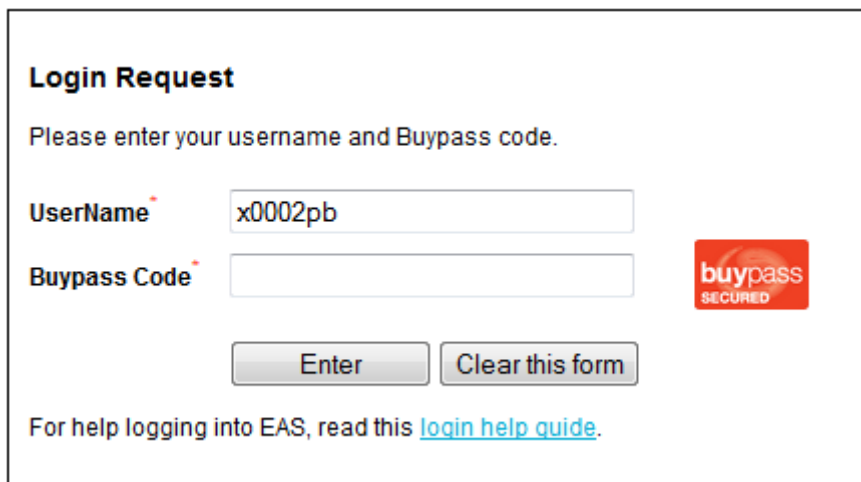
Do this to login to EAS Web Portal:

1. In your web browser, go to <https://easi.evry.com/<tenant ticker prefix>>

The *tenant ticker prefix* is a unique four character code assigned to each customer.

For example: <https://easi.evry.com/TCAP>

2. Enter your username (EAS username looks something like this yyyyyy)

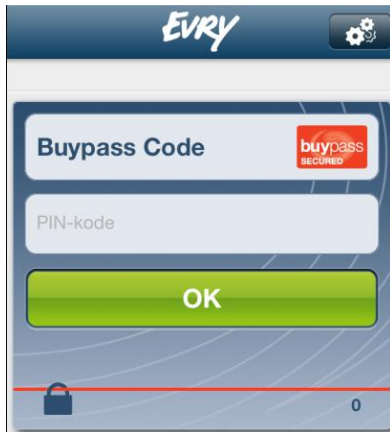


The screenshot shows a web form titled "Login Request". Below the title is the instruction "Please enter your username and Buypass code." There are two input fields: "UserName" with a red asterisk, containing the text "x0002pb", and "Buypass Code" with a red asterisk, which is empty. To the right of the input fields is a red "buypass SECURED" logo. Below the input fields are two buttons: "Enter" and "Clear this form". At the bottom of the form, there is a link: "For help logging into EAS, read this [login help guide](#)."

3. On your mobile device, open the “EVRY Buypass Code” app.



4. Enter your Buypass pin code.



5. See the one time code and enter it into the “Buypass Code” field in your browser

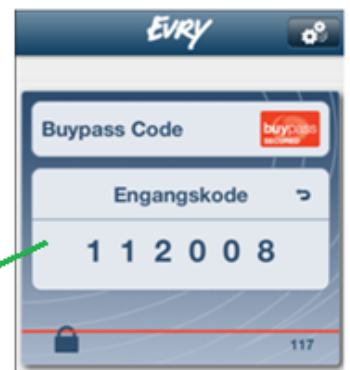
**Login Request**

Please enter your username and Buypass code.

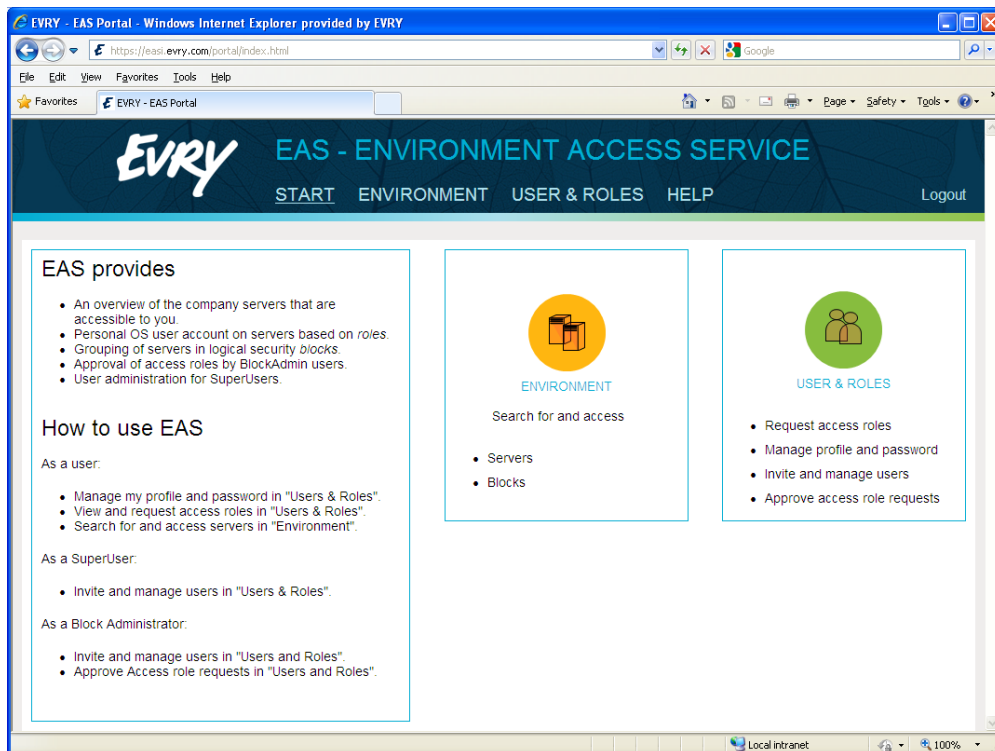
UserName

Buypass Code

For help logging into EAS, read this [login help guide](#).



6. Click "Enter" button in your web browser.
7. If Login screen appears again, your login was not successful – see “Login does not work!” for help.
8. Login is successful when you see start page like this:



## Login to EAS Web Portal using the General Login Page

Do this to login to EAS Web Portal:


1. In your web browser, go to <https://easi.evry.com>
2. Enter your username (EAS username looks something like this XXXX-yyyyyy)

### Login Request

Please enter your username and Buypass code.

UserName \*

Buypass Code \*

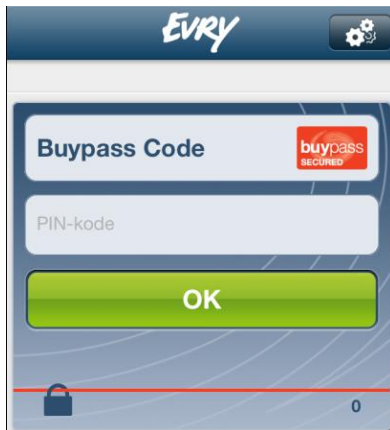


For help logging into EAS, read this [login help guide](#).

3. On your mobile device, open the “EVRY Buypass Code” app.



4. Enter your Buypass pin code.



5. See the one time code and enter it into the "Buypass Code" field in your browser

**Login Request**

Please enter your username and Buypass code.

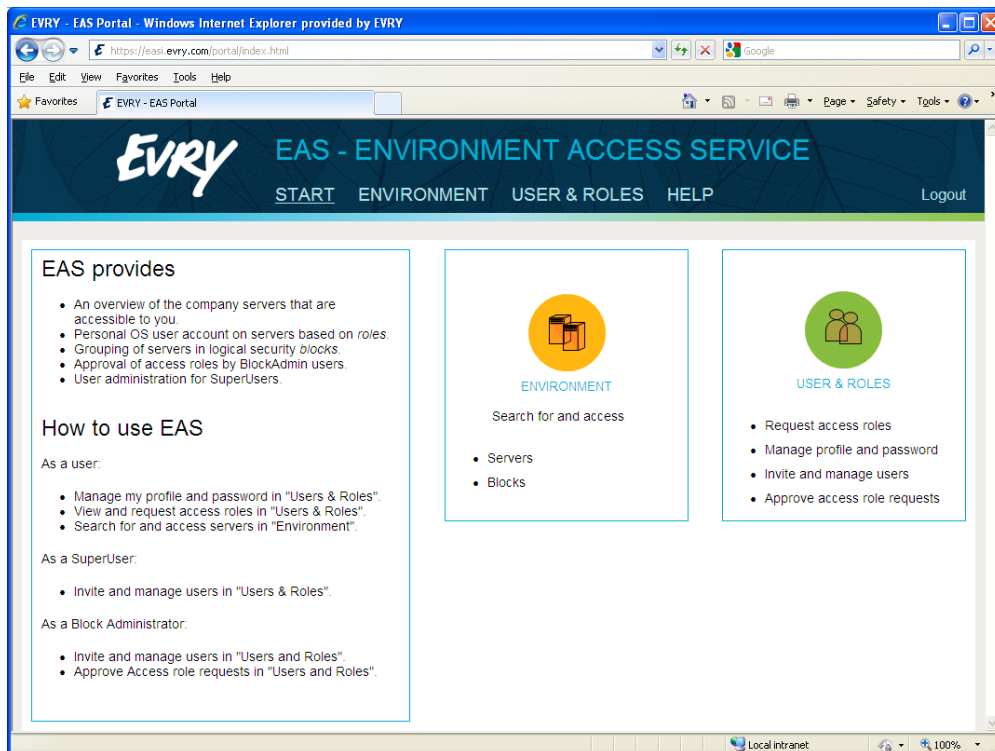
UserName

Buypass Code

For help logging into EAS, read this [login help guide](#).



6. Click "Enter" button in your web browser.
7. If Login screen appears again, your login was not successful – see "Login does not work!" for help.
8. Login is successful when you see start page like this:



## Frequently Asked Questions

### What is the link to EAS?

#### For the Tenant Specific & Branded Login Page

<https://easi.evry.com/<tenant ticker prefix>>

The tenant ticker prefix is a unique four character code assigned to each customer.

For example: <https://easi.evry.com/TCAP>

#### For the General Login Page

<https://easi.evry.com>

### Who can help me?

You can contact your local manager or the IT helpdesk in the organization you work for.

You can also contact the Super User. That is the person in CC on the mail that you got. Please make contact by sending an email.



## Where can I get more information?

When you have logged into EAS, you can click the “HELP” link to find User Guide.

## I do not have a user / How can I register?

See “How to become a EAS user”.

## I have forgotten my username!

The Welcome email contains your EAS username.

For customers that have a Tenant Specific & Branded Login Page your username looks something like this: **yyyyyy**

For customers that have a General Login Page your username looks something like this: **XXXX-yyyyyy**

If you have questions, you can contact the SuperUser. That is the person in CC on the mail that you got. Please make contact by sending an email.

## Login does not work!

Verify that your username is correct (see Welcome mail).

Wait for a new One Time Code and try once more – check that digits are typed correctly into login form.

Contact a Super User to verify that your mobile number registered on your user in EAS is the same as the one that you have registered for EVRY Buypass Code.

Otherwise, contact the IT helpdesk in the organization you work for.

## Can I login to EAS for different environments?

Yes, you will have different EAS usernames for different environments/organizations (such as XXXX-xxxxxx and ZZZZ-zzzzzz).

You can use the same mobile device / smart phone with EVRY Buypass Code app to generate codes to access different EAS customers. You can also use the same app to other services protected by EVRY Buypass Code. Note that you need to use the app called “**EVRY** Buypass Code” for EAS.

## What is EVRY Buypass Code?

EAS uses EVRY Buypass Code for authentication.

EVERY Buypass Code is a secure 2-factor authentication solution where you have an App on your mobile device that gives you one time codes to login to different services such as EAS.

### **How do I get EVERY Buypass Code on my mobile device?**

See “Install EVERY Buypass Code on your mobile device”