

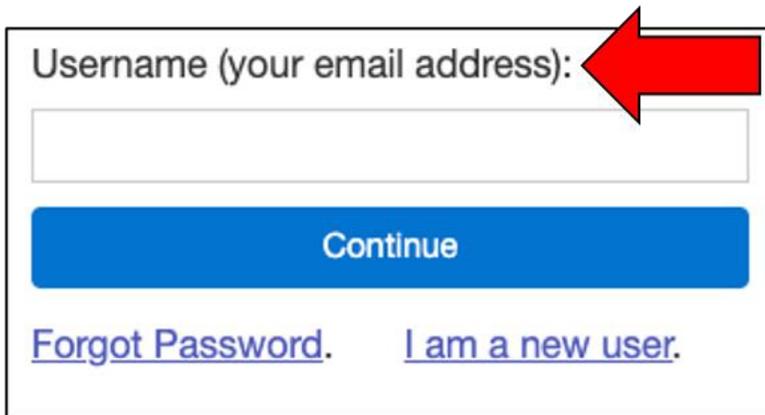
How-To: Login for RoomingList Multifactor Authentication

RoomingList has enabled MFA to meet PCI Compliance standards. The following document is an instructional on how to log into the RoomingList Application with MFA Enabled.

Login with Email

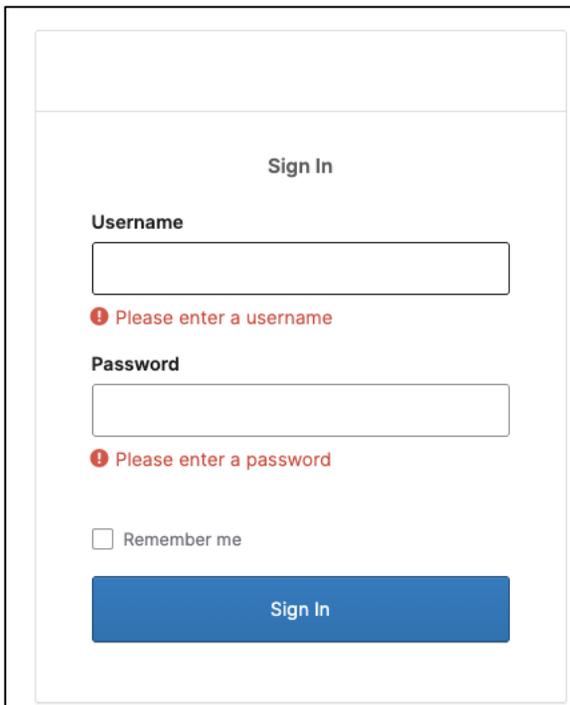
Navigate to: <https://roominglist.alliancereservations.com/Account/Logon> on your computer.

Enter your RoomingList **Username** field and click **Continue**. (**Note:** Do not click the **Enter** button in the username email, you must click the **Continue** button.)



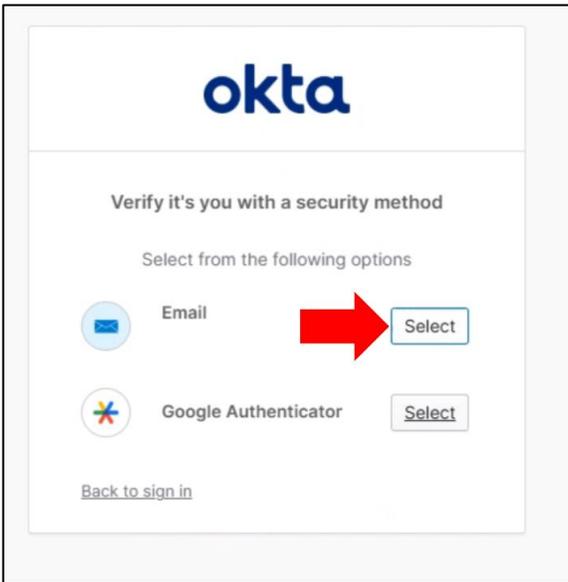
A screenshot of the login page. The text "Username (your email address):" is followed by a red arrow pointing to an empty text input field. Below the input field is a blue button labeled "Continue". At the bottom, there are two links: "Forgot Password." and "I am a new user."

Enter your **Credentials (Username and Password)** for logging into **RoomingList**.

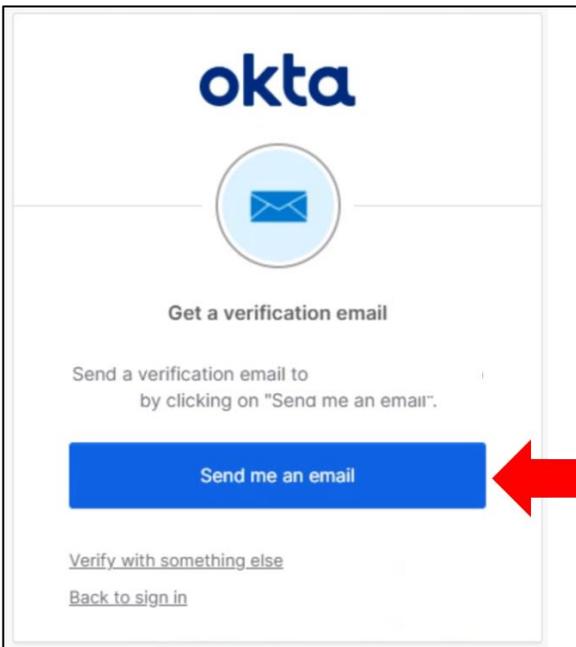


A screenshot of the "Sign In" page. The title "Sign In" is centered. Below it are two input fields: "Username" and "Password". The "Username" field has a red error message "Please enter a username" below it. The "Password" field has a red error message "Please enter a password" below it. There is a checkbox labeled "Remember me" and a blue "Sign In" button at the bottom.

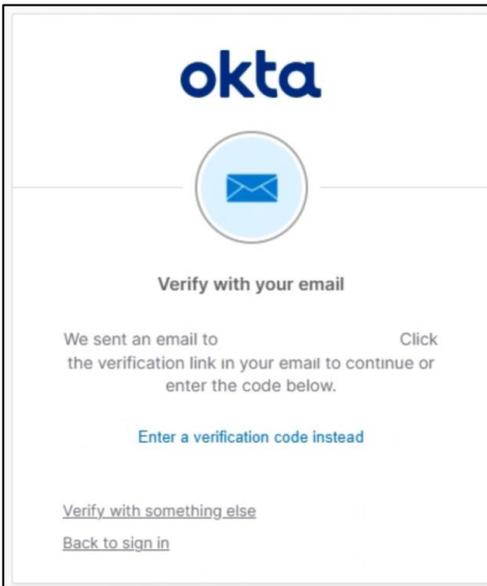
Users logging in for the first time will need to set up the 'security method'. On the **Email** section, click the **Set Up** button.



Click **'Send me an email'** to receive a verification code via email.

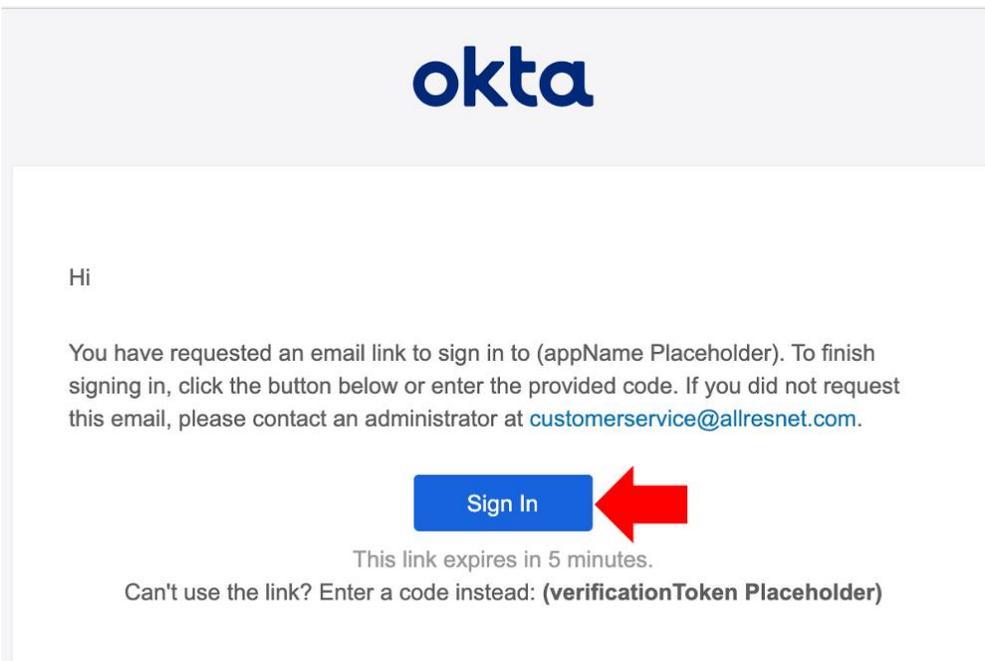


The following notification will display asking to check your email for the verification link.



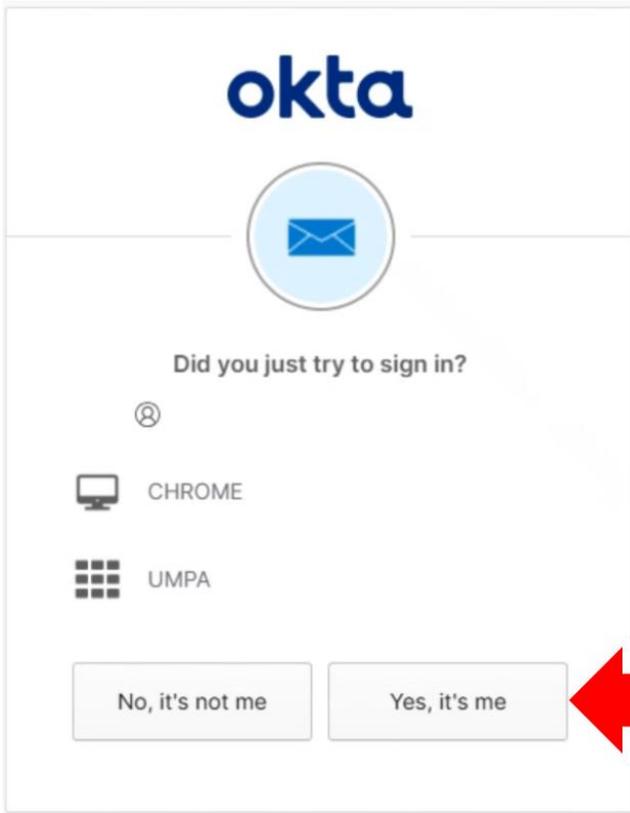
The following email will be sent to the **email address** list on the Okta screen. Note: Check your **SPAM folder** as well to ensure that you do not miss the authentication link.

On the email, click the '**Sign In**' button.

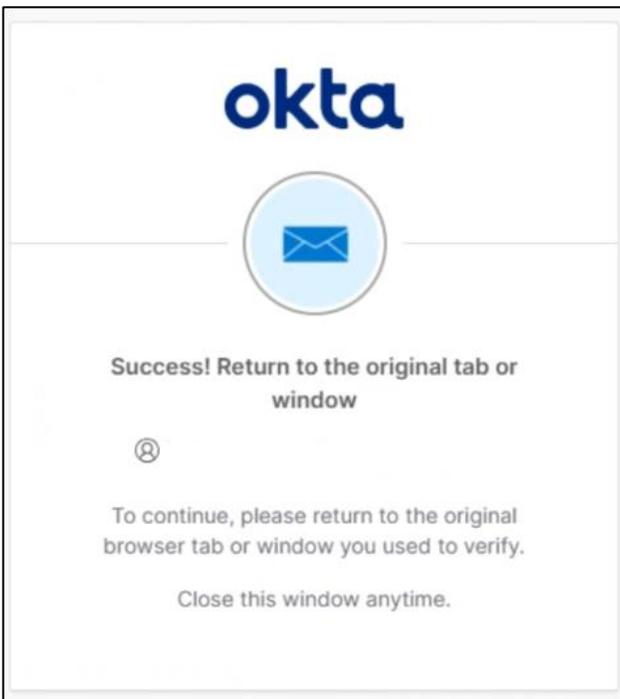


This link will take you to the following page in your browser.

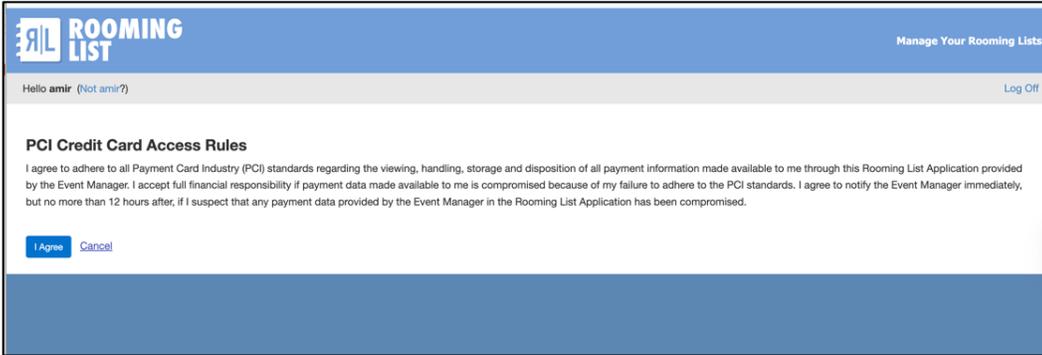
You will see a window on your computer asking if you tried to sign in, **click the 'Yes, it's me'** button.



This window confirms your successful sign-in with Okta. Please close this window and return to the original one.



Page will auto update to the PCI compliance page. Read and acknowledge 'PCI Credit Card Access Rules' by clicking **I Agree**



Login with Google Authenticator

Important! To use RoomingList any further, you must download the Google Authenticator App to your cell phone. Use the QR codes below to go directly to the application download. A Google or Gmail email is not required to use Google Authenticator. Please use the same email address you use to access the Rooming List application.

The following QR codes will take you to the needed Google Authenticator Application on your Apple or Android Device.



Apple

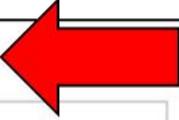


Android

After you download the Google Authenticator Application to you Phone:

Navigate to: <https://roominglist.alliancereservations.com/Account/Logon> on your computer.

Enter your RoomingList **Username** field and click **Continue**

Username (your email address): 

[Continue](#)

[Forgot Password.](#) [I am a new user.](#)

Enter the **username** and **password** in the needed fields and click **Sign In**.

Enter your **Credentials (Username and Password)** for logging into **RoomingList**

Sign In

Username

 Please enter a username

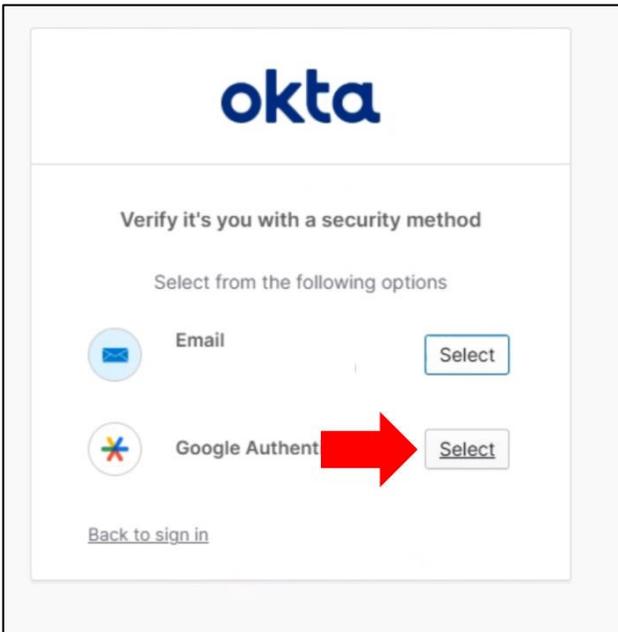
Password

 Please enter a password

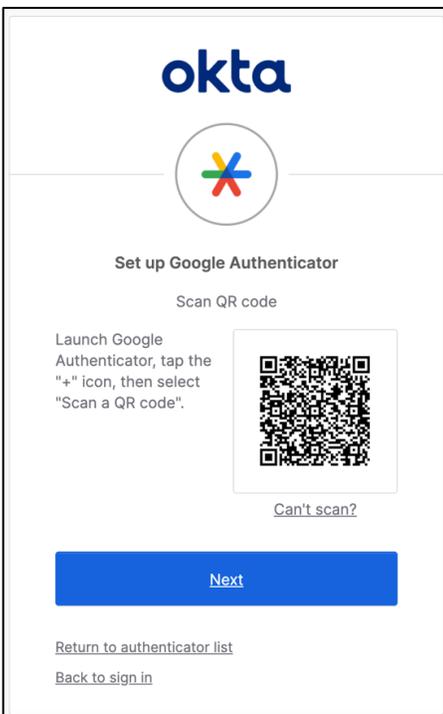
Remember me

[Sign In](#)

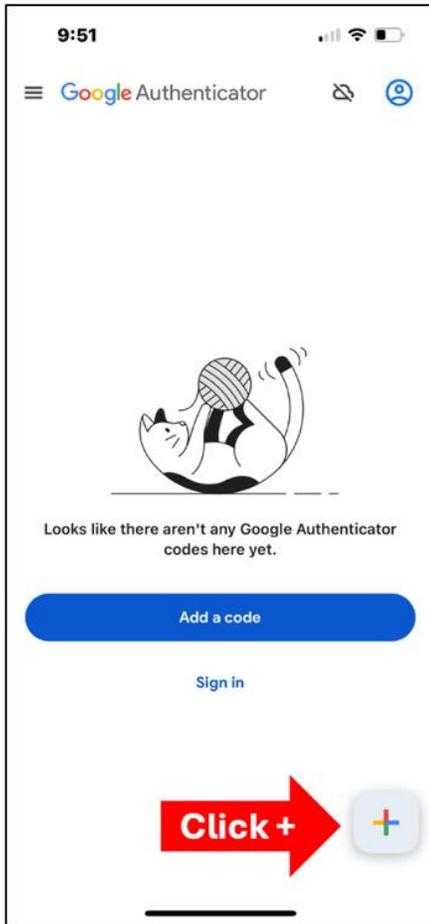
Users logging in for the first time will need to set up the **'security method'**. Under the **Google Authenticator** section, click the Set Up button.



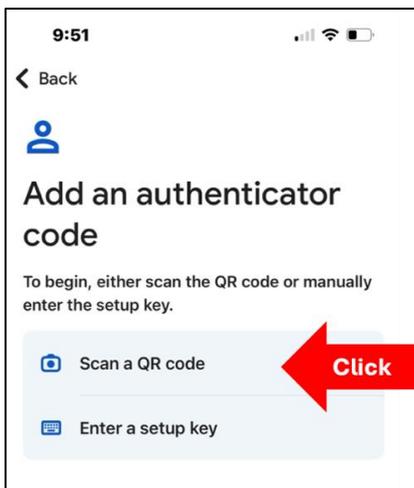
On your computer, you will see the following screen:



On your Phone: On your phone, click the '+' icon.

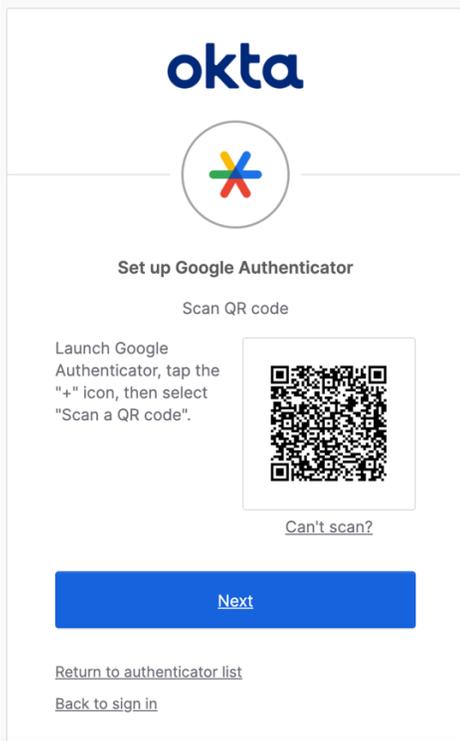


Select Scan a QR code



Note: Google Authenticator may need to be given permission to use your phone's camera.

With your **phone**, scan the **QR Code** displayed on the **computer screen** using the **Google Authenticator Application**. (You cannot use **phone's camera application**; this process must be done within the **Google Authenticator Application**.)



On the **Authenticator application** will be a six-digit code with a timer. This code will refresh when the timer expires.



On your **computer**, enter the **code** from the Google Authenticator Application, click **Verify**



Set up Google Authenticator
Enter code displayed from application
Enter code

Verify
[Return to authenticator list](#)
[Back to sign in](#)

Read and acknowledge 'PCI Credit Card Access Rules' by clicking **I Agree**


ROOMING LIST
Manage Your Rooming Lists
Hello **amir** (Not amir?) [Log Off](#)
PCI Credit Card Access Rules
I agree to adhere to all Payment Card Industry (PCI) standards regarding the viewing, handling, storage and disposition of all payment information made available to me through this Rooming List Application provided by the Event Manager. I accept full financial responsibility if payment data made available to me is compromised because of my failure to adhere to the PCI standards. I agree to notify the Event Manager immediately, but no more than 12 hours after, if I suspect that any payment data provided by the Event Manager in the Rooming List Application has been compromised.
I Agree [Cancel](#)