

Imprivata ID Enrollment Instructions

SMS method

Imprivata ID is the system EvergreenHealth uses to provide an extra layer of security in addition to username/password when logging in remotely via either our portals (Employee/Physicians/Partners/etc) or OWA (Outlook Web Access).

The extra layer of security a user must enter is activated via the user's smart phone.

Enrollment process:

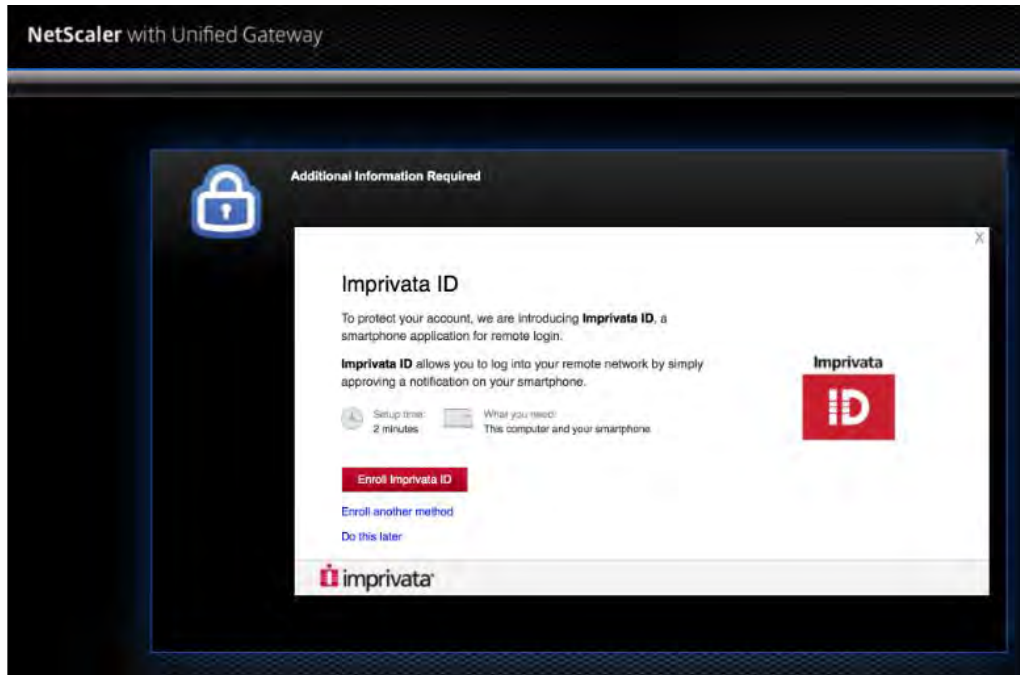
Beginning on 8/29/18, when you navigate to any Evergreen portal or Outlook Web Access and log in with your EvergreenHealth credentials (username/password), Imprivata will prompt you to enroll through a one-time setup.

Enter your Evergreen username/password:

When you log into the Portal, you will be prompted through a series of screens. The approximate setup time is 1 minute.

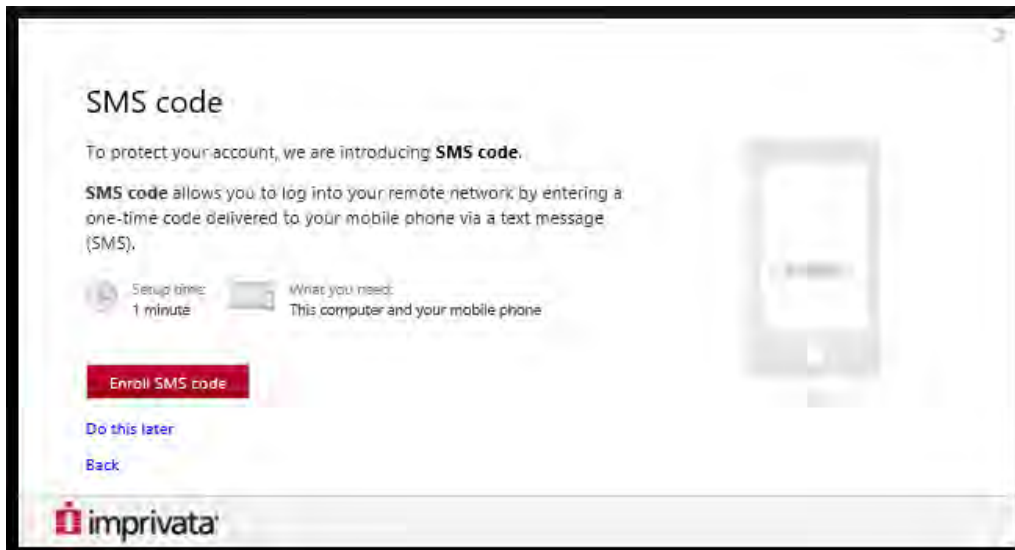
Imprivata ID

Below the Enroll Imprivata ID button, click on **Enroll another method**.



SMS Code

Click on Enroll SMS code.



Enroll SMS code

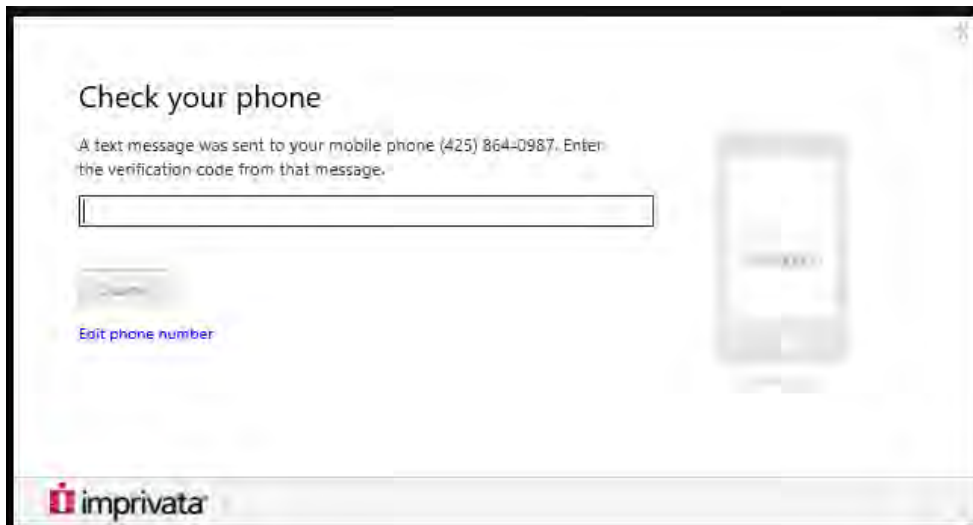
Type in your mobile number with area code.

Note: A mobile number can only be associated with one account. If it is enrolled with another account, you will get a message asking you to enter it again. That is an indicator that it is already associated with another account.



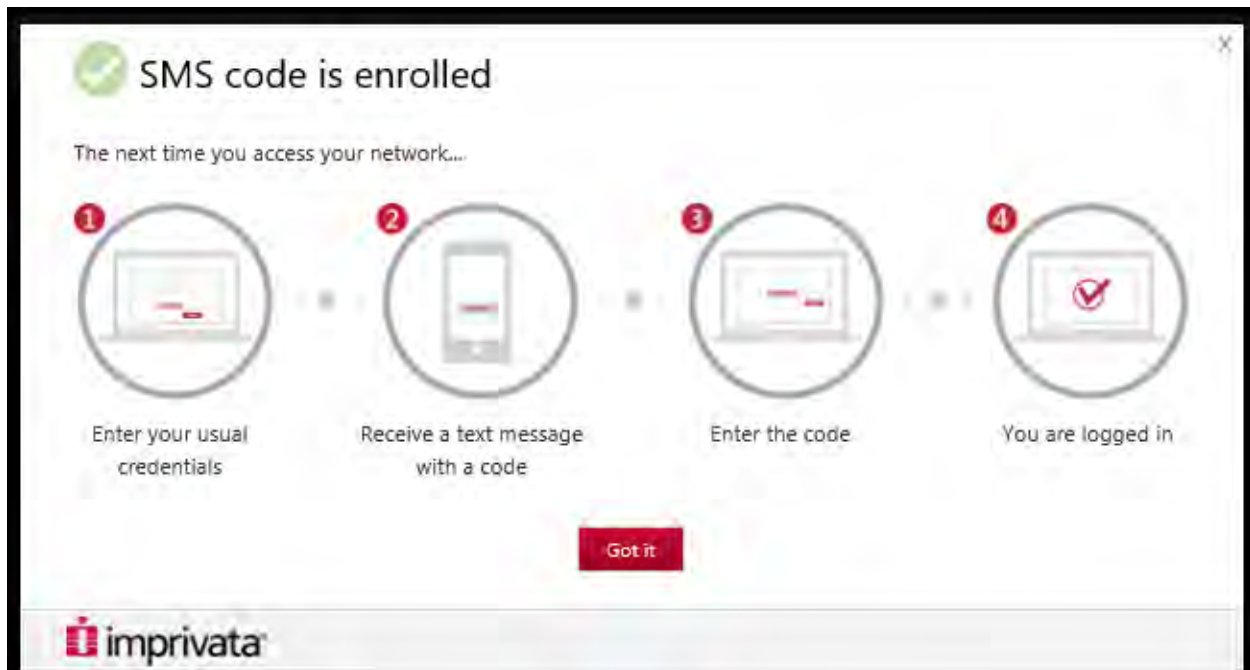
Check your phone

Enter the verification code sent to your mobile phone. Click **Submit**.



SMS Code is enrolled

Click Got It. Each time you log in, you will get a unique one-time code on your mobile device to enter into the Portal website.



If you receive a notification when you did not attempt to login, you should call the Helpdesk immediately at 425-899-1740, as this could indicate someone else is trying to use your account for fraudulent login.

Please contact the Help Desk either via the IT Help Desk form on EverLink or by calling 425-899-1740 if you need further assistance.