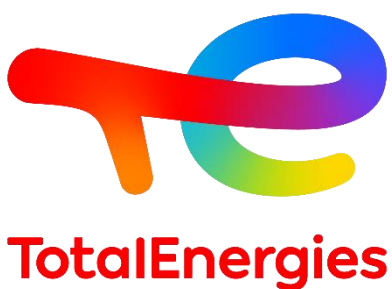




# Enrolment Guide

## Digital P@ss



# SOMMAIRE

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02 | ENROLL A MOBILE

03 | ENROLL A BROWSER

# 00

## WHICH AUTHENTICATION MEANS FOR WHICH NEEDS?

### WHAT IS DIGITAL P@SS ?

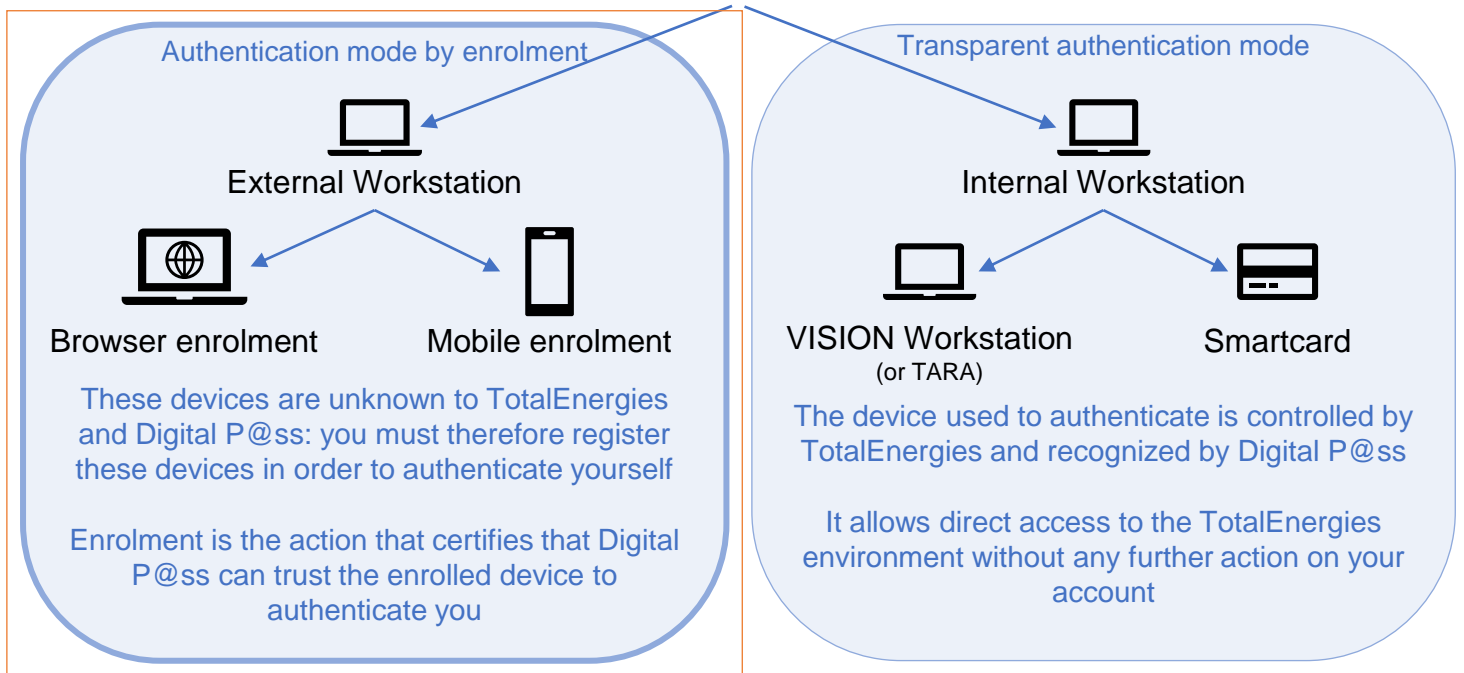
The Digital P@SS authentication service allows every user to securely authenticate to the TOTALENERGIES group applications which subscribed to the service.

Digital P@SS gives to users the possibility to connect to their applications by following ways: transparent authentication (on Vision and Trading & Shipping workstations), OTP, smartcard, etc.

The Digital P@SS service is reachable through the following link:

<https://digitalpassport.hubtotal.net/portal/total>

Digital P@ss can be used in three modes, depending on the type of device used.



**This guide aims to guide you step by step in the registration and use of the Digital P@ss secure authentication service**

#### Additional information




There is another secure authentication method for industrial shared tablets. This solution is based on the use of a personal code.

# CHOOSE YOUR EXTERNAL AUTHENTICATION MEAN

Focus on authentication means by enrolment

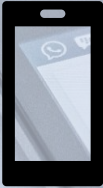
For which need ?



**Browser enrolment**  
Registration of 1 to 5 browsers (IE, chrome, Firefox, edge, safari)



For **regular use** of Digital P@ss on a workstation not controlled by the organization



**Mobile enrolment**  
Registration of a mobile phone (personal or professional) via the Memory application



For a **punctual use** of Digital P@ss on a station not controlled by the organization

It is nevertheless recommended to configure its mobile enrolment in addition to a browser enrolment

## HOW TO CONFIGURE YOUR EXTERNAL AUTHENTICATION METHOD?

A simple process in a few steps described in this guide:

1. **REQUEST SECURE AUTHENTICATION: ONE TIME PASSWORD (OTP)**
2. **ENROLL A MOBILE**
3. **ENROLL A BROWSER**



# 01

## REQUEST SECURE AUTHENTICATION: ONE TIME PASSWORD (OTP)

There are two ways to obtain your OTP depending on the authentication methods already available.

### IF YOU HAVE A TOTALENERGIES WORKSTATION WITH SMARTCARD

Using your smart card, go to the Digital P@ss portal : <https://digitalpassport.hubtotal.net/portal/total>

1. Open "My authentication methods" and check that the "Multi-factor authentication status" is DISABLED\*.
2. Click on the "Create OTP account" button

Profile | Authentication means | Rabiatou BAH

**Status**

Multi-factor authentication status	DISABLED
Personal code status	DISABLED
Account status	True

**Multi-factor authentication**

Create OTP account

3. Click on "Submit" in the confirmation window

CREATE OTP ACCOUNT

After submission, the OTP account will be created.

Submit Close

4. A pop-up window will appear to confirm the action on the OTP account and send an email. Click on "Close"

CREATE OTP ACCOUNT

✓ The OTP account has been created.

Close

#### Additional information

\*If the status is ENABLED then the OTP has already been activated and can be used directly with the enrolled browser or mobile. If needed, it is possible to send a link to enroll a new device. You can consult the [KB1138935](#).

## IF YOU DO NOT HAVE A SMARTCARD

For external users or users with a TotalEnergies station without a smart card, the activation of the OTP can be requested via a service request.

Link to the service request

[Digital P@ss Secured Authentication – Enrolment Request](#)

### **Prerequisite**

Have an **IGG** and an **email address** (TotalEnergies, external or personal)

### **Additional informations**

- / The entered email address becomes your contact address in Digital P@ss. You can edit it on the portal or with the service request [Update Digital P@ss contact mail address](#).
- / It is possible to create a request for a third person: the request will be processed once validated by the management
- / It is possible to create a mass request: from 5 beneficiaries, please fill in and attach to this request (using the paper clip on the top right) a form listing the IGGs and corresponding email addresses to be registered. The model is available [here](#).





# 02 | ENROLL A MOBILE

## PREREQUISITES

1. Download the Memory application on the store: App Store or Google Play. Mobile enrollment is possible with this application



2. Have a compatible device: an Android (4.4 or higher) or iOS (9.0 or higher) smartphone or tablet

3. Have an internet connection on your mobile to install the application and register your device (an offline mode allows you to use your mobile to authenticate yourself even if you have no internet connection)

4. Have an account in the target application

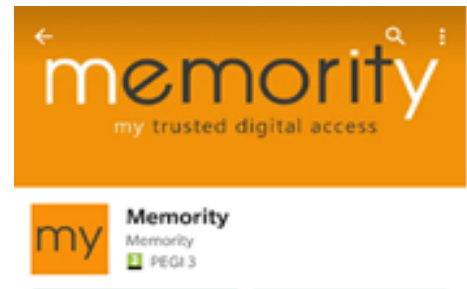


**You can register only one mobile device per user account**



# DOWNLOAD THE MOBILE APPLICATION MEMORY

1. Depending on the type of smartphone you have, download and install the new "Memory" application



2. Once installed, launch the application and make sure you allow the application to send you notifications



3. Accept the usage policy



4. Use the camera of the mobile to scan the QR code obtained in the next step





# GET YOUR CONFIGURATION (QR CODE)

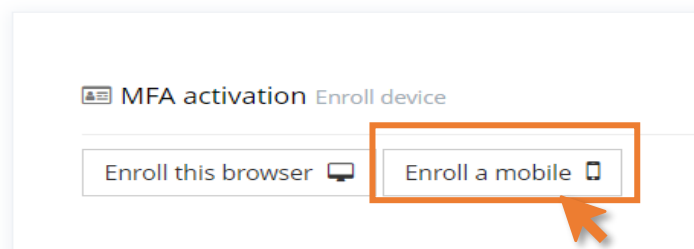
1. In the mail received from “Digital P@ss [no-reply-digitalpassword@memory.com](mailto:no-reply-digitalpassword@memory.com)” after activating your OTP, click on the link:

To finalise your registration and activate your account **L0480665**

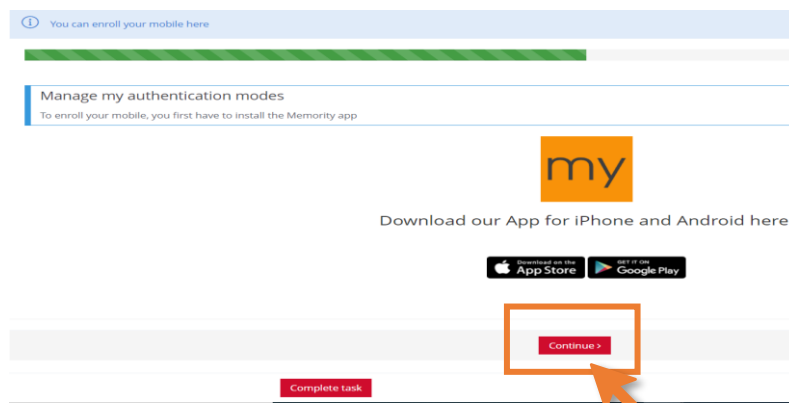
You have to start the registration of a browser or a mobile phone by clicking on this link : <http://pp-digitalpassport.hubtotal.net/portal/total/access-code?code=mHsUove6bJa1PzU3FFRNaPdBGMc>

## ENROLL

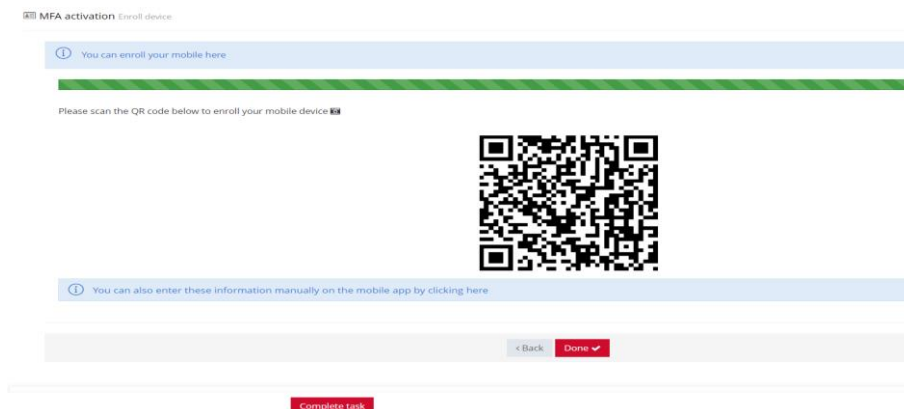
2. Click on « Enroll a mobile »



3. You are redirected to the following page, click on « Continue »



4. You are redirected to the following page with a registration code for mobile and tablet. **Leave this page open**



# FINALIZE YOUR REGISTRATION

1. Enter a password composed of 7 to 16 alphanumeric characters with at least one number and one letter

If you already have a registered browser

The screenshot shows the TotalEnergies logo at the top. Below it, the word "INSCRIPTION" is displayed in orange. Underneath, the text reads: "Configuration de l'utilisateur L0480665. Veuillez saisir votre mot de passe. (Même mot de passe que sur navigateur)". There is a single text input field labeled "Mot de passe" and a circular button with a right-pointing arrow at the bottom.

If you have never registered

The screenshot shows the TotalEnergies logo at the top. Below it, the word "INSCRIPTION" is displayed in orange. Underneath, the text reads: "Configuration de l'utilisateur L0480665. Veuillez définir et confirmer votre mot de passe. Entre 7 et 16 caractères alphanumériques, comprenant au moins un chiffre et une lettre." There are two text input fields: the first is labeled "Mot de passe" and the second is labeled "Confirmation de votre mot de passe". A circular button with a right-pointing arrow is at the bottom.

2. If biometrics is enabled, you will be asked to place your fingerprint to activate the feature



3. Your smartphone is now registered to Digital P@ss and ready to be used



# FIRST AUTHENTICATION WITH THE REGISTERED MOBILE (ONLINE MODE)

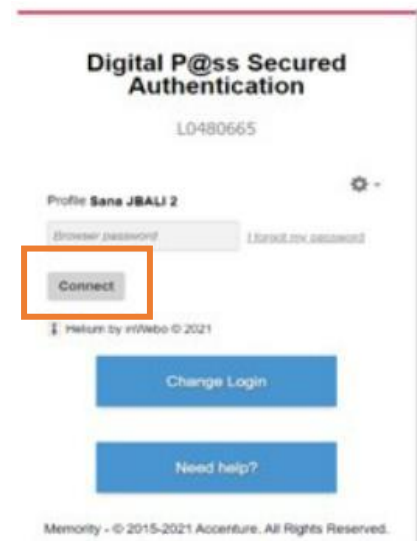
1. Access the application registered with Digital P@ss and initiate authentication
2. A Digital P@ss authentication window appears and asks you to make a choice\*



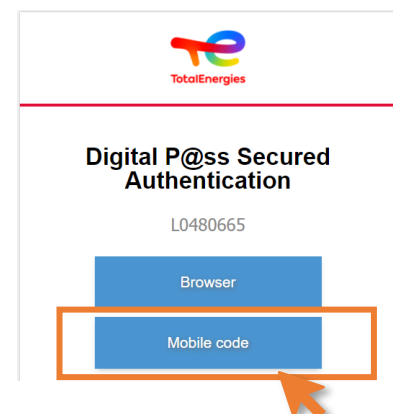
If you are on a **VISION, TS or TGP workstation** and on a browser other than Internet Explorer, select the « **VISION/TS/TGP/OXYGEN** » button

If you are not on a Vision, Total Trading & Shipping, Total Gas & Power or Oxygen workstation, or if you do not have access to the Total internal network (LAN, VPN, Wi-Fi), choose « **Autre** »

3. Enter your TotalEnergies ID (your IGG) then click on "Connect"



4. A new window appears, select "Mobile Code "



## Additional information

\* The selected choice is memorized, and this screen will no longer be displayed on this browser

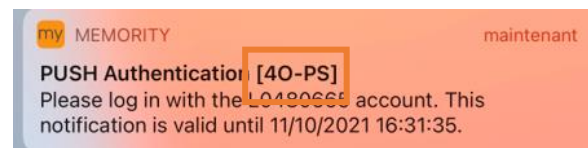
# FIRST AUTHENTICATION WITH THE REGISTERED MOBILE (ONLINE MODE)

5. If you have only registered your mobile, you will be redirected directly to this page

A message will appear confirming that a notification has been sent to your registered mobile



6. On your registered mobile, click on the notification received



7. Confirm that the security code (e.g. 40-PS) is the same as the one displayed on the web page



8. If the fingerprint is enabled, click on it to validate the notification

If not, enter the password and click on OK



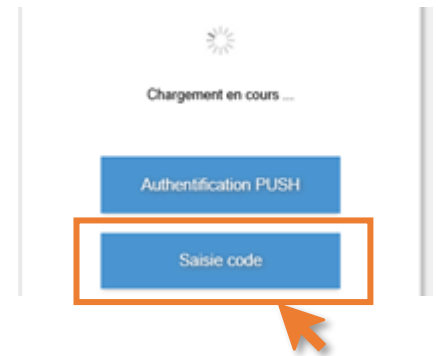
**The authentication validation is automatically sent to the browser. You are authenticated**


## Additional information

\* To ensure that you validate the correct authentication request, a security code (e.g. PY-HT) is displayed and must match the one received on your mobile.  
(If your mobile is not connected to the internet and therefore cannot receive the notification, use the offline mode by following the procedure "FIRST AUTHENTICATION WITH THE REGISTERED MOBILE (OFFLINE MODE)

# FIRST AUTHENTICATION WITH THE REGISTERED MOBILE (ONLINE MODE)

1. On the authentication screen, choose the "Enter code" option



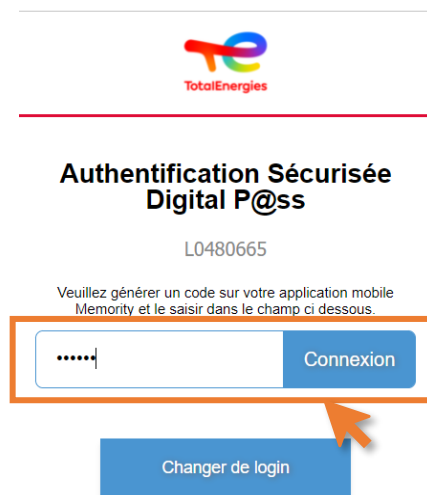
2. Launch the Memory application and generate an OTP by clicking on the icon  at the top right of the home page



3. Enter password to generate OTP



4. On the authentication screen, enter the OTP Code obtained in the previous step and click "Login"



**You are now logged in**

[Back to menu](#)





# 03 | ENROLL A BROWSER

It is possible to register up to 5 browsers on the same account. The paragraph below describes how to register your first browser.

## ENROLL A FIRST BROWSER

1. In the mail received from “Digital P@ss [no-reply-digitalpassword@memory.com](mailto:no-reply-digitalpassword@memory.com)” after activating your OTP, click on the link:

To finalise your registration and activate your account [REDACTED]

You have to start the registration of a browser or a mobile phone by clicking on this link : <http://pp-digitalpassport.hubtotal.net/portal/total/access-code?code=JzuYfwwhY0Acht2rzfrMy-s2-yA>

2. Select "Enroll this browser".

### ENROLL

MFA activation Enroll device

Enroll this browser Enroll a mobile

3. Enter your password and click on "Activate Inwebo"

MFA activation Enroll device

You can enroll your browser here

Activation du service de connexion à distance

Site : Digital P@ss - Préprod

Nommez ce navigateur :

Chrome sur Windows

Exemple: Chrome à la Maison, Safari au Bureau

Mot de passe navigateur \* :

7 à 16 caractères, avec au moins 1 lettre et 1 chiffre

Confirmez le mot de passe navigateur \* :

Activer inWebo

Helium by in 2021

**! If you already have a registered mobile (or browser)**

Enter the same password you use on your other devices

**! If not**

Enter a password containing between 7 and 16 alphanumeric characters with at least one number and one letter.

**This password will be requested at each authentication by mobile or registered browser**

# ENROLL A FIRST BROWSER

4. **Highly recommended step:** install the Helium backup extension to keep the enrollment

MFA activation Enroll device

You can enroll your browser here

**Success!** This device is now enrolled with inwebo.

⚠ Clearing the browser cache will make the enrollment disappear. To prevent this, please install the [backup extension](#)

Done

5. Return to the enrollment page to validate the action and then click on "Task complete" to exit the enrollment page and proceed to authentication

ENROLL

MFA activation Enroll device

Enroll this browser

Enroll a mobile

Trusted devices these are the current devices activated for multi factor authentication.

Refresh

DEVICE NAME	STATUS	CREATED AT	LAST USED	TYPE
Chrome sur Windows	ACTIVE	11/16/2021 15:21:47	Unused	Browser
Firefox sur Windows	ACTIVE	11/16/2021 15:53:52	Unused	Browser

Complete task

The different devices listed appear here

# FIRST AUTHENTICATION WITH THE ENROLLED BROWSER

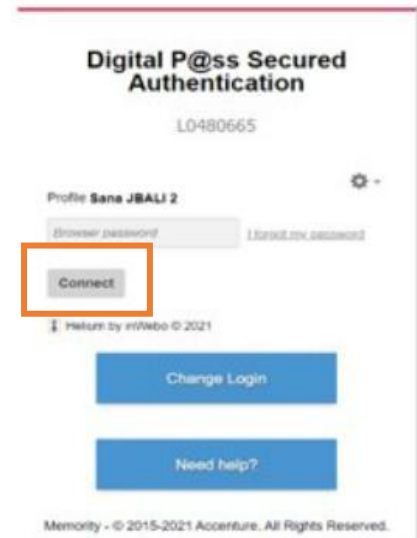
1. Access the application registered with Digital P@ss and initiate authentication
2. A Digital P@ss authentication window appears and asks you to make a choice\*



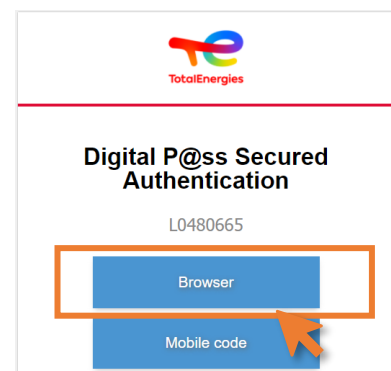
If you are on a **VISION, TS or TGP workstation** and on a browser other than Internet Explorer, select the « **VISION/TS/TGP/OXYGEN** » button

If you are not on a Vision, Total Trading & Shipping, Total Gas & Power or Oxygen workstation, or if you do not have access to the Total internal network (LAN, VPN, Wi-Fi), choose « **Autre** »

3. Enter your TotalEnergies ID (your IGG) then click on "Connect"



4. A new window appears, select "Browser"



## Additional information

\* The selected choice is memorized, and this screen will no longer be displayed on this browser



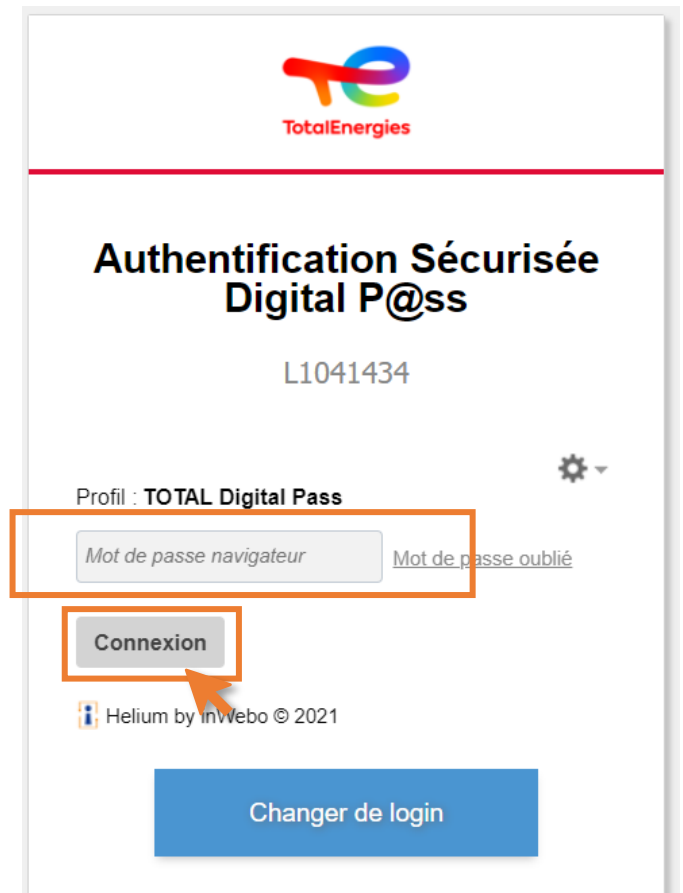
# FIRST AUTHENTICATION WITH THE ENROLLED BROWSER

5. Enter your IGG and click on "Next".

You can remember your login for future authentications by selecting "Remember me"



6. Enter your password and click on "Login"



You are now logged in

[Back to menu](#)

