

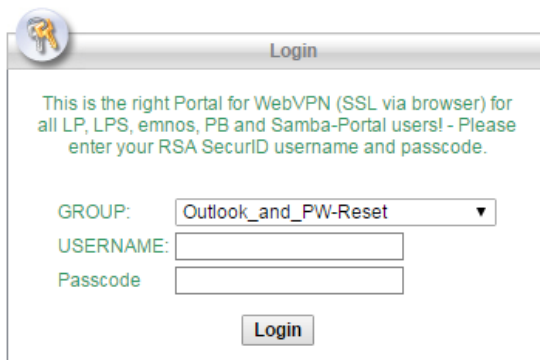
Login in time-plus! via the LPA Portal

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The website <https://lpa.loyaltypartner.com> enables to access on time-plus! even from your own computer or smartphone.

In the following the necessary steps are briefly described.

1. Open URL <https://lpa.loyaltypartner.com>
2. In the login window, select „Outlook_and_PW-Reset” under GROUP

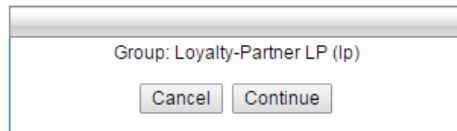


The screenshot shows a web browser window titled "Login". Inside the window, there is a message: "This is the right Portal for WebVPN (SSL via browser) for all LP, LPS, emnos, PB and Samba-Portal users! - Please enter your RSA SecurID username and passcode." Below this message, there are three input fields: "GROUP:" with a dropdown menu showing "Outlook_and_PW-Reset", "USERNAME:" with a text input field, and "Passcode" with a text input field. At the bottom right of the form is a "Login" button.

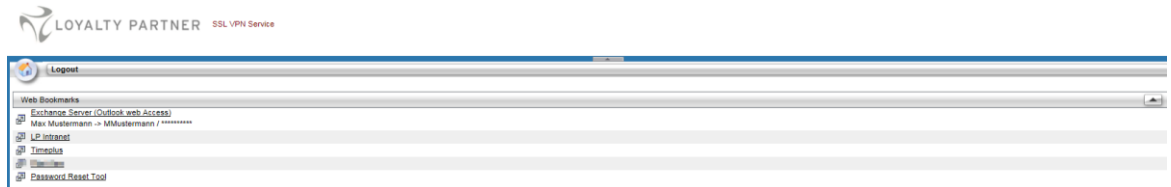
3. In USERNAME enter the VPN username (LPUSER_XYZ or windows login)
4. Hard-Token User: enter your four-digit PIN + the code displayed on the token

Soft-Token via SMS/Email: first enter the four-digit PIN, then enter the code which will be sent via SMS/Email

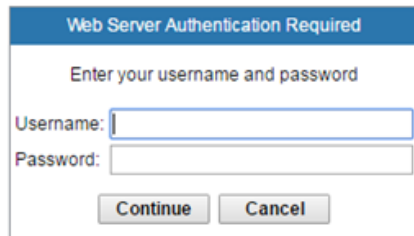
5. Then confirm with „Continue“



6. An overview of various links will open. There is a link to time-plus!



7. When clicking on the link, a window opens.
Log on with windows login + password.



8. Now time-plus! can be used as usual.

