Download and register for PingID authenticator

NOTE: Only use these instructions if you are an offline employee without a firstname.surname logon

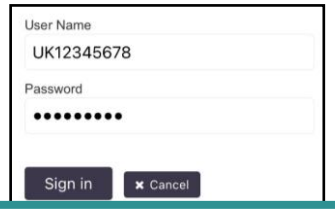
Step 1 – Download PingID

- On your mobile, download the PingID app from the Apple App Store or Google Play Store.
- The app won't work yet – don't worry, that's expected. Just download it, then move to Step 2.



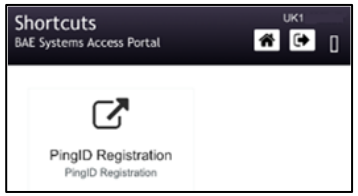
Step 2 – Open an internet browser and visit:

- https://access.baesystems.com/sspr/private/shortcuts?sso=false
- Username = UK+GCI number e.g. UK1234567. Don't know your GCI? Ask your manager or ring the ESC on 0208 068 2868 (option 1 then option 1).
- Initial Password = first 4 characters of NI number (UPPERCASE), birth year, Exclamation mark - e.g. AB121980!
- Then, change your password



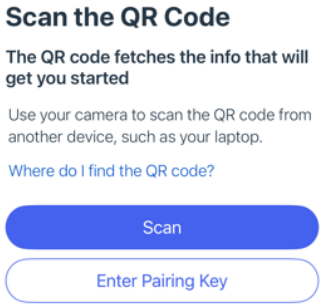
Step 3 - Click Ping ID registration button

- Stay in your browser and click the registration button
- Log in using your username and new password from Step 2.
- Click 'Sign On'
- Select Mobile App option



Step 4 - Open the PingID app

- Open the PingID app you downloaded earlier.
- Tap "Enter Pairing Key".
- Enter the code from your browser.



Step 5 – Access FLEX or Connect Hub

FLEX
Visit www.therewardhub.com/app/#/baesystems/home

Connect Hub (employee app)
Download the app to have news, FLEX, people policies and more.
Scan the QR to download.

Apple Store

Google Play