

Peace of Mind Starts Here.





## Single Sign-on Walkthrough

## LOGIN METHOD WILL TAKE EFFECT ON 10-7-2024

## \*This walkthrough contains screen captures in the order you should be seeing them\*

You should receive an email inviting you to join our organization.

▤ ♡ ♪ ↓ ▼	Arodi Cruz invited you to access ap	oplications within their organization	Message (HTML)	(7) 🗉 – o 🗴
File Message Help Q Tell me what you want to do				
© Ignore ☐ ☐ ☐ Keply Reply Forward C More → All Apps	Image: Move to: ? → To Manager   Image: Move to: ? ✓ Done   Image: Move to: ? ✓ Done	Move Actions ~	Mark Categorize Follow Unread • Up • $\bigcirc$ Find $\bigotimes$ Related • $\diamondsuit$ Select •	Read Immersive Aloud Reader Aloud Reader
Delete Respond Apps	Quick Steps IS	Move	Tags 😼 Editing	Immersive Language Zoom Know8e4 🔨
Arodi Cruz invited you to access applications within Microsoft Invitations on behalf of SafePoint Insurance <in< th=""><td>their organization</td><td></td><td></td><td></td></in<>	their organization			
16 jrodriguez@sarepointins.com				Wed 8/28/2024 9:40 AM
(1) If there are problems with how this message is displayed, click here to view it in a web Click here to download pictures. To help protect your privacy, Outlook prevented auto	browser. matic download of some pictures in this message.			
	Please only act on this email if you trust th individuals may receive fraudulent invitations fro expecting this invitation, proceed with caution. Sender: Arooti Cruz ( Organization: Safet Domain: safetpointins The mesage was provided b	e individual and organization repre- m bad actors posing as legitimate of acruz@lssflepointins.onmicrosoft.co inf Insurance somnicrosoft.com y the softer and is not frem Microsoft Corporate AC Message from Aredi Cruzz	sented below. In rare cases, companies. If you were not am)	
	We hope you're doin to inform you about account. To make thii hintroducing a new log (Business to Consum What Does This Mear Easier Access: This SafePoint/Cajan/Man Management system password to signin— pojors. More Secure: Your ac keeping your informa	g well! We at SafePoint MGA wante a new, simpler way to sign in to you nge easier and more secure, we're gin process using Microsoft 82C er). n for You? Ill provide easier access to our atece Personal Lines Policy You'll use your email and one -no need to remember multiple count will have added protection, tion safe.	* 99	

Read the text in the email then scroll to the bottom and click on "Accept Invitation"



You should automatically be redirected to a page that looks similar to this one, read the permissions that are being requested and if you approve then click on "Accept"



Afterward, you will be prompted to Sign in to your Microsoft account, enter your work email, and then click "Next"



You will then receive an email with a Verification code, highlight it, right-click and copy this code



Paste that code in this screen where it says "Enter Code", and click on sign in.







## SELECT "ASK LATER" OPTION

You will see this screen next, you can now access the DuckCreek System.

