Quick Reference Guide
Using Remote Access with One Time Password (OTP) Authentication

1. When remote go to: https://workplace.epa.gov.

2. Select the link: *Connect to EPA Workplace using Pulse Secure VPN client and One Time Password (OTP)*.

3. Select **Proceed** on the Pre Sign-In Notification screen.
4. Enter **User ID** and **Password**, then click **Submit**.

5. Select the radio button – **SMS/Text: xxx-xxx-xxxx**, then click **Submit**.

6. Enter **Registration Code** received on cellular phone by text, then click **Submit**.
7. The Host Checker screen will appear.

8. The intranet home page should appear, indicating that you have successfully connected to EPA’s intranet home page. If are experiencing issues, please contact your local help desk.