

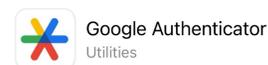
VPO Access Guide

This document is to inform you about a change in how you access the VPO <https://vpo.ep.com> website.

Effective April 5th 2025, access to VPO via the webpage <https://vpo.ep.com> will be redirected to <https://ve.ep.com> You will be required to log in using your VPO username and password, along with multi-factor authentication (MFA).

Before You Get Started

- Download Google Authenticator to your mobile device. Get it from the Apple App Store or the Google Play Store.



- Be at your computer with Google Authenticator ready on your mobile device before you access <https://ve.ep.com>.
- Once you access <https://ve.ep.com>, you have 7 minutes to set up MFA. Refresh the screen to start over.
- MFA setup is a one-time process.

Note: All user account will be required to have MFA enabled to access your applications on this site.

- You will need a Citrix Workspace installed on your computer. If you need assistance on how to install Citrix workspace click on the below link. <https://www.ep.com/mfa/gv/>

Set up MFA

- Step **1** Log in to VPO at <https://ve.ep.com>. Enter your VPO username.

Note: if you type <https://vpo.ep.com> in the url, you will be redirected to <https://ve.ep.com>.

Set up MFA (Continued)

Step 2 Enter your existing VPO password. Your password must be at least six characters and cannot contain your name. Include three of these four categories: Uppercase letter, lowercase letter, number, and non-alphanumeric character.

Note: If you need a VPO password reset you will need to call support at 818.955.6300.

Step 3 Click **First Time MFA Users Click To Register Your Device.**

Step 4 The **Enter Your Device Name** field will display. Choose a name for your device to help you remember where to find Google Authenticator later. You can also enter the application name.

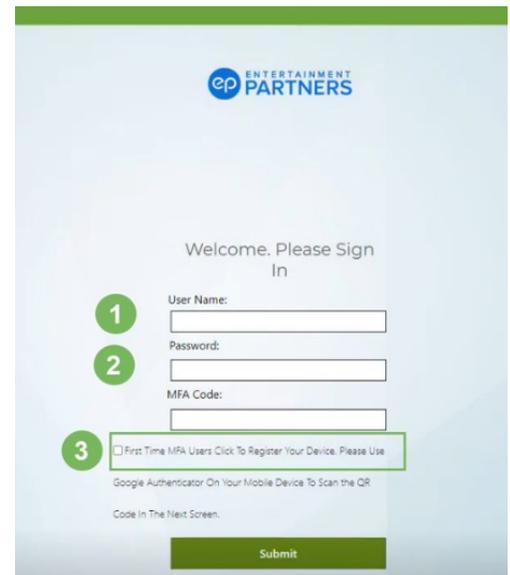
The image shows a web page for Entertainment Partners. At the top right is the logo with 'ep' in a blue circle and 'ENTERTAINMENT PARTNERS' in blue text. Below the logo is a large, faint watermark of the Entertainment Partners logo. The main heading is 'Welcome. Please Sign In'. There are three input fields: 'User Name:', 'Password:', and 'MFA Code:'. Each field has a green circle with a white number (1, 2, and 3 respectively) to its left. Below the 'MFA Code' field is a checkbox with the text 'First Time MFA Users Click To Register Your Device. Please Use Google Authenticator On Your Mobile Device To Scan the QR Code In The Next Screen.' This checkbox is highlighted with a green border and a green circle with the number 3 to its left. At the bottom right is a green 'Submit' button.

Figure 1: Username, password, checkbox.

Step 5 Click **Submit**.

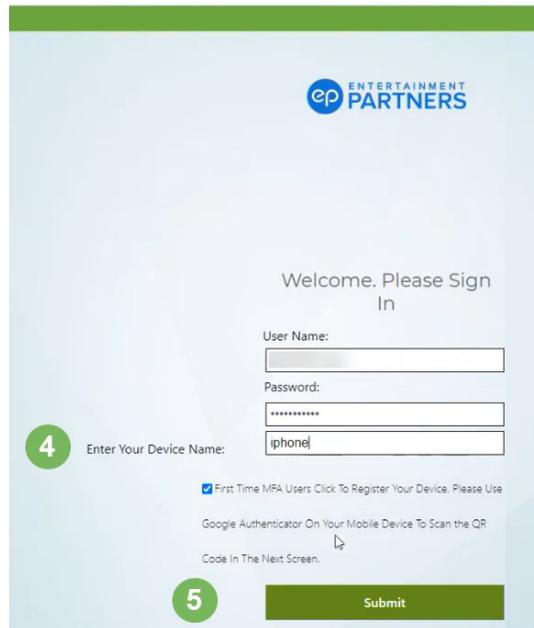


Figure 2: Enter Your Device Name, Submit

Step 6 A QR code will be displayed on your computer screen. Open Google Authenticator.

Note: This example shows an iPhone. The Android experience may differ.

a. Click the plus icon in Google Authenticator. Select Scan a QR Code.

Note: You also have the option in Google Authenticator to Enter a setup key (code). Find the setup key (code) to the right of the QR code.

b. Scan the QR code. Google Authenticator will instantly show the MFA passcode.

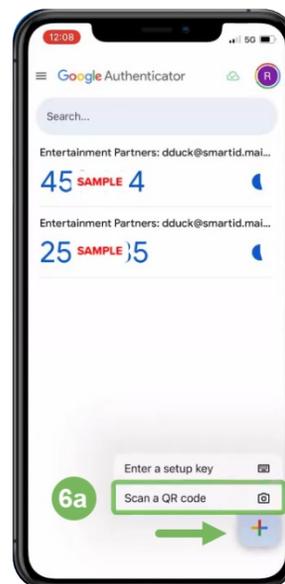


Figure 3: Google Authenticator

Set up MFA (Continued)

- Step 7** Keep Google Authenticator open. Click **Done** on your computer.

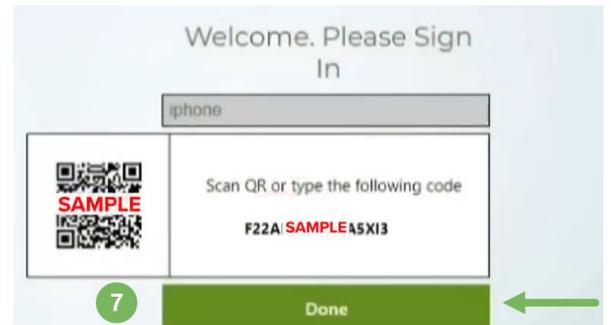


Figure 4: QR Code, pairing code, Done

- Step 8** Click **Test**.
- a. Then, enter the MFA passcode from Google Authenticator.
 - b. Click **Go**. Messaging means success.



Figure 5: Test, enter MFA one-time passcode, successfully verified OTP...

Log in with MFA

- Step 9** Log out of Citrix using the dropdown in the upper right corner.
- Step 10** Log back in to Citrix with your username, password, and MFA passcode from Google Authenticator.

Step 11 Click **Submit** to complete.



Figure 6: Log in, MFA passcode, Submit

Loading VPO web browser

Step 12 Once logged in, you will see the VPO Web Browser icon on the dashboard. Click on the VPO Web Browser icon.

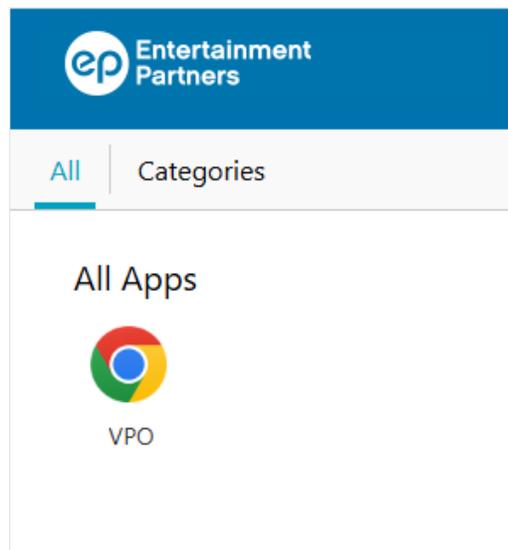


Figure 7: VPO Web browser

Step 13 Citrix workspace/receiver will launch the VPO login page.

Note: When prompted with the Citrix Receiver permissions window, click on “Permit Use” this will allow you to print and save out of VPO.

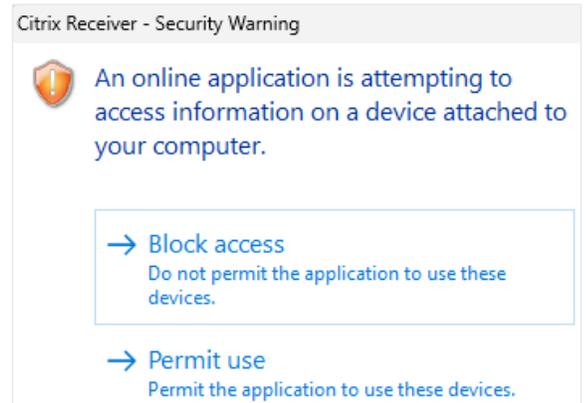


Figure 8: Citrix receiver permissions windows

Step 14 Enter your VPO username and password, to access your VPO environment.

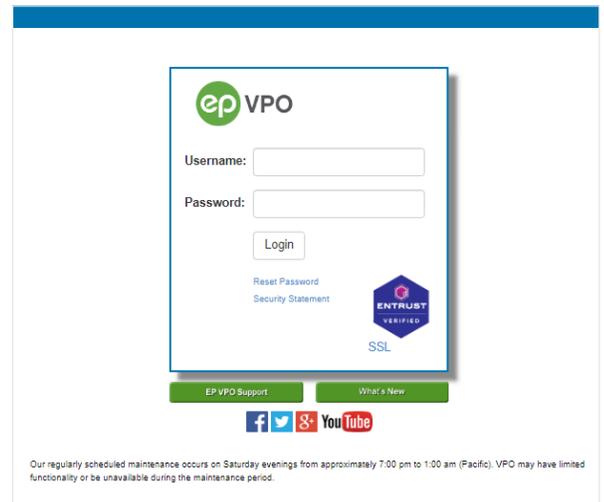
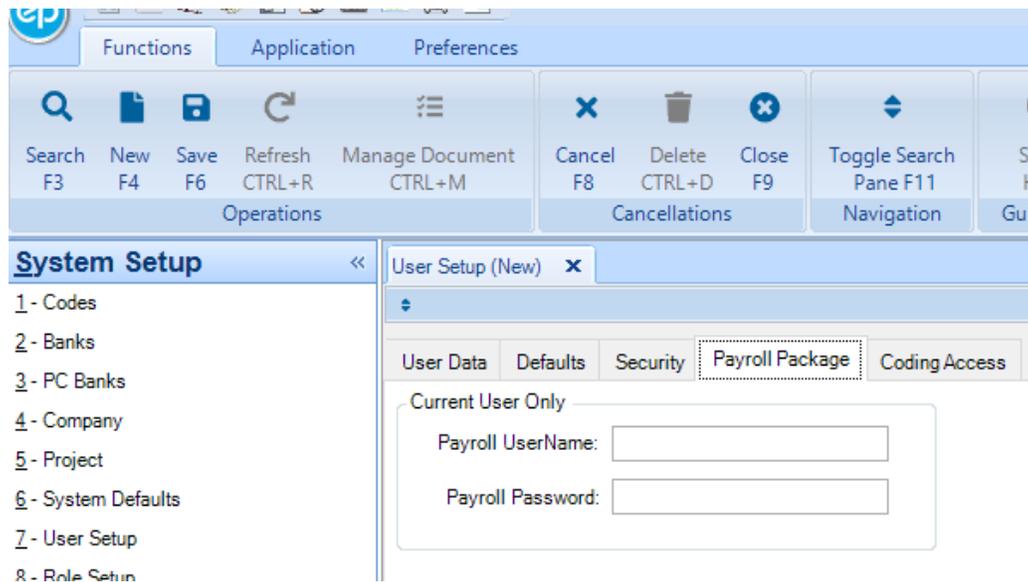


Figure 9: VPO login screen

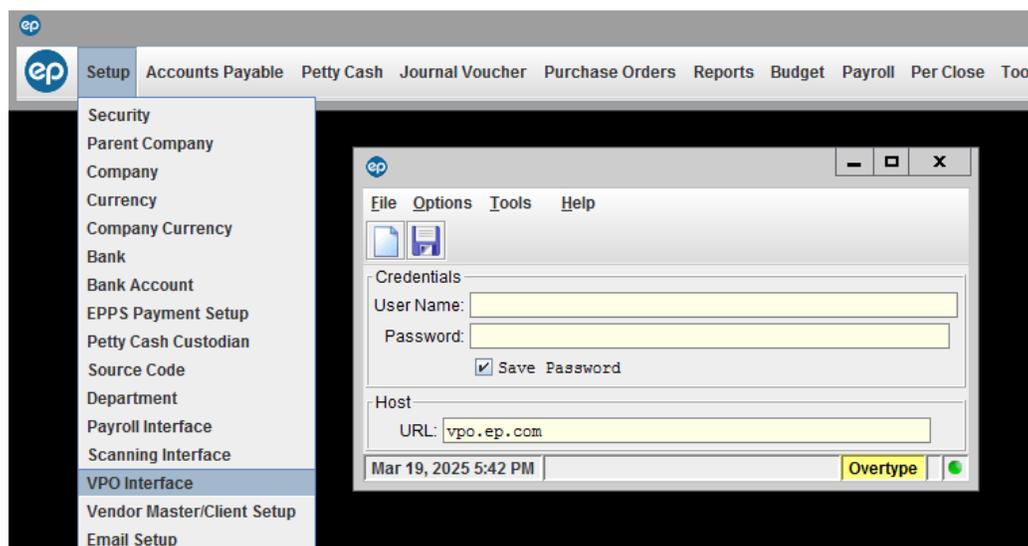
VPO Interface on your Entertainment Partners accounting products.

The VPO interface in your accounting product will continue to use your existing VPO username and password. You only need to update your VPO interface credentials if you change your VPO password.

SmartAccounting:



Global Vista:



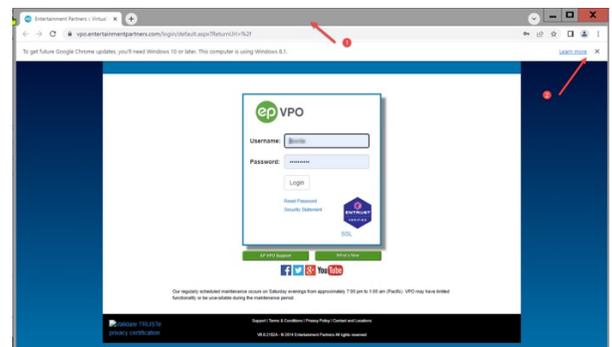
Download Invoice from VPO to local drive using PC.

Step 1 Log in to ve.ep.com with your VPO username, password, and MFA passcode from Google Authenticator.

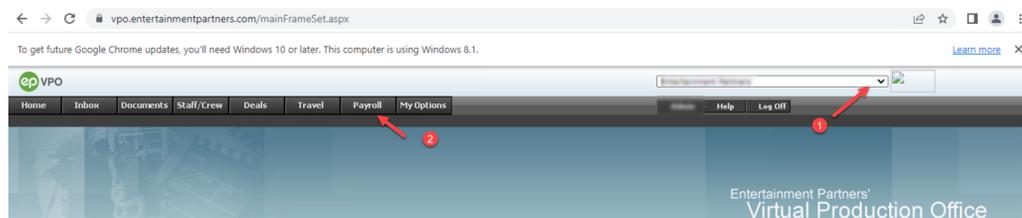
Step 2 Click on Chrome Icon named VPO



Step 3 A Citrix Chrome Browser window will appear and here you will need to re-enter your VPO credentials. You can identify you are on a Citrix Chrome browser instance (and not your local chrome browser) by it's grey border (#1). You can either click "X" to get rid of the browser bar or simply ignore. This will not affect any functions once logged into VPO.

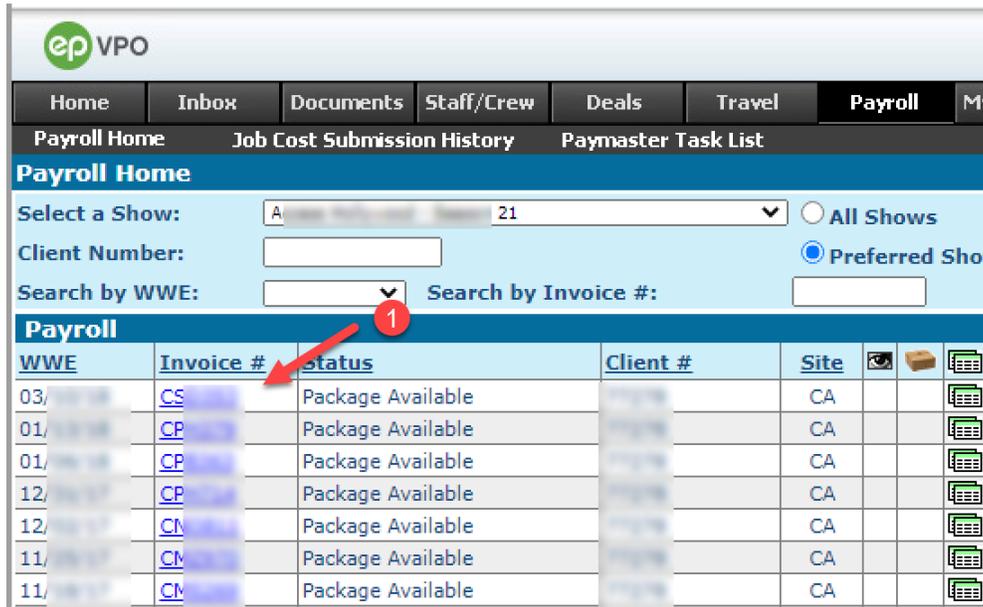


Step 4 You can click on Payroll (#2) or if you have multiple shows you can pick the shows on the drop down list (#1).

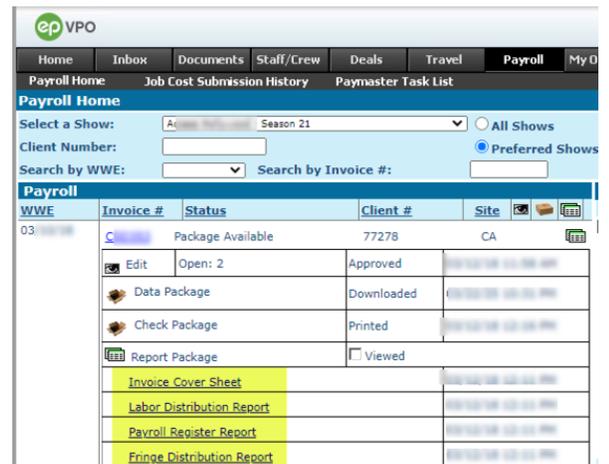


Download Invoice from VPO to local drive using PC. (Continued)

Step 5 You can left double click on the invoice you want to open and download.

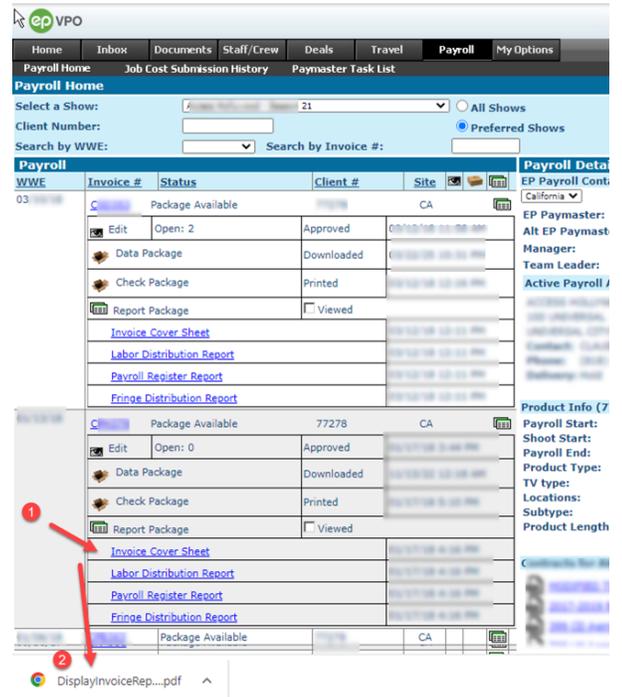


Step 6 You will be taken to the chosen Invoice view where you can download the Invoice Cover Sheet, Labor Distribution, Payroll Register and Fringe Distribution Report.

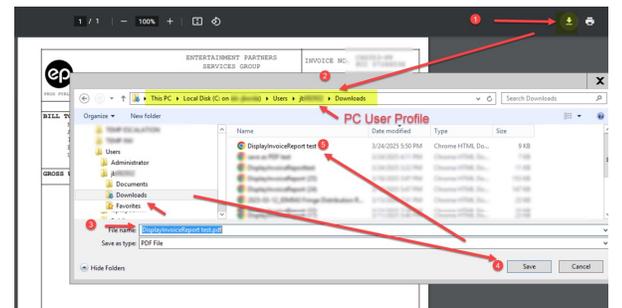


Download Invoice from VPO to local drive using PC. (Continued)

Step 7 As you left click on the chosen Report package a PDF copy will download within the Citrix Chrome Browser (As illustrated below #1 and #2)



Step 8 Last step would be to retrieve the saved the PDF file from the Citrix server to your local hard drive. (#1) Click on the upper right hand corner down arrow > (#2) Navigate to your local folder you want to save the file into > You can rename the file (#3) > then Click Save. The file should now be on your local folder path (#5).



Help

If you need assistance with login, password resets, or installing Citrix Workspace contact EP Support at Support@ep.com