VPO Access Guide

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

Effective April 5th 2025, access to VPO via the webpage <u>https://vpo.ep.com</u> will be redirected to <u>https://ve.ep.com</u> 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 <u>https://ve.ep.com</u>.
- 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 <u>https://ve.ep.com</u>. Enter your VPO username.

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



Set up MFA (Continued)



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.



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

	PARTNERS
	Welcome. Please Sign
0	User Name:
	Password:
2	MFA Code:
3 First	Time MFA Users Click To Register Your Device. Please Use
Code In	n The Next Screen.
	Submit

Figure 1: Username, password, checkbox.

Step

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.



Set up MFA (Continued)

Step 5 Click Submit.

	PARTNERS PARTNERS
	Welcome. Please Sign In
	User Name:
	Password:
Enter Your Device Name:	iphone

Figure 2: Enter Your Device Name, Submit

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



Step





Figure 4: QR Code, pairing code, Done

My Registered Devices

Click Test. Step 8

a. Then, enter the MFA passcode from Google Authenticator.

b. Click Go. Messaging means success.

iphone ✓ Test X Delete 1 SAMPLE Successfully verified OTP from iphone

Welcome. Please Sign In

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

Log in with MFA



Step 10 Log back in to Citrix with your username, password, and MFA passcode from Google Authenticator.



Log in with MFA (Continued)

Step 11	Click Submit to complete.

User name:	
csmith	
Password:	
•••••	
MFA Code:	
First Time Users Click To Repister Your Device	

Figure 6: Log in, MFA passcode, Submit

Loading VPO web browser



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





Loading VPO web browser (Continued)



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. Citrix Receiver - Security Warning
An online application is attempting to access information on a device attached to your computer.
→ Block access Do not permit the application to use these devices.
→ Permit use Permit the application to use these devices.

Figure 8: Citrix receiver permissions windows



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

୧	VPO
Usernar	me:
Passwo	ord:
	Login
	Reset Password Security Statement
	SSL
EP VP	20 Support What's New
	🗧 🗾 8 You Tube
Our regularly scheduled maintenance occurs on S functionality or be unavailable during the maintena	Saturday evenings from approximately 7:00 pm to 1:00 am (Pacific). VPO may have limited ance period.

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.

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<u>2</u> - Banks							e 11	C 1	Pauroll Pau	akaaa c r		
<u>3</u> - PC Ba	nks				User Data	De	efaults	Security	гаутон гас	Coding.	Access	
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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 int to 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)



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

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Home	Іпрох	Documents	Staff/Crew	Deals	Travel	P	ayr	oll	My
Payroll Hom	ne Job(lost Submissio	on History	Paymaster T	ask List				
Payroll Ho	me								
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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.

ep vpo							
Home	Inbox	Documents	Staff/Crew	Deals	Travel	Payroll	My O
Payroll Hom	e Job (Cost Submissi	on History	Paymaster T	ask List		_
Payroll Ho	me						
Select a Sho	w: 🛛		Season 21		~ (All Shows	
Client Numb	er:				C	Preferred	Shows
Search by W	WE:	~	Search by I	Invoice #:			
Payroll							
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03	<u>c</u>	Package Avail	able	77278	(CA	
	Edit	Open: 2		Approved	19.12	18 11 18 10	
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	Fringe (Distribution Re	port		10.12		



Download Invoice from VPO to local drive using PC.

(Continued)



Step

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)



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 <u>Support@ep.com</u>

