

MFA instructions for eShare

EShare is a link-based collaboration platform used by Entertainment Partners (EP) to transfer information to you and your organization. To access secure messages from eShare, you must create an EP Account and set up Multi-factor Authentication (MFA).

Your EP Account is the username (email) and password you will use to sign in to EP products and other integrated services. MFA then further enhances security and reduces the risk of unauthorized access by providing an extra layer of protection. Everyone requires unique credentials to access all EP products and other integrated services, like eShare. Sharing credentials is a security risk, and there are no supported options to bypass MFA.

Note: If you currently share credentials to access eShare, follow the steps below to create your own EP Account and set up MFA.

Step 1 Open your invitation email. Then, click **View message**.

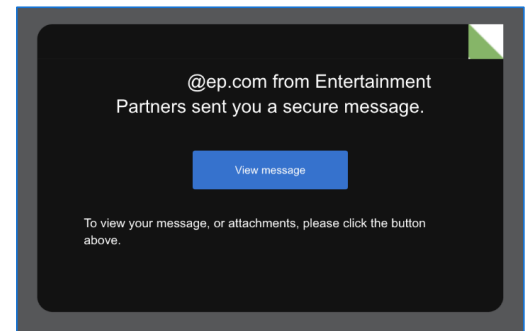


Figure 1: Invitation email sample, View message

Step 2 You will be taken to your sign-in screen. Enter the same email address you use to receive your eShare invitations. Click **Continue**.

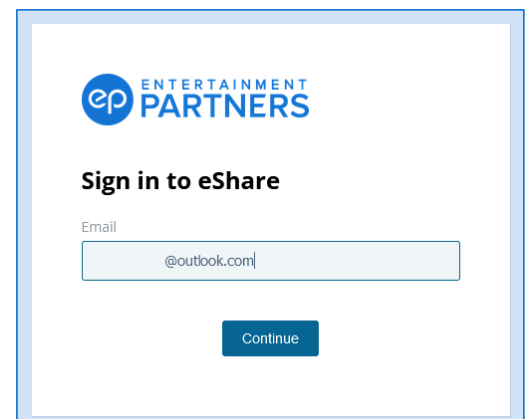


Figure 2: EP Account sign-in screen

Click a link below to go to your next steps:

1. [I have an EP Account and MFA.](#)
2. [I have an EP Account but need to set up MFA.](#)
3. [I need to create an EP Account and set up MFA.](#)

Accessing eShare: I Have an EP Account and MFA

Before you get started: If your eShare invitations go to a different email address than your EP Account address, you will need separate EP Accounts and MFA setups for each address. Or reach out to your usual EP point of contact to change where you receive your invitations.

Step 1 If you have an EP Account that you use to access your other EP products, enter your usual password. Then, click **Sign in**.

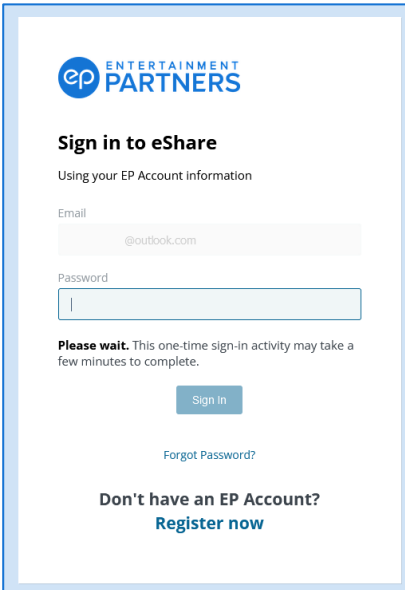


Figure 3: Password entry

Step 2 Enter your MFA passcode when prompted to complete your sign-in.

Accessing eShare: I Have an EP Account but Need to Set Up MFA

Before you get started: If your eShare invitations go to a different email address than your EP Account address, you will need separate EP Accounts and MFA setups for each address. Or reach out to your usual EP point of contact to change where you receive your invitations.

Step 1 Enter your usual EP Account password. Then, click **Sign in**.

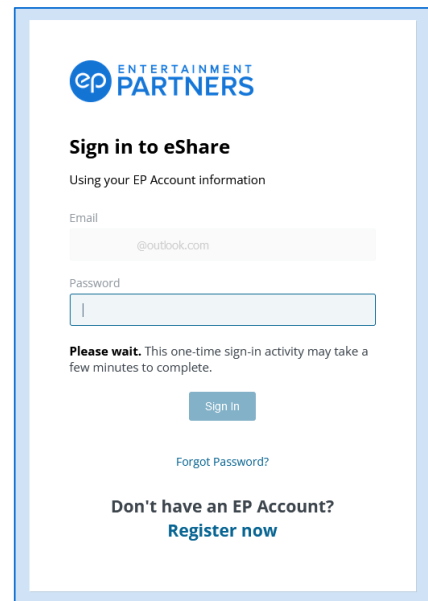


Figure 4: Password entry screen

Step 2 The Welcome screen will be displayed. Click **START** to begin your MFA setup.

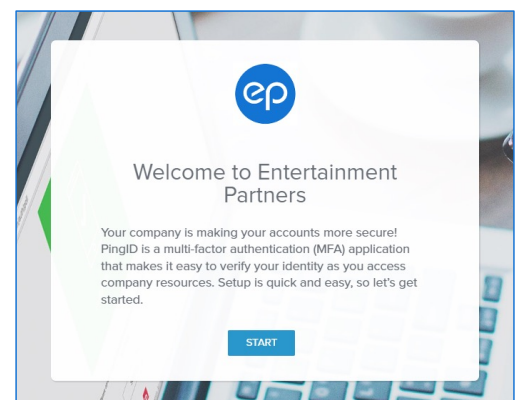


Figure 5: Welcome screen

Step 3 On the Add Device screen, choose your method for generating your MFA passcode. Use the PingID Mobile app (default) or select another option under Other Authentication Methods. Follow the onscreen prompts to complete. For detailed setup instructions for each option, go to ep.com/mfa/general.

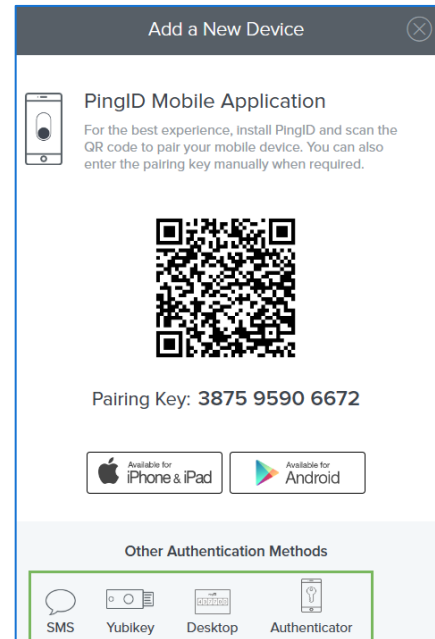
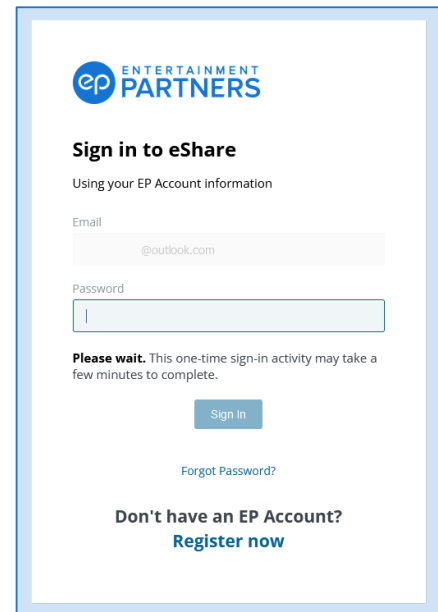


Figure 6: Add a New Device screen

Accessing eShare: I Need to Create an EP Account and Set Up MFA

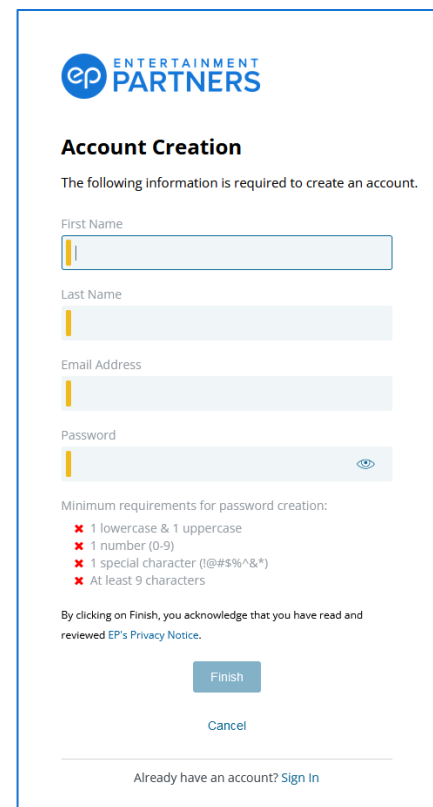
Step 1 Click **Register now**.



The screenshot shows the Entertainment Partners sign-in interface. At the top is the EP logo and the text "ENTERTAINMENT PARTNERS". Below this is the heading "Sign in to eShare" and the subtext "Using your EP Account Information". There are two input fields: "Email" with a placeholder "@outlook.com" and "Password". A "Sign in" button is positioned below the password field. A warning message states: "Please wait. This one-time sign-in activity may take a few minutes to complete." Below the button is a link for "Forgot Password?". At the bottom, there is a link for "Don't have an EP Account? Register now".

Figure 7: Password entry

Step 2 Enter your information on the Account Creation screen. Be sure to enter the same email address you use to receive your eShare invitations. Then click **Finish** to create your account and complete your sign-in.



The screenshot shows the Entertainment Partners account creation interface. At the top is the EP logo and the text "ENTERTAINMENT PARTNERS". Below this is the heading "Account Creation" and the subtext "The following information is required to create an account." There are four input fields: "First Name", "Last Name", "Email Address", and "Password". The password field has an eye icon to toggle visibility. Below the fields are the "Minimum requirements for password creation":

- 1 lowercase & 1 uppercase
- 1 number (0-9)
- 1 special character (!@#%&*)
- At least 9 characters

Below the requirements is a disclaimer: "By clicking on Finish, you acknowledge that you have read and reviewed EP's Privacy Notice." There are "Finish" and "Cancel" buttons. At the bottom, there is a link: "Already have an account? Sign In".

Figure 8: Account Creation screen, Finish

Step 3 The next time you sign in to eShare, you will be prompted to set up MFA.

Step 4 The Welcome screen will be displayed. Click **START** to begin your MFA setup.

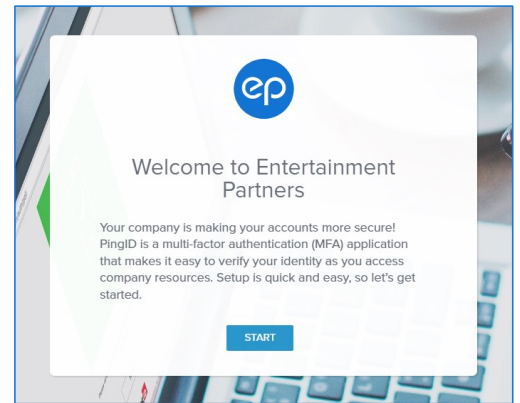


Figure 9: Welcome screen

Step 5 On the Add Device screen, choose your method for generating your MFA passcode. Use the PingID Mobile app (default) or select another option under Other Authentication Methods. Follow the onscreen prompts to complete. For detailed setup instructions for each option, go to ep.com/mfa/general.

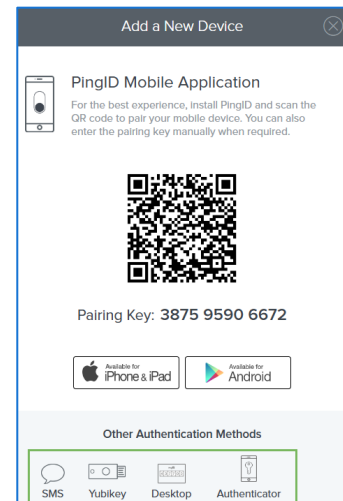


Figure 10: Add a New Device screen