

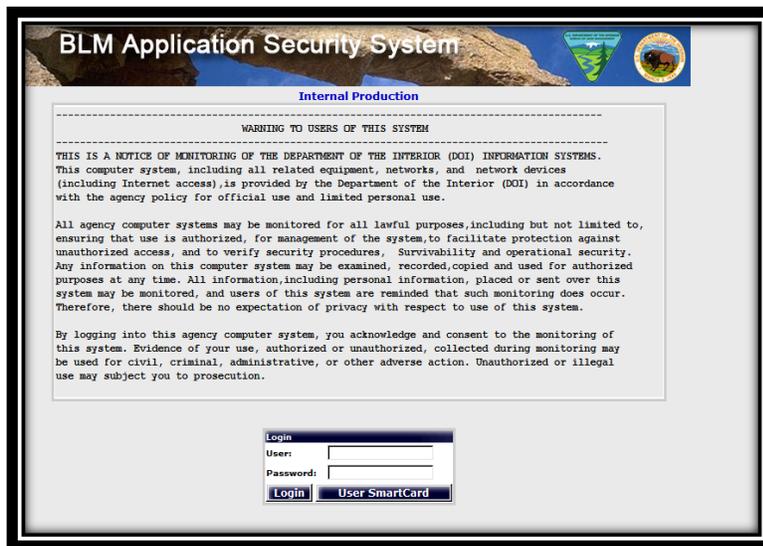
BASS- Change Authentication Type Guide

The BLM Application Security System (BASS) now supports Smart Card Authentication through the validation of a users Smart Card and PIN to access the user's applications. Prior to authenticating the card, users must first edit their profile, change the authentication type, and click the **Enable the Smart Card** button. This guide will provide step-by-step instructions on how to change the authentication type to enable Smart Card Authentication to gain entry to BASS.

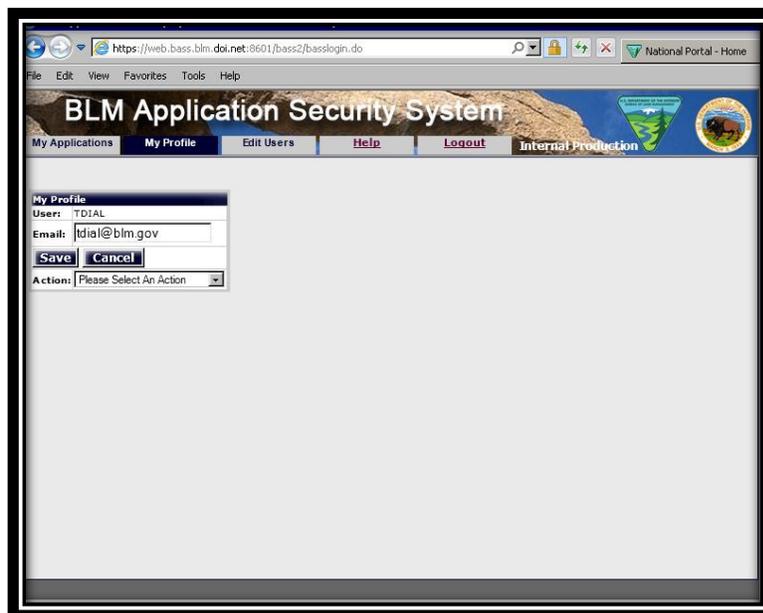
PLEASE NOTE: Smart Card functionality is only available in Internet Explorer or while using the "IE Tab" extension in Chrome.

Smart Card Authentication

1. Login using your BASS AD Username and Password

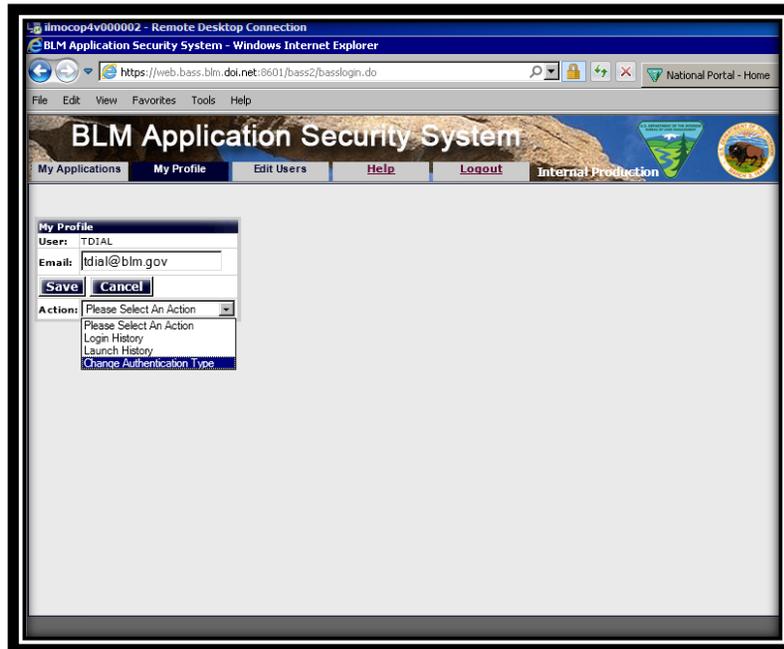


2. Access the **My Profile** Tab

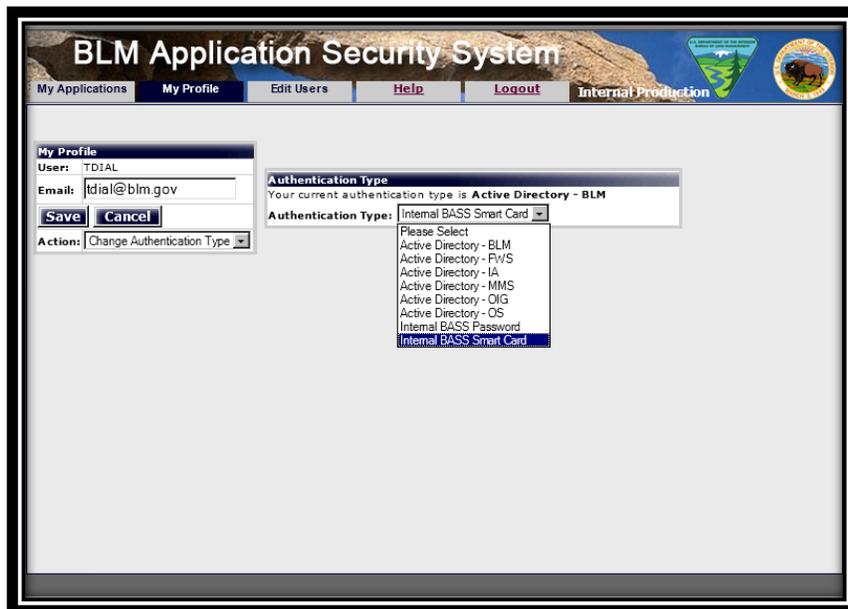


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- From the **Action** field drop-down box, select “Change Authentication Type”.



- Once the **Action** field is changed, the **Authentication Type** box will display. From the **Authentication Type** field drop-down box, select “Internal BASS Smart Card”.



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- Once the Authentication field is changed, the **Enable Smart Card** button will display. Click the **Enable Smart Card** button. A pop-up window will prompt the user to enter the PIN number associated with the Smart Card credentials. Click the **Save** button and logout.



- Confirm the Smart Card works by logging back into the BLM Application System. Insert your Smart Card then click the **User Smart Card** button. The system will ask for your six-digit PIN then you will be directed to the My Applications tab to access your available applications.