PitneyShip Pro – Gaining Access to the Application

Access to ShipPro is done via IdentityIQ requests, and can be accessed through its OKTA tile:

https://cna.okta.com/app/UserHome?fromLogin=true



Once in the IdentityIQ tool, select Manage User Access:

CNA IdentityIQ					
🗮 Home My Work 🗸					
A Home					
Manage User Access	>	Track My Requests	>	Security Request	>

Next, either Select the user or Search for the user and Select them, and click Next:

nage User Access				O He
1 Select Users Find and select users for whom you want to manage at	ccess. 2 Manage Acces	ISS sers you've selected.	Review and Submit Look over your selections and confirm.	
Search Use	ars -		Q T Filters V	
lentities Selected: Tisch,Daniel R		Showing 1-12 of 14148		✓ All
Tisch,Daniel R	,,Arti	✓ .,Satyam	✓ 001,eam	
Manager: Peters,Leo A Person Type: Employee Identity Status: Active Enterprise ID: C1945	Manager: Multi Adil S. Person Type: Affiliate Identify Status: Active Enterprise ID: CAF4476	Manager: Lynch, Martin Person Type: Affiliate Identity Status: Active Enterprise ID: CAF5673	Manager: Cadmus,Laura A Person Type: External eSight Identity Status: Active Enterprise ID: CAE5308	

Next, in the **Search field** type **PitneyShip** and click the **magnifying glass**:

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Manage User Access		@ Help			
1 Select Users Find and select users for whom you want to manage access.	2 Manage Access Add access for the users you've selected.	3 Review and Submit Look over your selections and confirm.			
Add Access		Remove Access			
Search By Keywords 🗸	Pitney Bowes Ship	Q T Filters V			
Identities Selected: Tisch,Daniel R					
Search For Access					
Previous Next					

As a default, **Add Access** is pre-selected. If removing an entitlement, **Remove Access** should be selected.

For ShipPro, one entitlement is available; PitneyShip Pro User

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1 Select Users Find and select users for whom	you want to manage access.	2 Manage Access Add access for the users you've selected	3 Review and Submit Look over your selections and confirm.	0
	Add Access		Remove Access	
	Search By Keywords 🗸 Pit	ney Bowes Ship	Q T Filters V	
Identities Selected: Tisch, Daniel R		Showing 1-1 of 1		
Pitney Bowes ShipPro U	Jser			Details
Provides a user standard level access to the Pitney Bowes ShipPro SaaS application. The application administrator will contact the requestor to add the user and set privileges. Type: Role Owner: Role Owner Pitney Bowes ShipPro User				
Identities Selected: Tisch,Daniel R		Showing 1-1 of 1		
		Previous		

Select that entitlement and click **Next**:

After the entitlement is selected, the requestor will be able to **Review & Submit** their selection:

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Manag	e User Access				Help
1	Select Users Find and select users for whom you want to manage access.	2 Manage Access Add access for the users you've selected.	3 Review and Submit Look over your selections and confirm.		1
Identit	ies Selected: Tisch,Daniel R				
Add	Access (
×	Pitney Bowes ShipPro User				Details
Ргот Тур	ides a user standard level access to the Pitney Bowes ShipPro SaaS application. T a: Role Owner: Role Owner Pitney Bowes ShipPro User	he application administrator will contact the requestor to add the user and set privileges.			
	Previous Cancel Submit				

Once the requestor has reviewed their request and clicks submit, the following process occurs:

- 1. The requestors manager will need to approve the request in IdentityIQ.
- The business owner, Kanchan Kawatra << <u>kanchan.kawatra@cna.com</u> >>, will also need to approve the request in IdentityIQ. Colleen Markle << <u>colleen.markle@cna.com</u> >> can also approve the request for the business owner.
- Once all approvals are done, the requestor is added to the active directory group, PB_ShipPro_Users.
- 4. In parallel to the requestor being added to the active directory group, an email is sent to Postal Advocate, <u>customerservice@postaladvocate.com</u>, for the requestor to be contacted and added to the application.
- 5. Once the PitneyShip Pro icon is available in OKTA, the requestor has been added to the application and can gain access.
- 6. Postal Advocate will confirm with the requestor that they can log into the system using the OKTA tile link. Once confirmed, the approval request email should then be forwarded to Kanchan and Colleen in order to close the request in IdentityIQ.

PitneyShip Pro – Logging into the Application

Once a user has requested and gained access to the application, they can now access Ship Pro through its OKTA tile:

https://cna.okta.com/app/UserHome?fromLogin=true



Once clicked the user is directed to the following ShipPro login in screen. They should enter their **CNA** email address and click Sign In:

 ← → C △ e sendpro360.pitneybowes.com/sso O CNA Home Free Hotmail G G Google Search Q Suggested Sites 	🗧 Imported From IE 🔰 Oracle SQL Tutorial 🤣 Q, McAfee Web Gatew	Attassian Communi 🔷 Jira 🙆 Cloud Computing S 🧿 Provisioning Conce »
		⑦ Login
	pitney bowes 🌀	
	PitneyShip™ Pro email daniel:tisch@cna.com Sign In	

The user is then directed to the ShipPro application:

