

How to Login

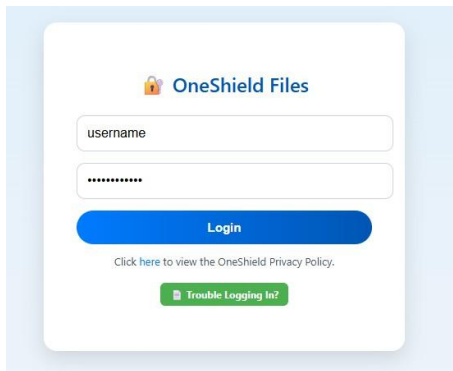
1. Access the Login Page

Open the following URL in your browser:

<https://osfiles.oneshield.com/login>

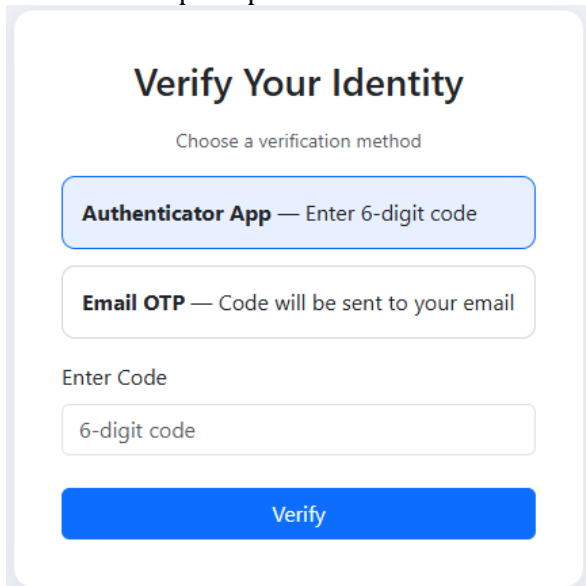
2. Log In Using Your Credentials

1. Enter the username and password provided by OneShield.
2. Click Login.



The login form for OneShield Files is displayed. It features a header with the OneShield Files logo. Below the logo are two input fields: one for the username and one for the password, which is masked with asterisks. A blue 'Login' button is positioned below the password field. At the bottom of the form, there is a link to view the OneShield Privacy Policy and a green button labeled 'Trouble Logging In?'.

3. You will be prompted for **MFA**.



The 'Verify Your Identity' form is shown. It prompts the user to 'Choose a verification method'. Two options are available: 'Authenticator App — Enter 6-digit code' and 'Email OTP — Code will be sent to your email'. Below these options, there is a section labeled 'Enter Code' with a text input field for the '6-digit code'. A blue 'Verify' button is located at the bottom of the form.

4. Choose **Authenticator App** or **Email OTP** depending upon your convenience.
5. Enter the **6-digit** code received via email if you have selected **Email OTP** method.
6. Enter **6-digit** code shown on the Authenticator App if you have selected the **Authenticator App** for verification.
7. Click **Verify** to complete the login.