



## How to enroll your iPhone to the Company Portal

Follow the steps detailed here to enroll  
your personal device

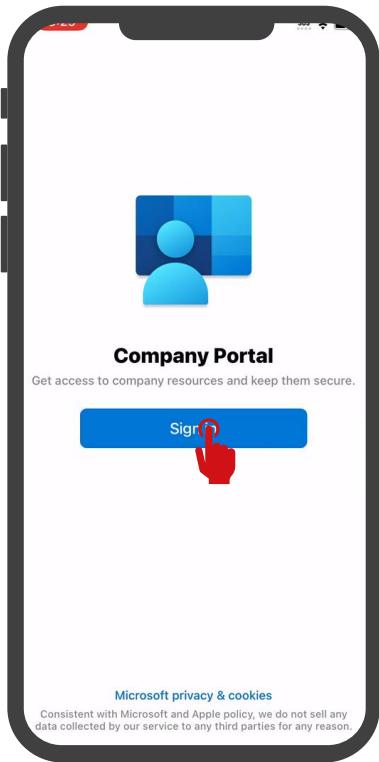


# 1. Launch the Company Portal app

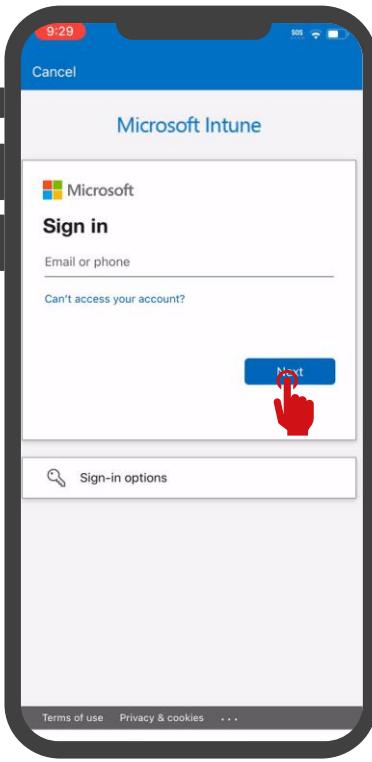


- Find and install the **Company Portal** app  from the **App Store**
- Follow the instructions [How to configure Microsoft Authenticator](#) before you start.

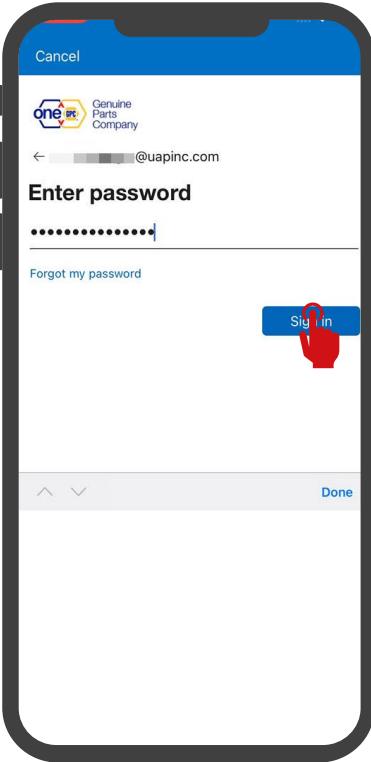
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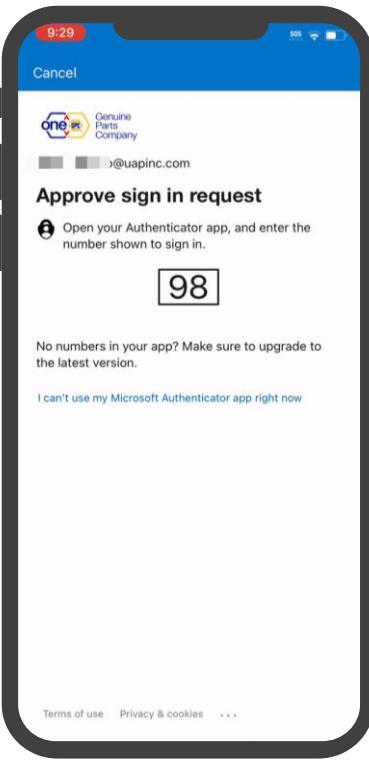
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1 • Tap on “Sign In”

2 • Start the authentication process

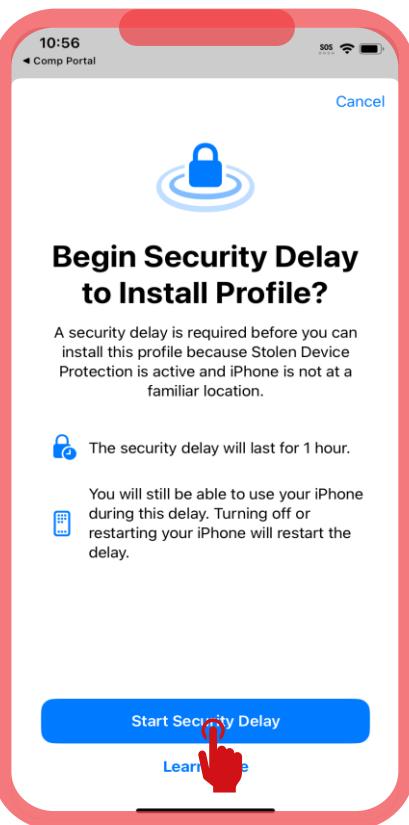
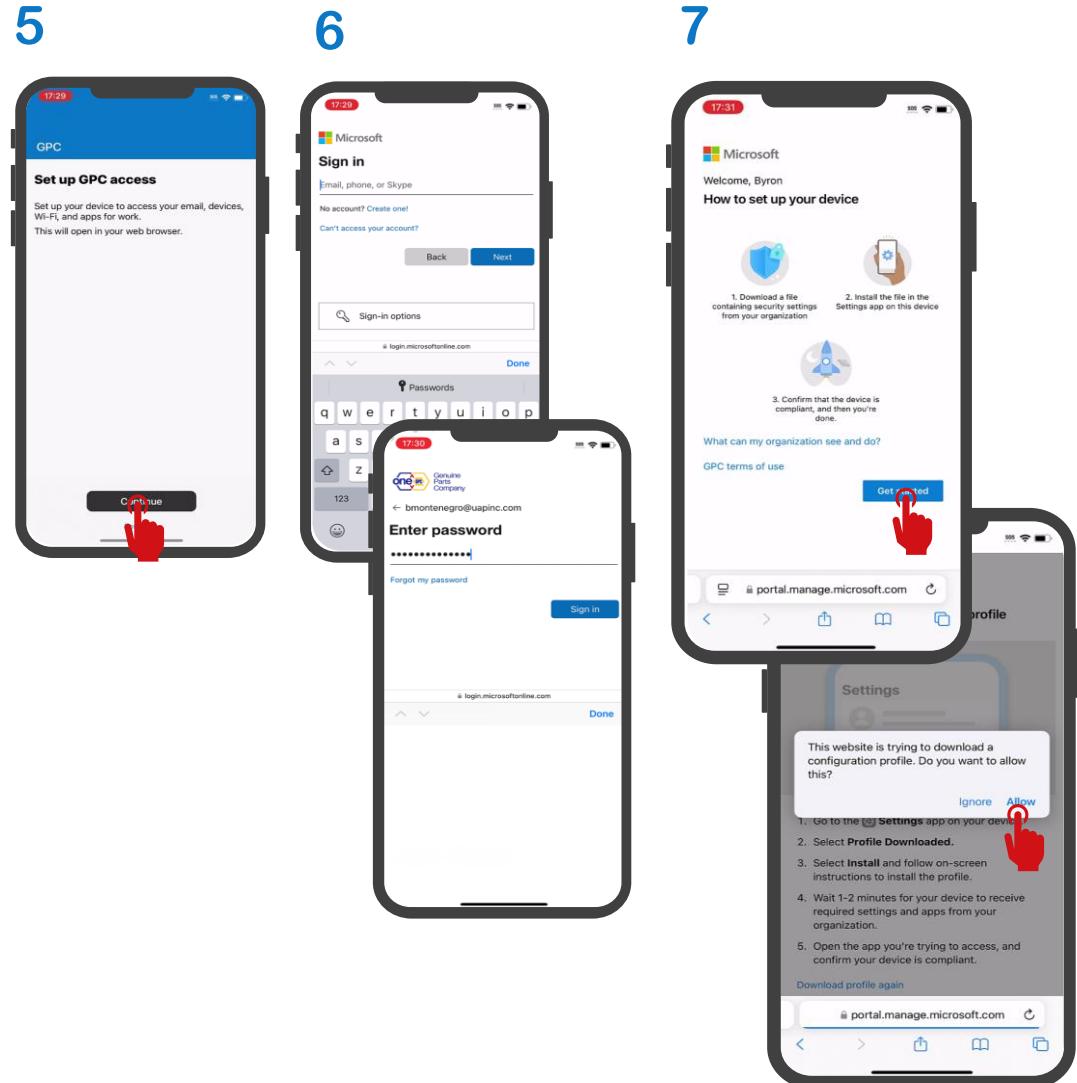
Enter your computer's  
username(@uapinc.com or  
@napacanda.com)

3 • Enter your network password  
and tap on “Sign in”

4 • Tap on the notification received in  
the Authenticator app and enter  
the number that appears on the  
phone's screen

## 2. Begin the Enrollment process

The following steps install the **GPC** management profile to secure your personal device within our systems.

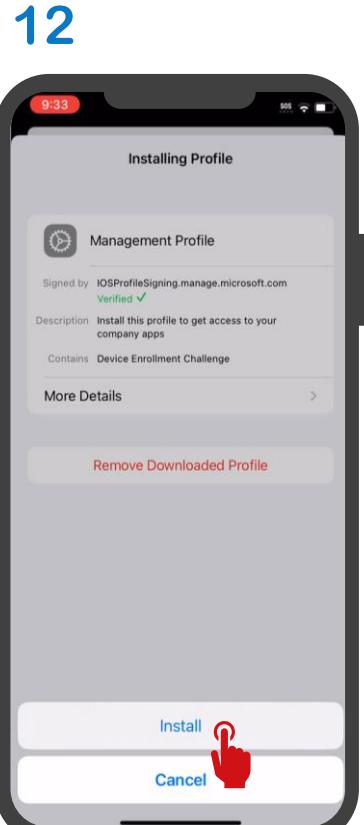
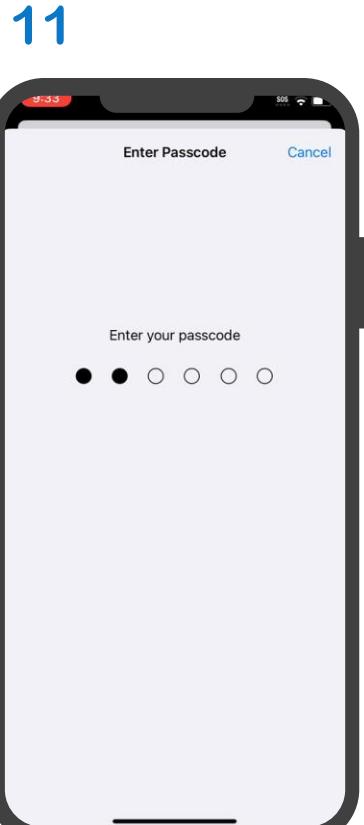
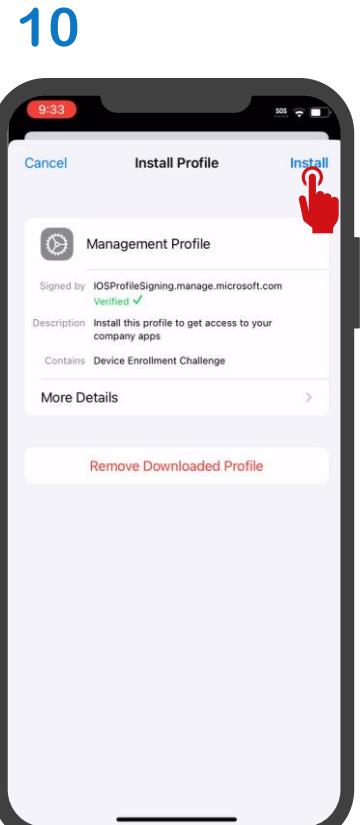
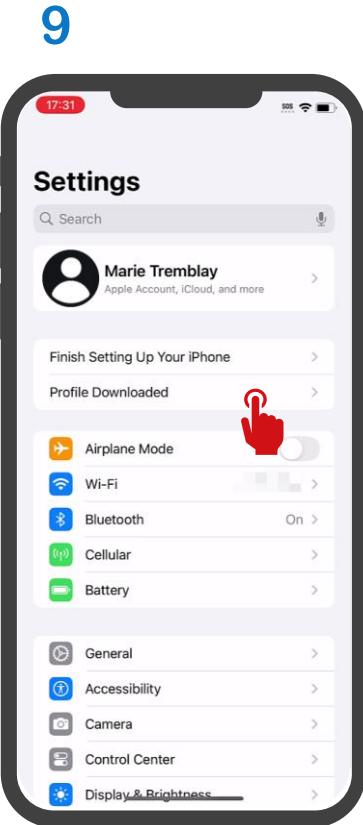


1 *This delay last 60min and you will not be able to continue the enrollment process until the delay expires. Once the delays has expired start the process from Step 1.*

- 5 • At the Setup GPC Access screen type on "Continue"
- 6 • A Safari browser window will open.
  - Enter your **GPC credentials to authenticate**
- 7 • At the How to set up your device screen Tap "Get Started"
- 7a • At the prompt Tap "Allow"
- 8 • If you received this screen tap 1 "Start Security Delay"
  - Otherwise go back to the device home screen and tap on "Settings"

### 3. Portal profile configuration

The following steps install the **GPC** management profile to secure your personal device within our systems.

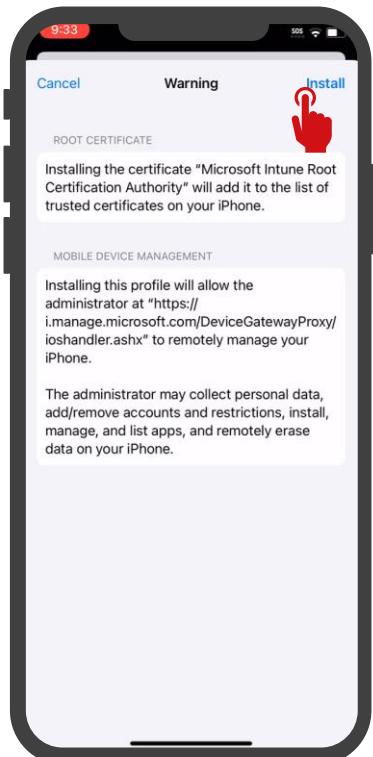


- 9 • If the security delayed has expired, you are now able to tap "**Profile Downloaded**" from the settings screen
- 10 • Tap on "**Install**"
- 11 • Enter your device's **passcode**
- 12 • In the profile installation page, you should see that the profile is **Verified** and Tap "**Install**"

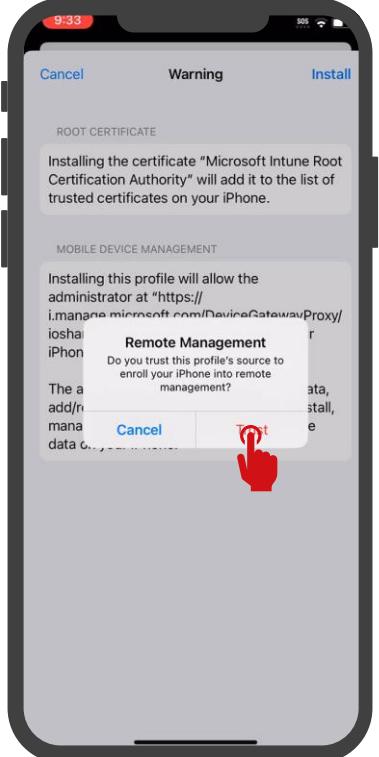
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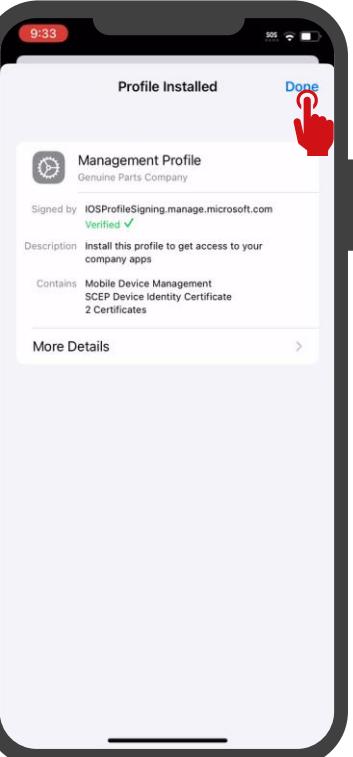
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- 13
  - For more information on this certificate warning, see the last page of this document. When ready, tap on "**Install**"
- 14
  - Tap "**Trust**"
- 15
  - On the Installed Profile screen, tap "**Done**"
- 16
  - On this screen, there is no action on your part
  - Change screen and go to the home screen, wait for 15-30 seconds

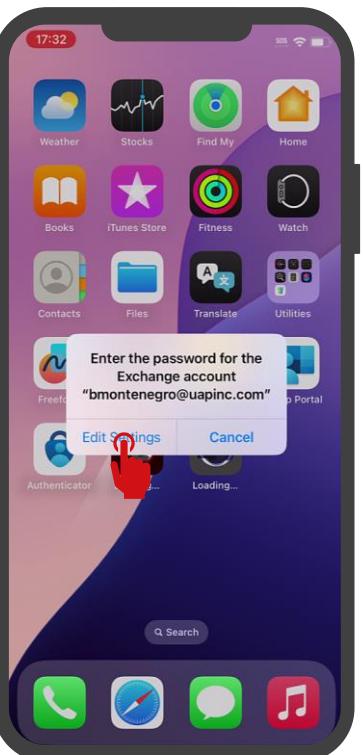
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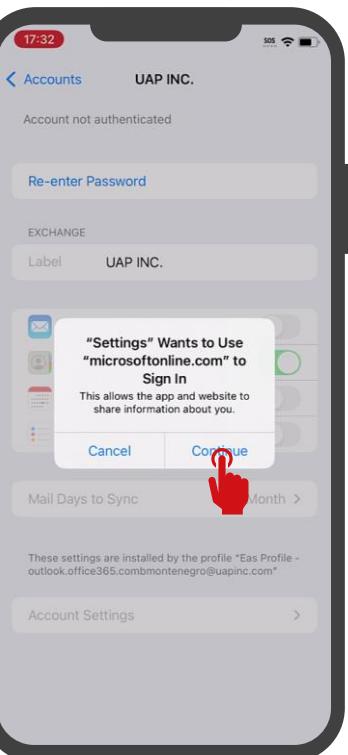
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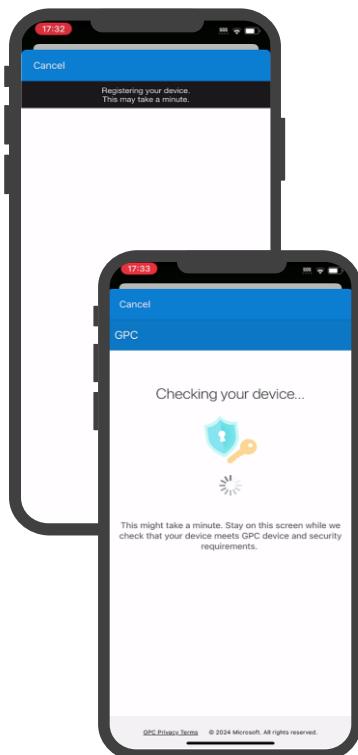
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- Type "**Install**" to accept the installation for **PingID** and **Teams**

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- Tap on "**Edit Settings**"

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- The Settings app wants to use [microsoftonline.com](http://microsoftonline.com) to connect.
- Tap "**Continue**". You may be asked for your credentials.

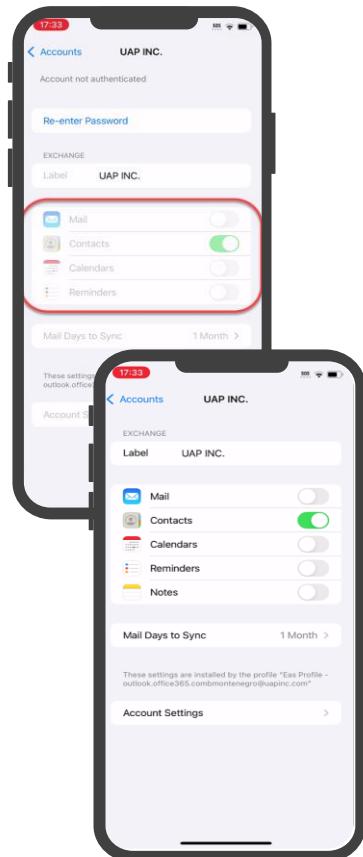
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- No action required on your part. Wait until the device registration process is complete.

## 4 . Contact Synchronization and Enrollment validation

This step allows you to synchronize your contacts with the **Contacts** app on your device.

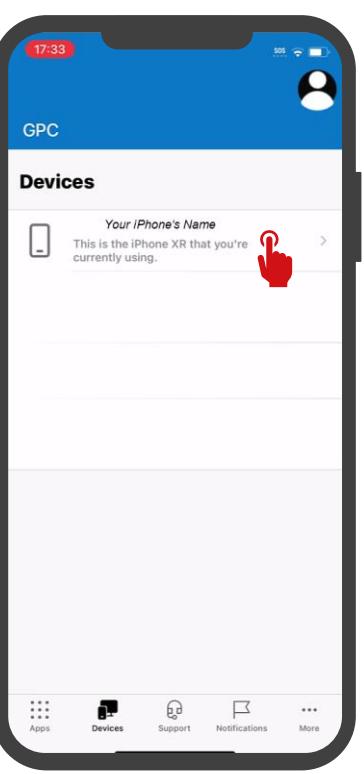
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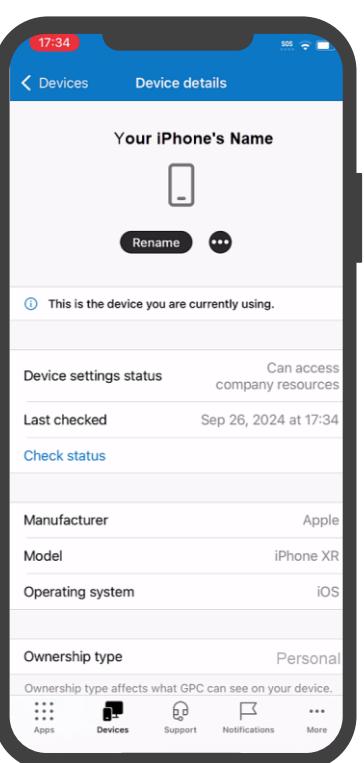
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- Wait until you can turn your contacts ON and OFF. Leave the option set 
  - The enrollment process synchronizes your contacts to the "Contacts" app on your device.*

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- Change screen and go to your device **"Home"** screen and Tap **"Company Portal"**
  - Tap on **"Devices"**

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- This screen displays your device name. Tap your device description

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- This screen confirms that your device is registered.
- Go back to the **"Apps"** menu in the Company Portal to install other apps such as Outlook, OneDrive, etc.