

X12|ID

X12'S SECURE SIGN-IN SYSTEM



DISCLAIMER

- This presentation is for informational purposes only
- The content is point-in-time information, subject to revision



X12 | ID



BACKGROUND

- Historically, each of X12's systems had a separate sign-in with different features and functionality
- To simplify the user experience and allow for more secure access, X12 developed a custom sign-in function
- X12's tool is consistent across functions, reduces the number of user ids and passwords required, and adheres to current security and authentication guidelines

The logo for X12, featuring the letters 'X12' in a bold, sans-serif font. The 'X' is a large, stylized grey 'X' that overlaps the '12'. The '12' is in a purple color.

X12|ID

→ X12|ID encompasses activities common to many identity authentication and sign-in control tools

- *Registration to enable sign-in and populate the initial user profile*
- *Sign-in*
- *Password changes based on forgetting the password*
- *Password changes for other reasons*
- *Maintaining the user profile*
- *Sign-out*

X12|ID

- X12's member representatives and materially interested non-members can establish a complementary X12|ID
- The first step is registering to establish credentials associated with a specific email address
- The email address in a user's profile is key to efficient use of X12|ID

X12



X12|ID

- Most of X12's tools, processes, and functions are accessed via an X12|ID
- A few of X12's tools, processes, and functions, particularly commercial products integrated into X12's toolkit, require separate credentials

X12



Using the X12|ID Functions



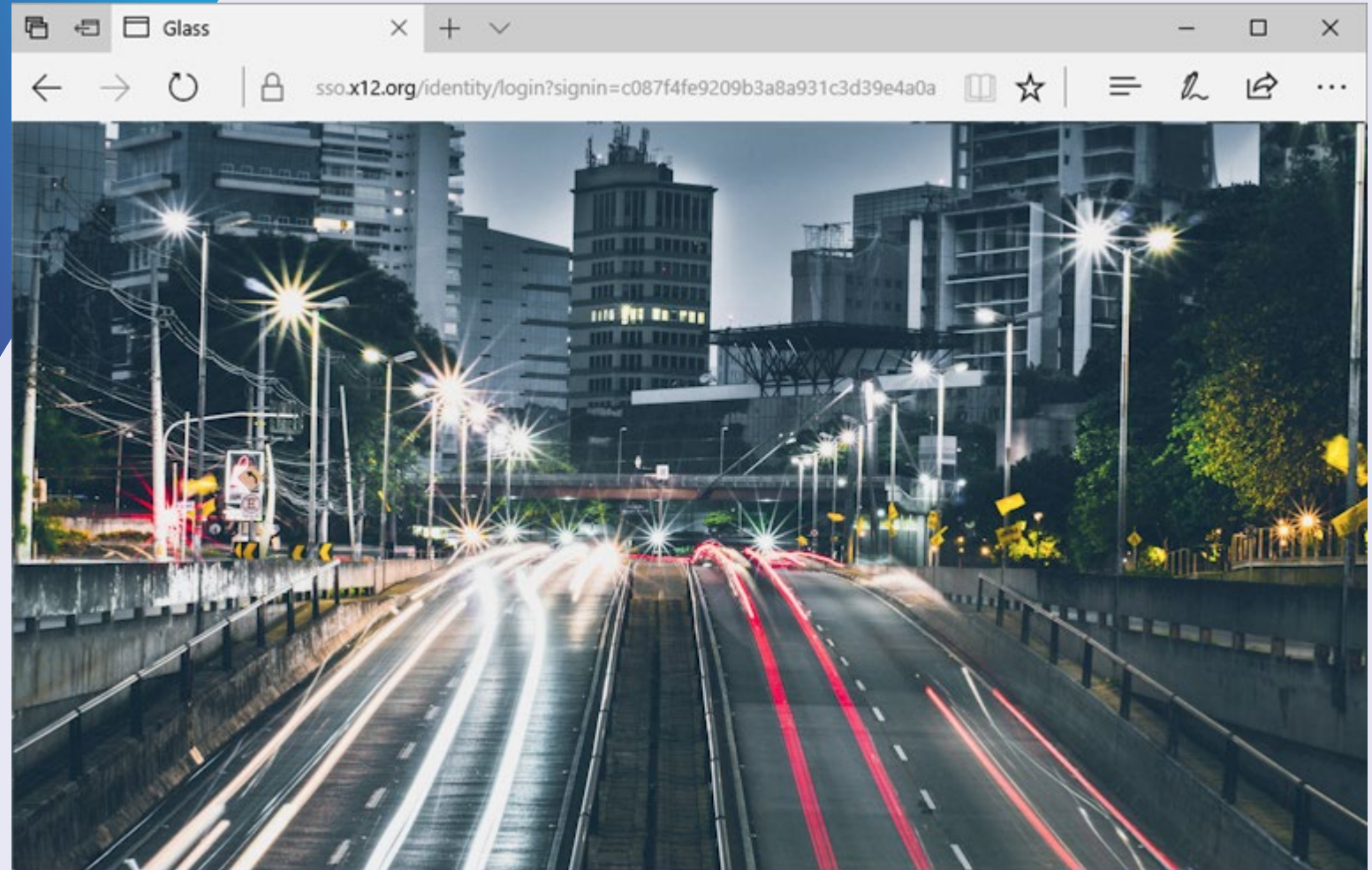
INITIAL VIEW

- X12 established a visual cue to make it easy for users to know when their X12|ID credentials apply
- The picture shown on the next slide will alert you that your X12|ID credentials must be used to gain access

X12



X12|ID INITIAL VIEW



X12



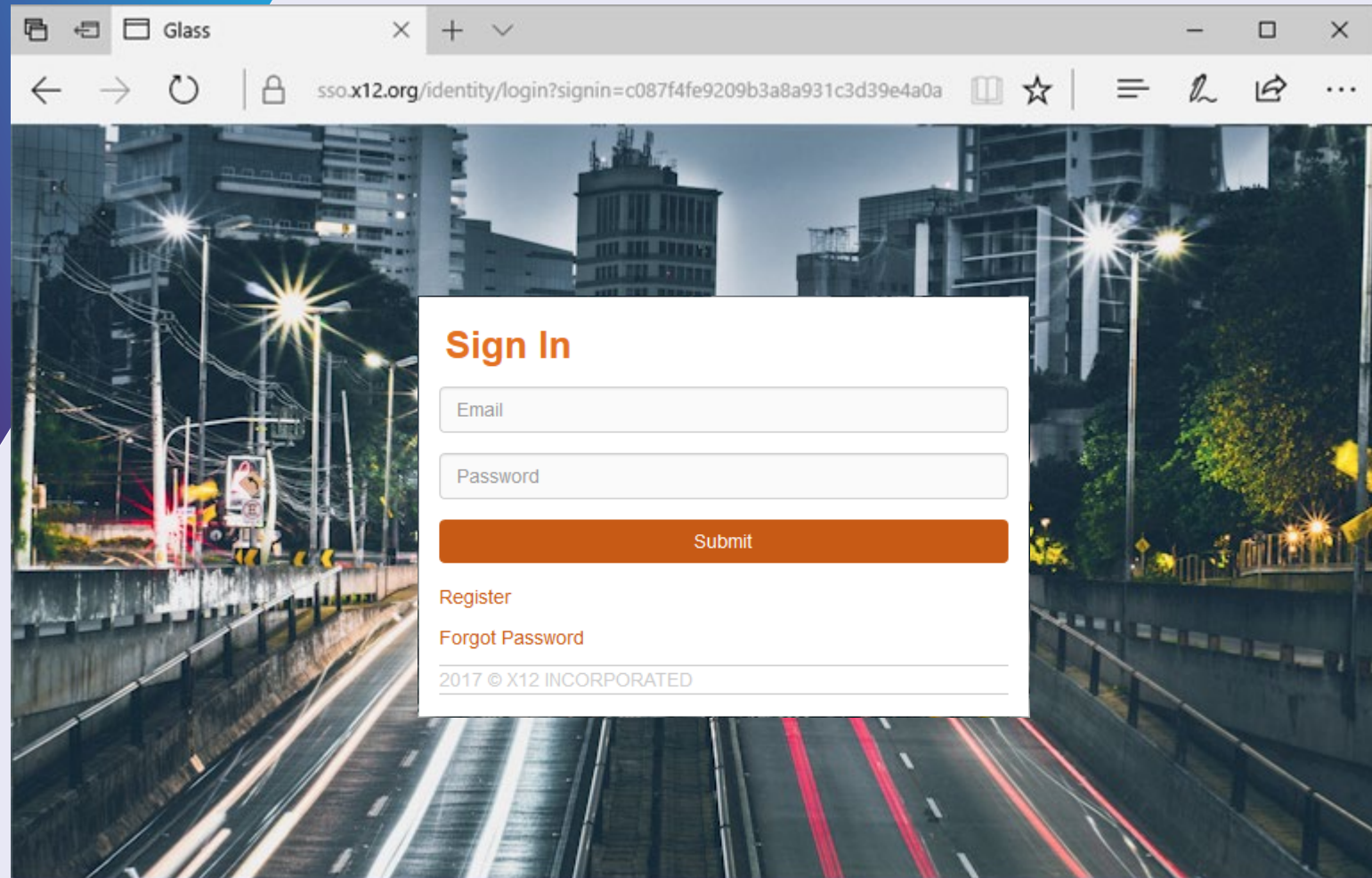
SIGN-IN SCREEN

- The X12|ID sign-in form is self-explanatory
- A user enters the registered email and associated password then clicks “*Submit*”
- If the credentials are entered accurately, the user is redirected to the functionality or tool selected
- If there is an issue with the credentials entered, an error prompt is displayed

SIGN-IN SCREEN

- If the user hasn't registered for an X12|ID, the "*Register*" link redirects to the registration screen
- If the user has forgotten their password, the "*Forgot Password*" link redirects to the password reset screen

SIGN IN SCREEN



REGISTRATION SCREEN

- Selecting the *Register* option on the Sign-in screen redirects you to the Registration Screen
- The registration form requires six pieces of information
 - *Email ID – this will be your primary email address for X12 purposes*
 - *First Name – If you are a member representative you must enter your first name exactly as it appears in the member's records*
 - *Last Name – If you are a member representative you must enter your last name exactly as it appears in the member's records*

The logo for X12, featuring the letters 'X12' in a bold, sans-serif font. The 'X' is a light grey color, while '12' is a darker grey. The logo is positioned in the bottom left corner of the slide, partially overlapping a large, stylized 'X' graphic that spans the bottom of the slide.

REGISTRATION SCREEN

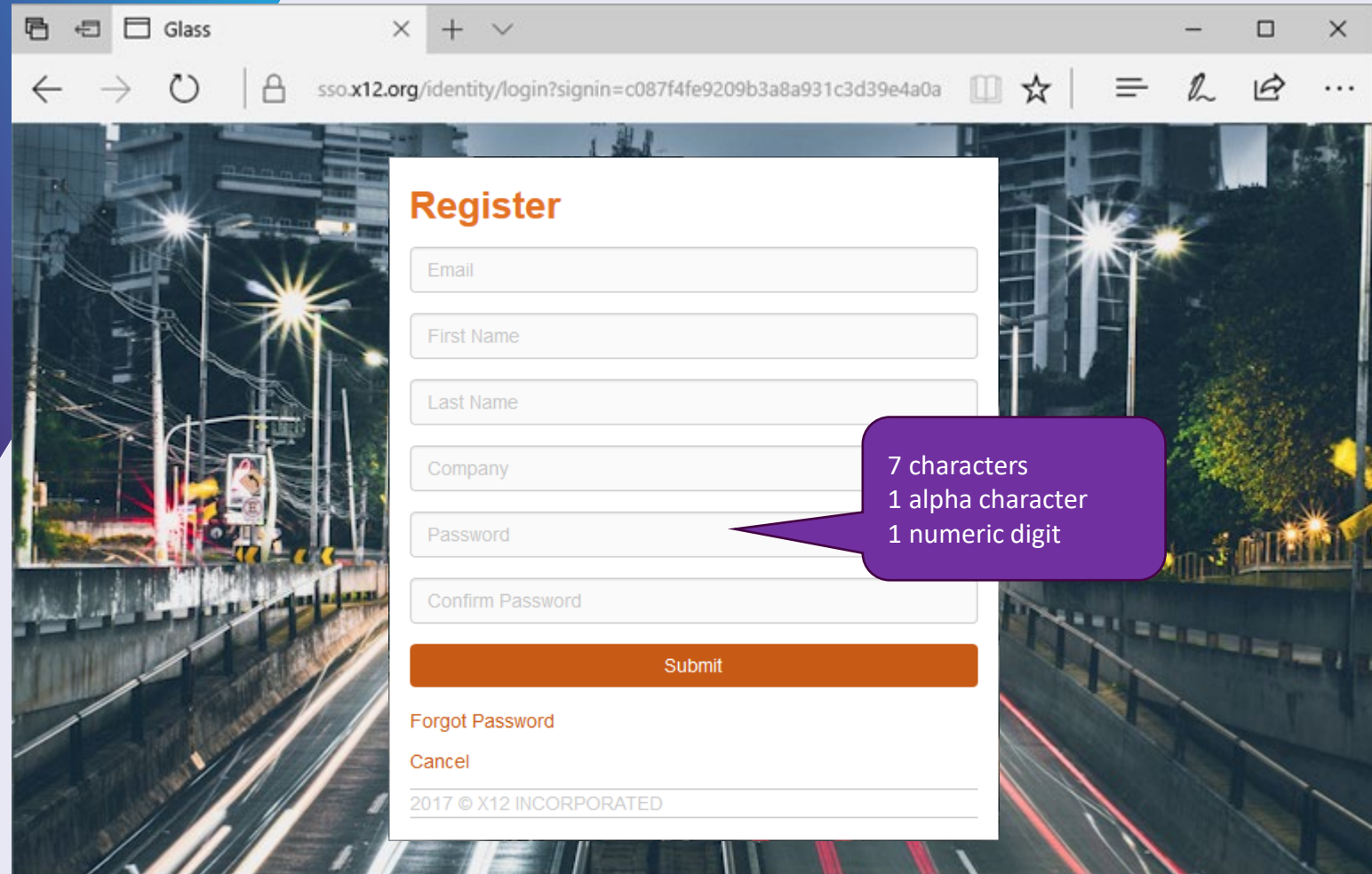
- The registration form requires six pieces of information, continued
 - *Member Name or Company –*
If you are a member representative, you must enter the member's name exactly as it appears in X12's records
If you are not a member representative, enter the organization you work for
 - *Password – The password entered must be at least 7 characters long with at least 1 alpha and 1 numeric character*
 - *Confirm Password– Re-enter the same password*
- When the form is complete, click “*Submit*”

The logo for X12, featuring the letters 'X12' in a stylized, bold font. The 'X' is composed of two overlapping, semi-transparent shapes, and the '12' is a solid, dark purple color.

REGISTRATION SCREEN

- If the registration is successful, the user receives a confirmation notice with a link to the Sign In form.
- Click on the “*Cancel*” link to cancel the registration process
- Click on the “*Forgot Password*” link to access the password reset screen

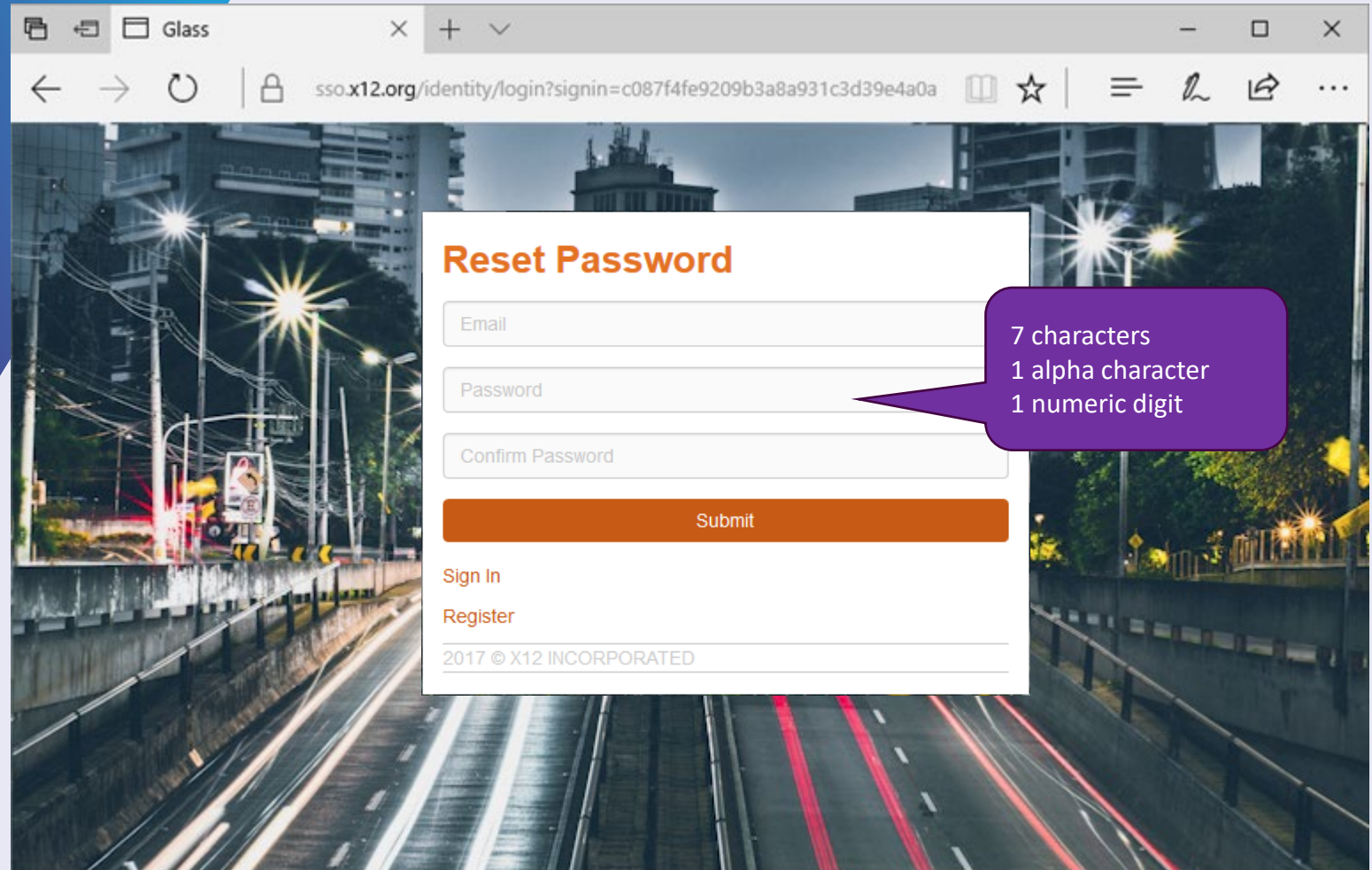
REGISTRATION SCREEN




PASSWORD RESET SCREEN

- When you follow the instructions in a “*Forgot Password*” email, you are redirected to the “*Reset Password*” form
- The “*Reset Password*” form requires three pieces of information
 - *Email* – Enter the email you registered with
 - *Password* – The password entered must be at least 7 characters long with at least 1 alpha and 1 numeric character
 - *Confirm Password*– Re-enter the same password
- When the form is complete, click “*Submit*”

PASSWORD RESET SCREEN



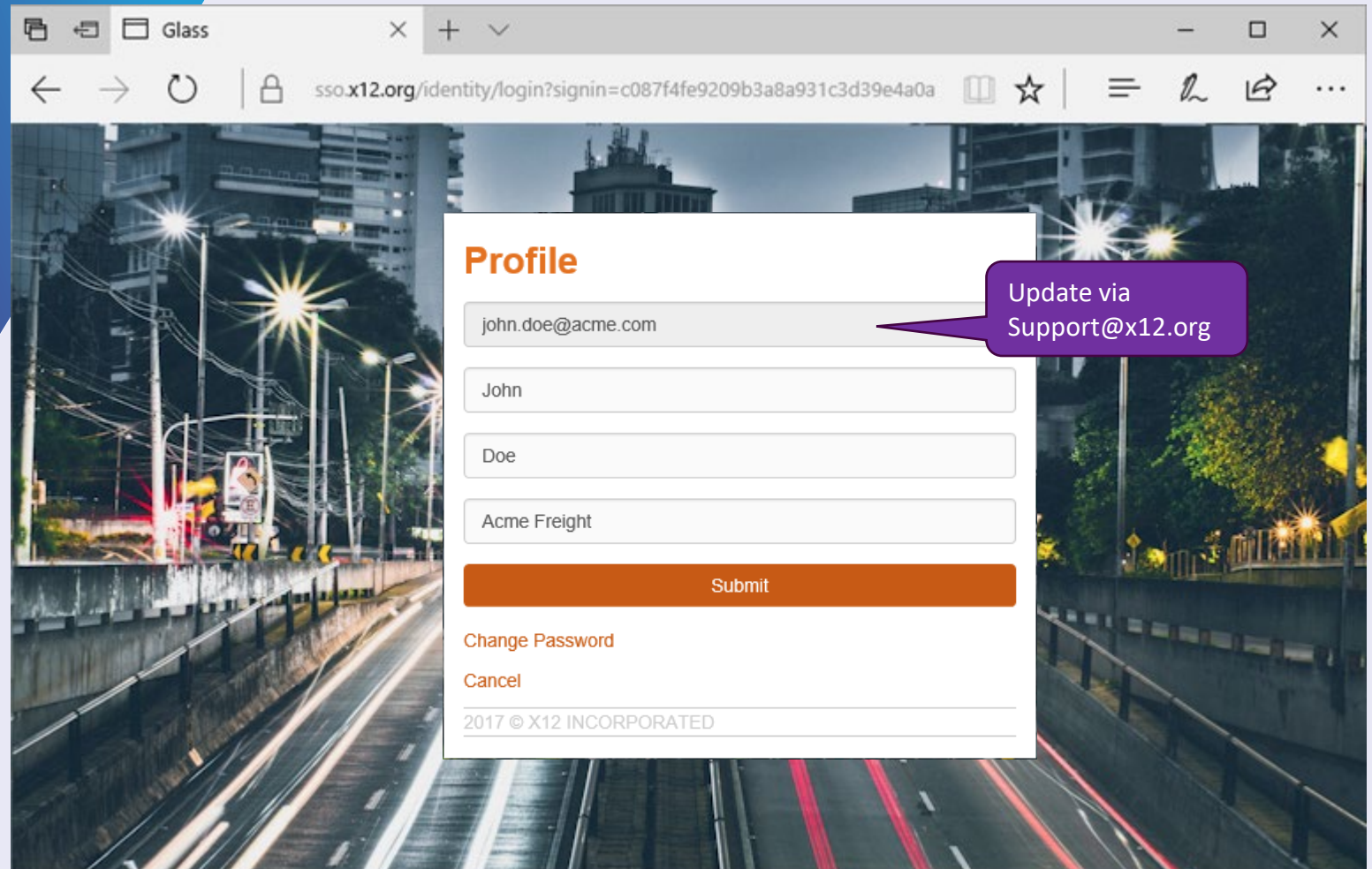
EDITING PROFILE INFORMATION

- You can access your X12|ID profile from several forms.
- This symbol  redirects you to your profile
- The information displayed on the Profile screen varies based on the instigating form
- Currently, email addresses can't be changed via the profile maintenance process, if your email address changes, email support@x12.org and include the current and new email addresses

EDITING PROFILE INFORMATION

- To change other profile information, update the form field(s) and click “*Submit*”
- To cancel without saving updates on the form field(s), click “*Submit*”

EDITING PROFILE INFORMATION



Troubleshooting



TROUBLE SHOOTING

- If you forget the email you registered as your X12|ID, email support@x12.org for assistance
- If the email you registered as your X12|ID changes, email support@x12.org for assistance

TROUBLE SHOOTING

- If your organization's domain changes, the member's primary representative should email support@x12.org to change the emails for all the member representatives instead of each member representative reaching out for assistance individually

Wrap Up



UNDERSTANDING C

PRINT MEDIA

PUBLIC RELATIONS

WORD OF MOUTH / ORAL

SOCIAL MEDIA

STAY CONNECTED

→ Learn more about X12 and become a member at [X12.org](https://www.x12.org)

→ Stay informed by following X12

 *@x12standards on Twitter*

 *#X12 on LinkedIn*



THANK YOU

WE WANT TO HEAR FROM
YOU AT
[X12.ORG/FEEDBACK](https://x12.org/feedback)

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