To: PCardholders and PCard Approvers  
From: Jeff Hadley, Director of Procurement  
Date: January 30, 2014  
Subject: PCard PNC Active Pay Login Changes

PNC is changing the ActivePay login process in February 2, 2014. This will affect all ActivePay users, including PCardholders and PCard Approvers logging into the site.

PNC has informed us that the changes are being made to enhance user security and to comply with the Federal Financial Institutions Examination Council's (FFIEC) guidelines on multifactor authentication,

Effective February 2, 2014:

- When user accesses the PNC ActivePay login page, the user will be prompted to click a button that will generate and send a Security Code to the email address associated with the user's account.

- The user will need to check their email for the Security Code.

- The user will then enter the Security Code received to complete the login to PNC ActivePay.

- This will occur the first time users log in from any browser, on any device.
- For subsequent logins, a secure cookie is stored in that particular browser on that device. If the cookie is deleted or if users attempt to log in using a different browser on that device, or from a different device, users will be prompted again to click the button, receive the Security Code via email, and enter it on the login page.

Please contact pcard@stevens.edu or call our Procurement Card Administrator, Barbara Aris at 201-216-5132 with any questions.

Thank you.