

Secure Login – Setting Up Your Store Mobility Account

Overview

To use the mobility device, each employee will need to set up and use a unique account to login. This quick reference guide (QRG) covers the following:

- Navigating to secure login
- Signing in with username and temporary PIN
- Creating a new PIN
- Configuring contact and security information

****NOTE**** Any new employee or transferred employee joining a store using the Store Mobility application will go through the process described in the communication and instructions.

Navigating to Secure Login

It is strongly recommended that this process be completed from a store workstation.

To begin the process, navigate to <https://discounttire-retail.okta.com>.

Signing In with Username and Temporary PIN

Your first-time login credentials will be as follows:

- **Username:** 6-digit Employee ID
 - Example: **123456**
- **PIN:** last 4 digits of Employee ID, reversed
 - Example: **6543**

Creating a new PIN

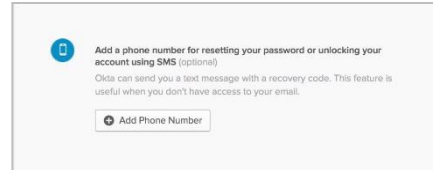
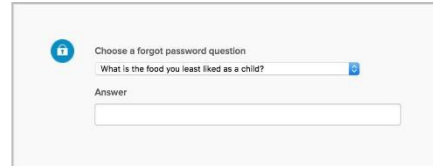
When prompted, update your PIN (password). Your new PIN must be 4 digits.

- **Old password:** Enter your PIN
- **New Password:** Create a new PIN
- **Repeat password:** Re-enter the new PIN

Configuring Contact and Security Information

Perform the following tasks to complete your Store Mobility Account setup.

1. Supply a personal secondary email address for self-service password recovery. A verification email is sent to that address for confirmation by the employee.
2. Select and answer a security question.
3. Supply a personal mobile phone number that can receive SMS texts for self-service password recovery. A verification text is sent to the device for confirmation by the employee.



Completing the Process

To complete the setup process, you must:

Verify your secondary email address.

- Click the link in the confirmation email sent to your personal email account.
- Log into your Store Mobility account to receive confirmation that your email address has been verified.

Verify the phone number for SMS.

- Access the text message application on your device.
- Verify the phone number by following the instructions in the confirmation text.

Contact

If you have any questions or concerns, please contact the Information Center at 800-366-4399 or support@discounttire.com.
