

Chrome River Authentication Procedure – External Users

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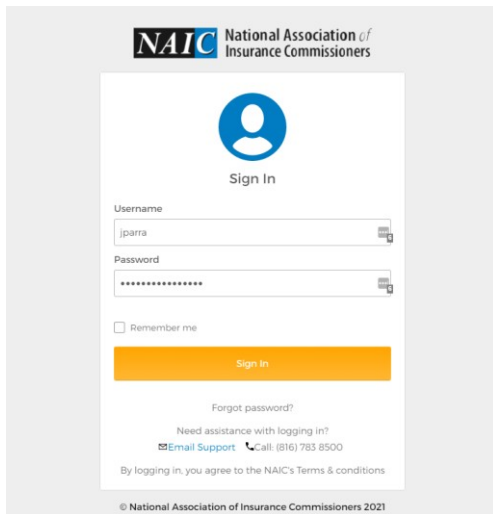
How to log into Chrome River Web Application

EXTERNAL Users (Outside of VM)

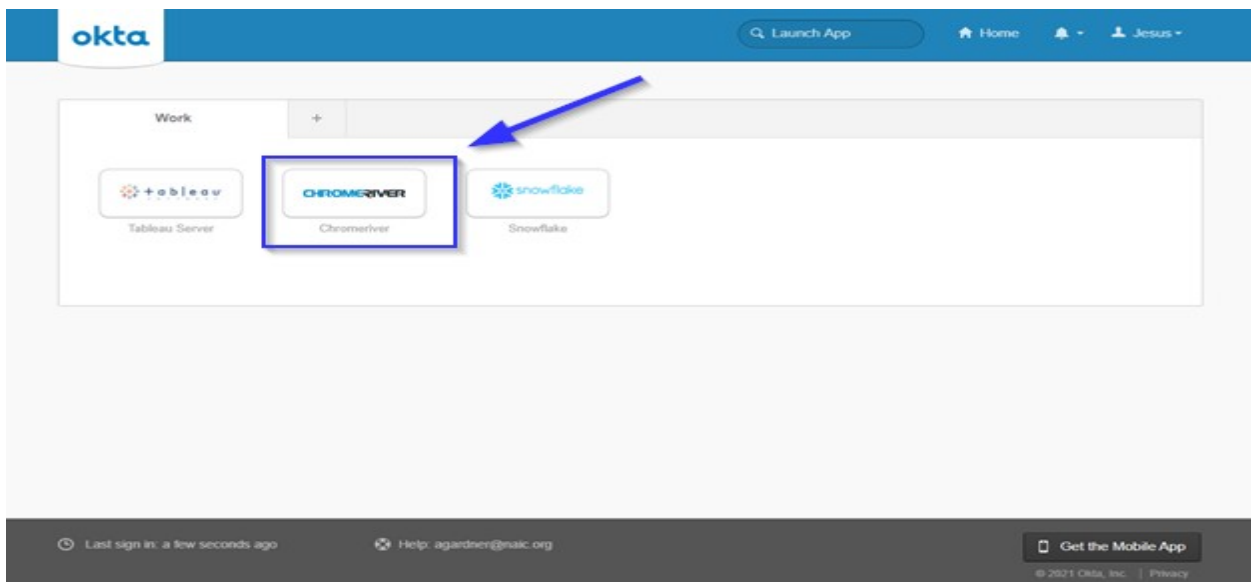
Navigate to **Okta External User Dashboard** <https://authenticate.naic.org> > Sign in

Note: NetIQ LDAP Production username and password

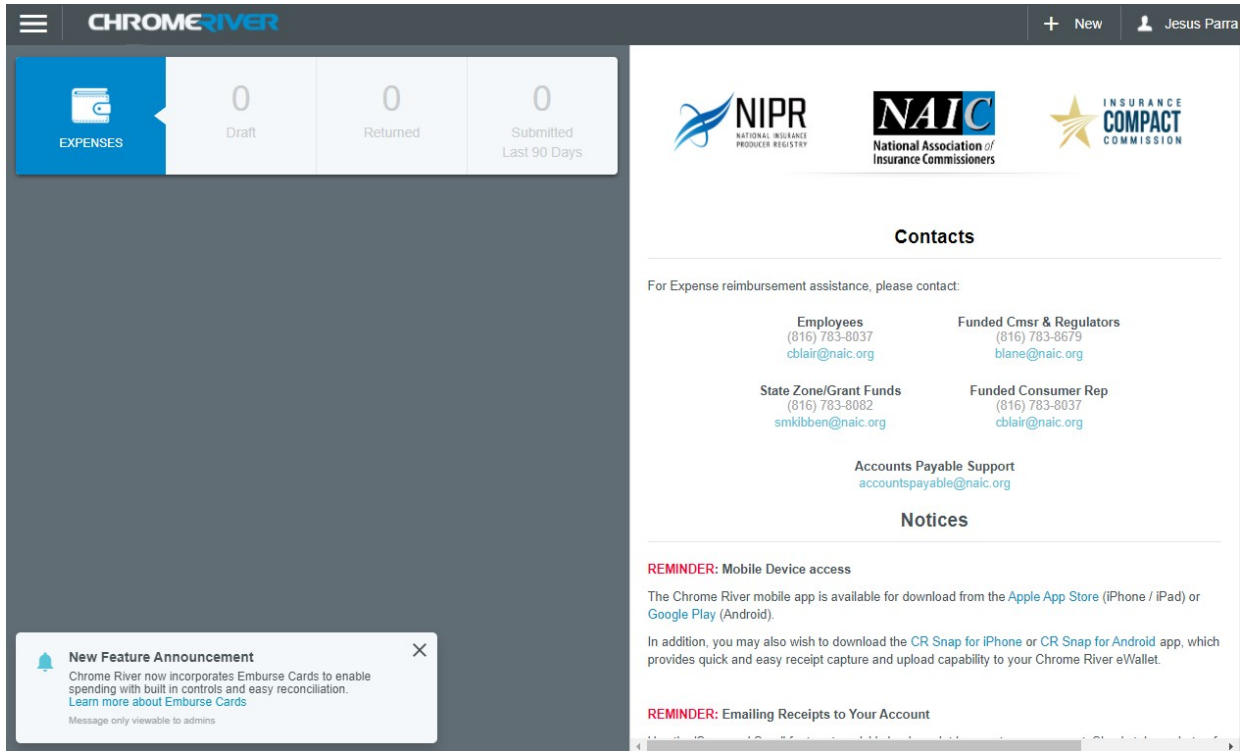
Example: jparra



Launch **Chrome River** application from **Okta External User Dashboard**



If login is **successful**, you will be logged into your **Chrome River** user dashboard



The screenshot shows the Chrome River user dashboard for Jesus Parra. The top navigation bar includes a menu icon, the 'CHROME RIVER' logo, and a '+ New' button. The user's name 'Jesus Parra' is displayed in the top right corner.

The main dashboard area is divided into two sections. On the left, there is a 'EXPENSES' section with a blue header and three summary cards: 'Draft' (0), 'Returned' (0), and 'Submitted Last 90 Days' (0). Below this is a 'New Feature Announcement' box with a bell icon and a close button (X). The announcement text reads: 'New Feature Announcement', 'Chrome River now incorporates Emburse Cards to enable spending with built in controls and easy reconciliation.', and 'Learn more about Emburse Cards'. A note at the bottom states 'Message only viewable to admins'.

On the right, there is a 'Contacts' section with logos for NIPR (National Insurance Producer Registry), NAIC (National Association of Insurance Commissioners), and INSURANCE COMPACT COMMISSION. Below the logos, the text reads: 'For Expense reimbursement assistance, please contact:'. There are four contact entries: 'Employees' (816) 783-8037, cblair@naic.org; 'Funded Cmer & Regulators' (816) 783-8679, blane@naic.org; 'State Zone/Grant Funds' (816) 783-8082, smkibben@naic.org; and 'Funded Consumer Rep' (816) 783-8037, cblair@naic.org. Below these is 'Accounts Payable Support' at accounts payable@naic.org.

The 'Notices' section contains two reminders: 'REMINDER: Mobile Device access' and 'REMINDER: Emailing Receipts to Your Account'. The mobile device notice mentions the Chrome River mobile app is available on the Apple App Store and Google Play, and also mentions the CR Snap app for iPhone and Android.

How to log into Okta Mobile Application

Download Okta Mobile Application on Mobile Device

iOS Apple Mobile Device

Okta Mobile

<https://apps.apple.com/us/app/okta-mobile/id580709251>

Android Device

Okta Mobile

https://play.google.com/store/apps/details?id=com.okta.android.mobile.oktamobile&hl=en_US&gl=US

iOS Apple Mobile Device

Navigate to Apple Store

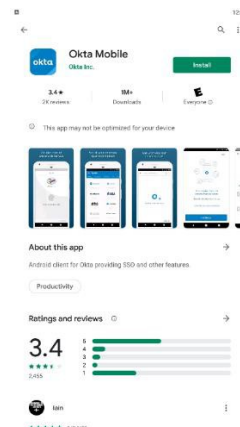
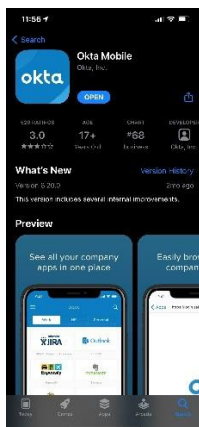


Android Mobile Device

Navigate to Google Play



Search and Download **Okta Mobile** application



Launch **Okta Mobile** Application



Enter **Site Name** `authenticate.naic.org`, **Email Address** and **Password** > **Sign In**



Create 4-Digit Code



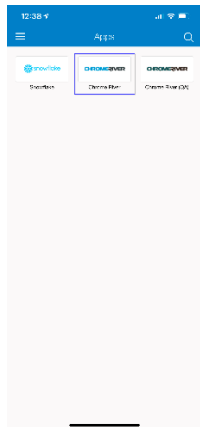
Confirm 4-Digit Code



Use Your Face Recognition to Sign In: Use Face ID or Do not use Face ID



Click Chrome River to launch application



If successful Chrome River application will launch

