Register for a Soft Token

Download the Entrust Software

1. In the App Store (iPhone) or the Google Play Store (Android)
2. Search for Entrust Identity Mobile ST
3. Download app onto your cell phone

Log in the Entrust Self-Service Portal

1. Go to https://essm.rejis.org/
2. Enter the username and password from the emails sent to you from the REJIS Operations Center into the appropriate fields
3. Click Log In

Set Email Address, and Setup Security Questions

1. On the **Personal Information** page, choose work email or Home Email from the label dropdown menu

2. Add the correct email in the Value column
3. *If you add both a home and work email, select one as your default.*
   NOTE: This email is used by Entrust to email you a new PVN or password if requested.
4. When you have finished adding your email addresses, click 'Next'
5. On the **Questions and Answers** page, select a question from each of the **Predefined Question** fields
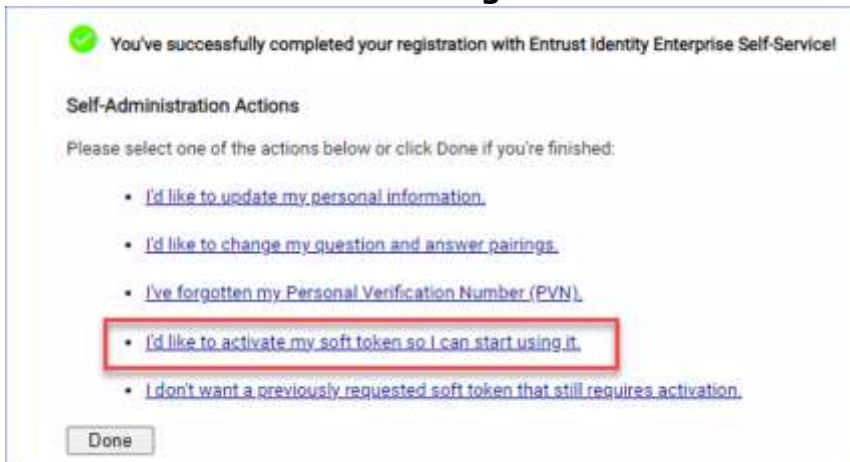

6. Type an answer to each question in the answer field
   NOTE You must have three different questions and answers
7. Click 'Next'

   The REJIS Operations team may use these questions and answers to validate your identify

Self-Administration Actions

1. On the **Self-Administration Actions** page, click on **I'd like to activate my soft token so I can start using it**
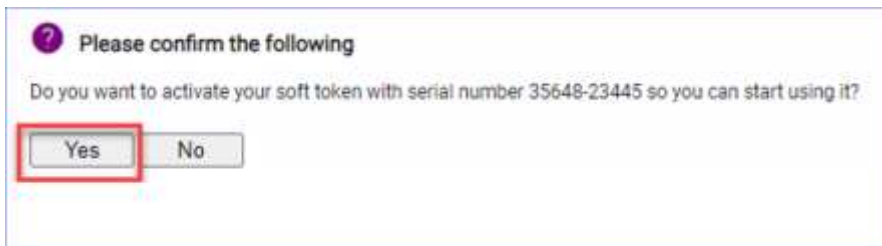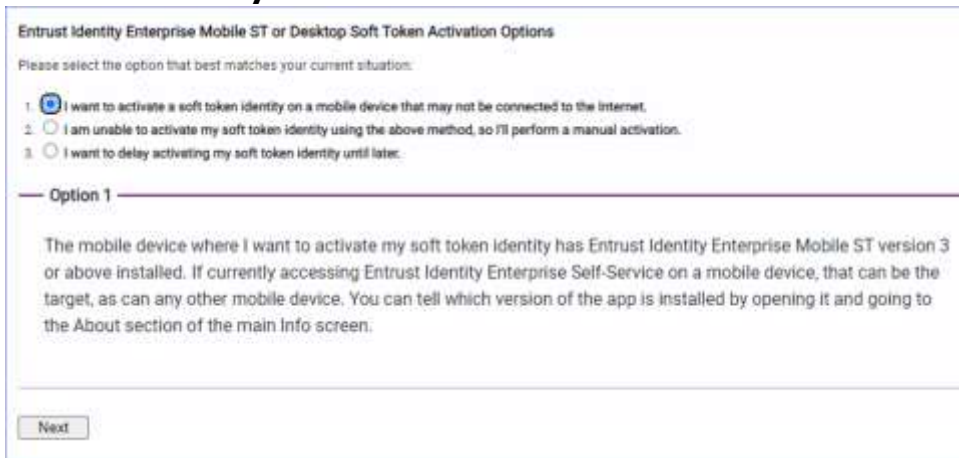

2. Click **Yes** to activate the soft token

3. Choose Option 1, **I want to activate a soft token identity on a mobile device that may not be connected to the internet**

4. Click **Next**

5. On your phone, open the Entrust app and tap the blue plus button
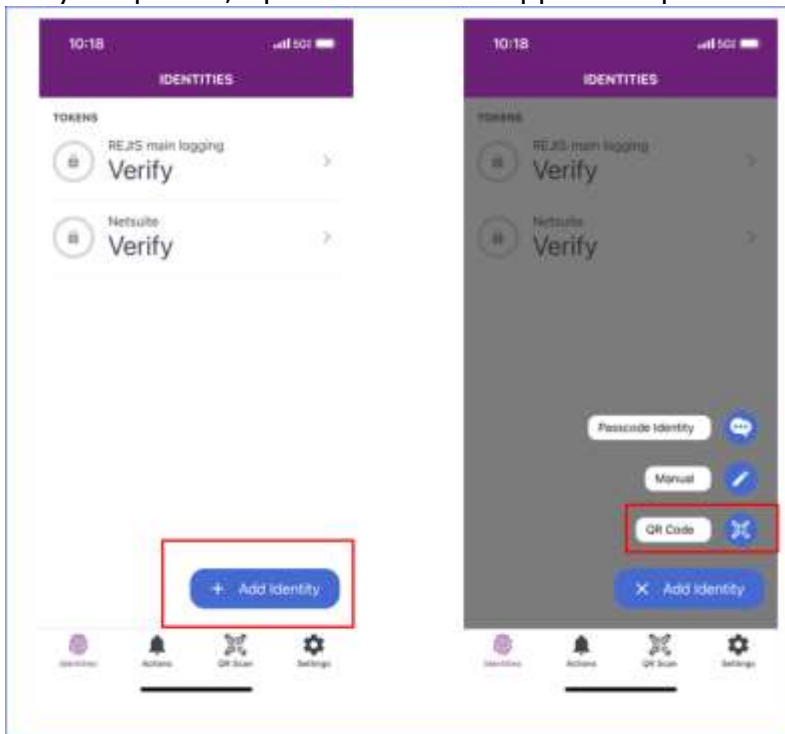
6. Tap on **QR Code**

7. Use your phone's camera to scan the QR code

8. A screen will open on your phone and ask for the QR code password. You can find this under the QR code on your computer

If you experience issues with scanning the QR code, hit cancel on the computer and select option '2', 'I'm unable to activate my soft token identify using the above method, so I'll perform a manual activation'
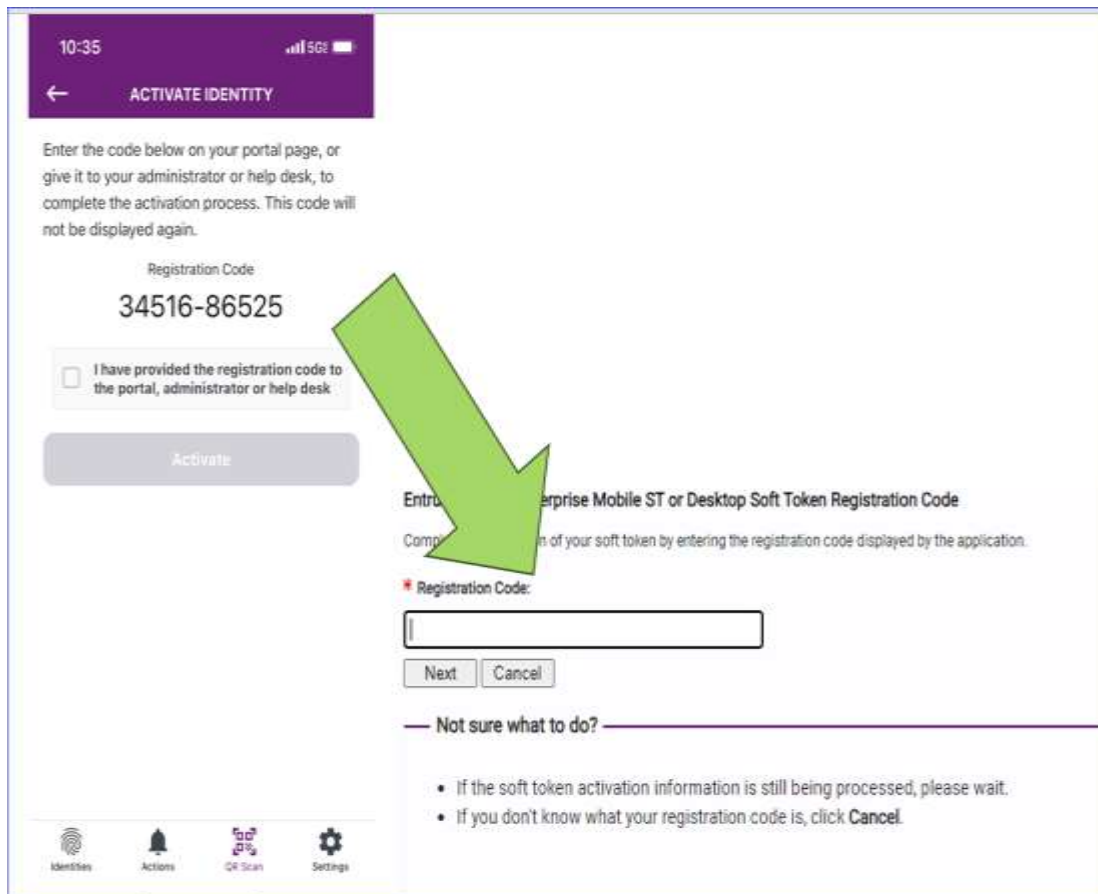
9. On your phone, tap the Name field and enter a name for your token. JusticeWeb may be a good identifier for you.
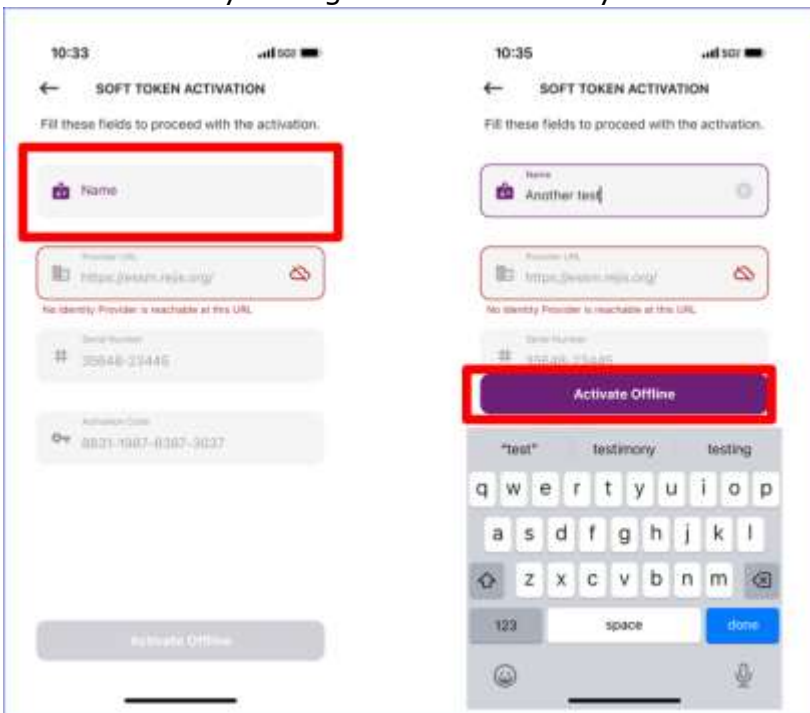
10. Click **Activate Offline**

11. Type the **Registration Code** on your phone into your computer

NOTE: You must enter the registration code displaying on your mobile into the Registration Code field on your PC for registration to be successful. If this step is not done, you will have to delete your Entrust identity and start over.

12. AFTER you enter the registration code into your computer, On your computer, click **Next**

13. On your phone, check the **I have provided the registration code to the portal, administrator or helpdesk** check box.
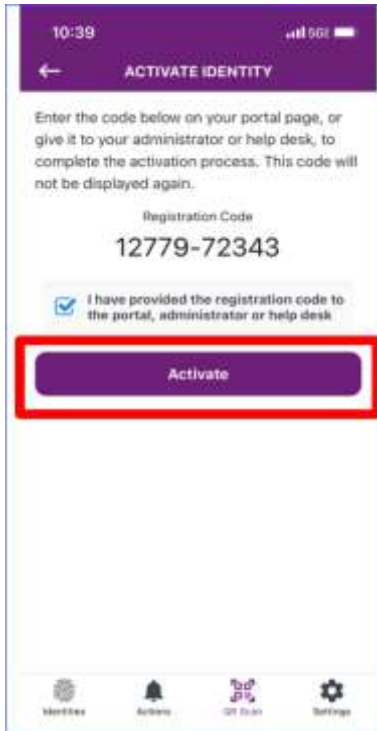
14. On your phone, tap **Activate**

15. Enter a PIN

NOTE: We recommend this PIN be the same as your PVN. Your PIN will be used on your phone if you do not use biometric authentication. Your PVN will be used on the JusticeWeb login screen.

16. If you would like to use your fingerprint or face recognition to verify your identity, tap **Confirm** on the Enable Biometrics box.

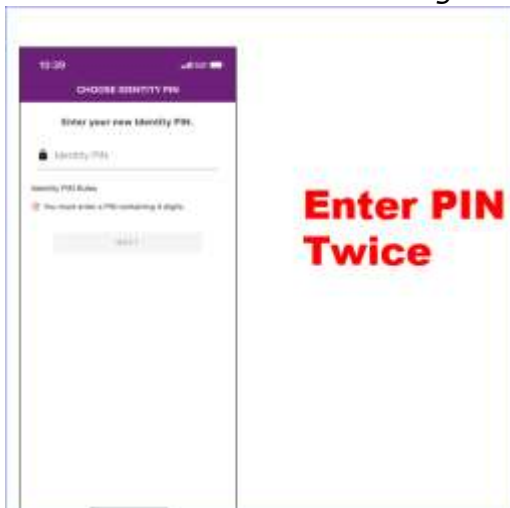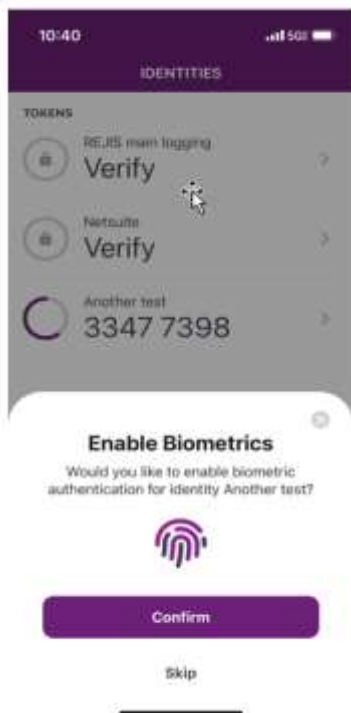Registering your soft token is completed. The first time you log into JusticeWeb after your agency cutover, you will be prompted to enter your token and PVN.

Log into JusticeWeb

1. Go to Justiceweb.org
2. Enter your username and password as you have in the past and click **Sign In**
3. Once JusticeWeb recognizes your username and password, two more fields for Token and VPN will display. Enter the 8-digit token from your phone and the 4-digit PVN hat was assigned to you.

Updating your Entrust Token

After you have successfully set up your soft token, you will no longer need to access the Entrust self-service portal in the future unless you want to:

1. Change your PVN
2. Update our security questions and answers
3. Need to re-register your token on a new mobile device

To access the Entrust self-service portal

Go to https://essm.rejis.org/

1. Enter your entrust username and password and log in
2. Select the appropriate option

For assistance 24X7, please contact the

Rejis Operations Center

REJIS

[D] (314) 535-9497

[TF] (888) 923-7255

[F] (314) 531-3674

For low priority requests you can email the ROC at

Helpdesk@rejis.org

REJIS.org

When Data Matters