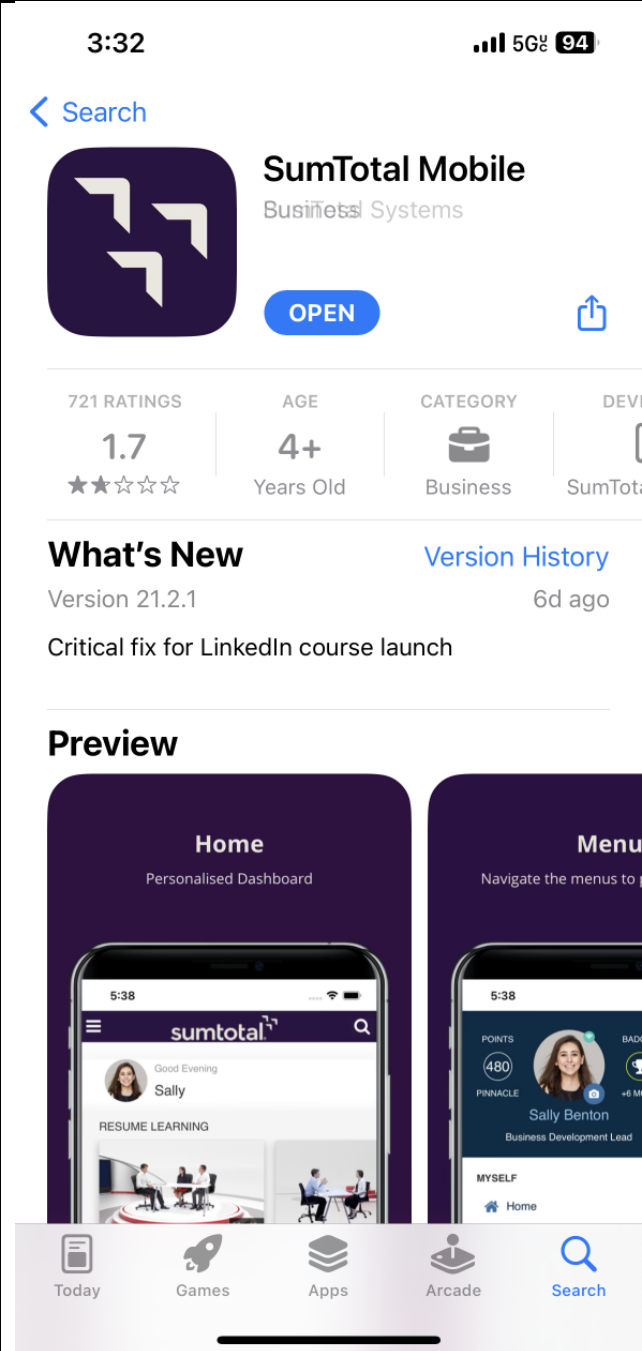


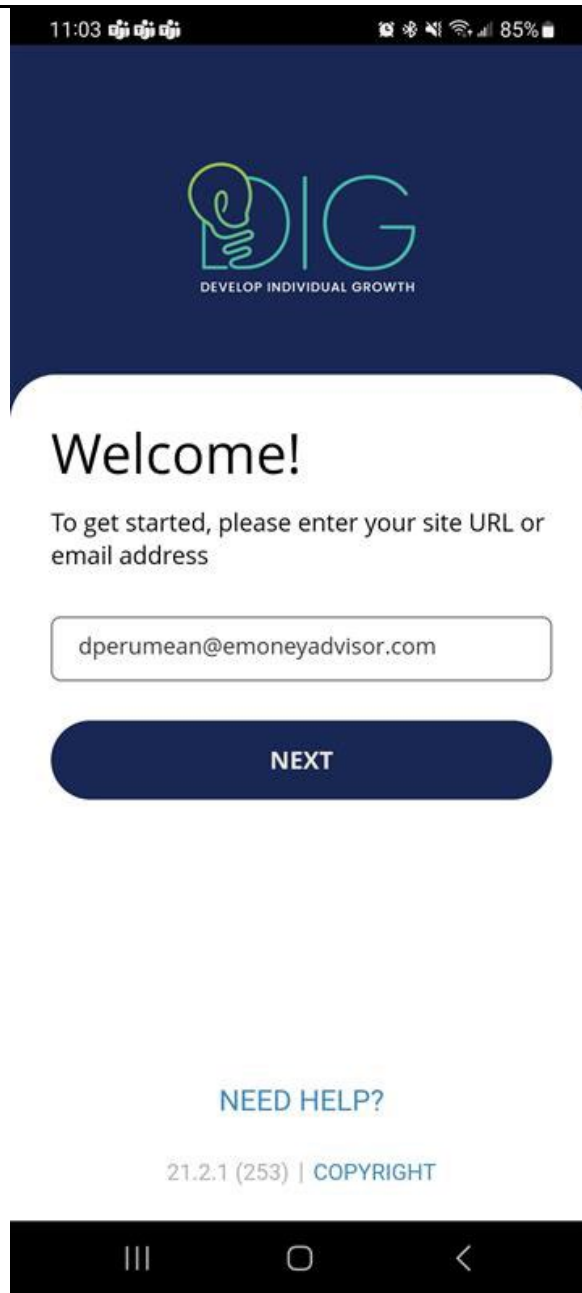
How to Log Into DIG Mobile App

NOTE: You must have the Okta Verify app already installed and configured in order to sign into the DIG (SumTotal) mobile app.

I. Logging into DIG Mobile App

STEP	SCREENSHOT
1. Download the SumTotal Mobile application using one of the links below. Android phone Apple iPhone	

2. Enter your **eMoney email address** in the SumTotal Mobile app and tap Next.



11:03

85%

DIG
DEVELOP INDIVIDUAL GROWTH

Welcome!

To get started, please enter your site URL or email address

NEXT

[NEED HELP?](#)

21.2.1 (253) | COPYRIGHT

3. Tap in the PIN field to set up an **offline PIN** to access training anytime and tap **Done**. You will only have to do this once.

You cannot change the username that appears above the PIN field. This is your eMoney employee ID.

12:54 79%

DIG
DEVELOP INDIVIDUAL GROWTH

SETUP OFFLINE PIN

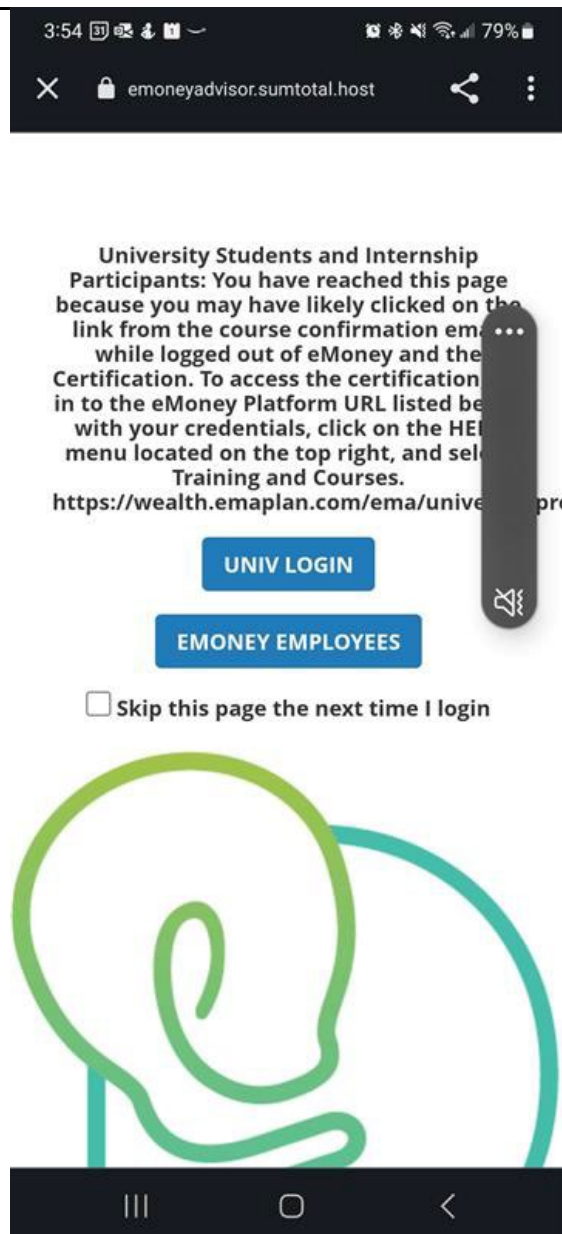
TJZ79557N

PIN

☐ Remember my Username

DONE

4. Check the box for **“Skip this page the next time I login”** and you will not have to do this step the next time you open the DIG mobile app.
5. Tap **eMoney employees**
6. The **Okta Verify app** will open.



7. Enter the following credentials and tap **Sign in**

Username: **Your eMoney email address**

Password: **Your eMoney password**

The screenshot shows a mobile browser interface. At the top, the status bar displays the time 3:33, signal strength, 5G connectivity, and 94% battery. The address bar shows the URL 'moneyadvisor.okta.com' with a lock icon and a refresh button. Below the address bar, a message reads 'Connecting to DIG' with a DIG logo and 'Sign in with your account to access DIG'. The eMoney logo is prominently displayed in the center. Below the logo, the text 'Sign In' is centered. There are two input fields: 'Username' with the value 'Dferrier@emoneyadvisor.com' and 'Password' which is empty. A blue 'Sign in' button is located below the password field. At the bottom left, there is a 'Help' link. The footer contains 'Powered by Okta' and a 'Privacy Policy' link. The bottom of the screen shows a mobile navigation bar with back, forward, and share icons.

3:33

App Store

Cancel moneyadvisor.okta.com AA

Connecting to DIG
Sign in with your account to access DIG

eMoney

Sign In

Username
Dferrier@emoneyadvisor.com

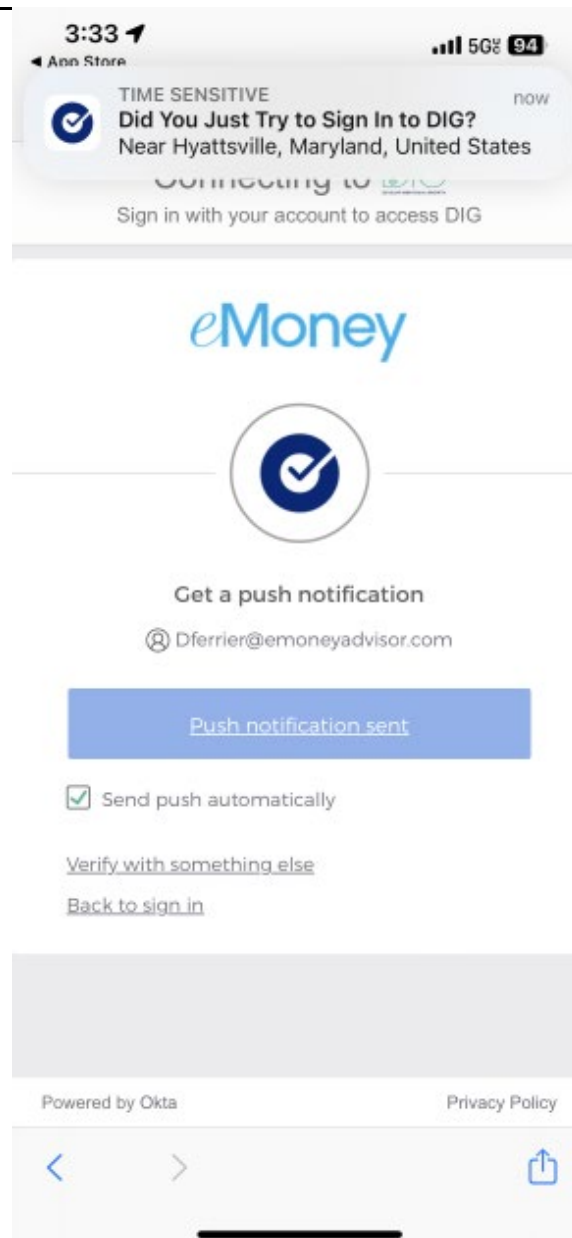
Password

Sign in

[Help](#)

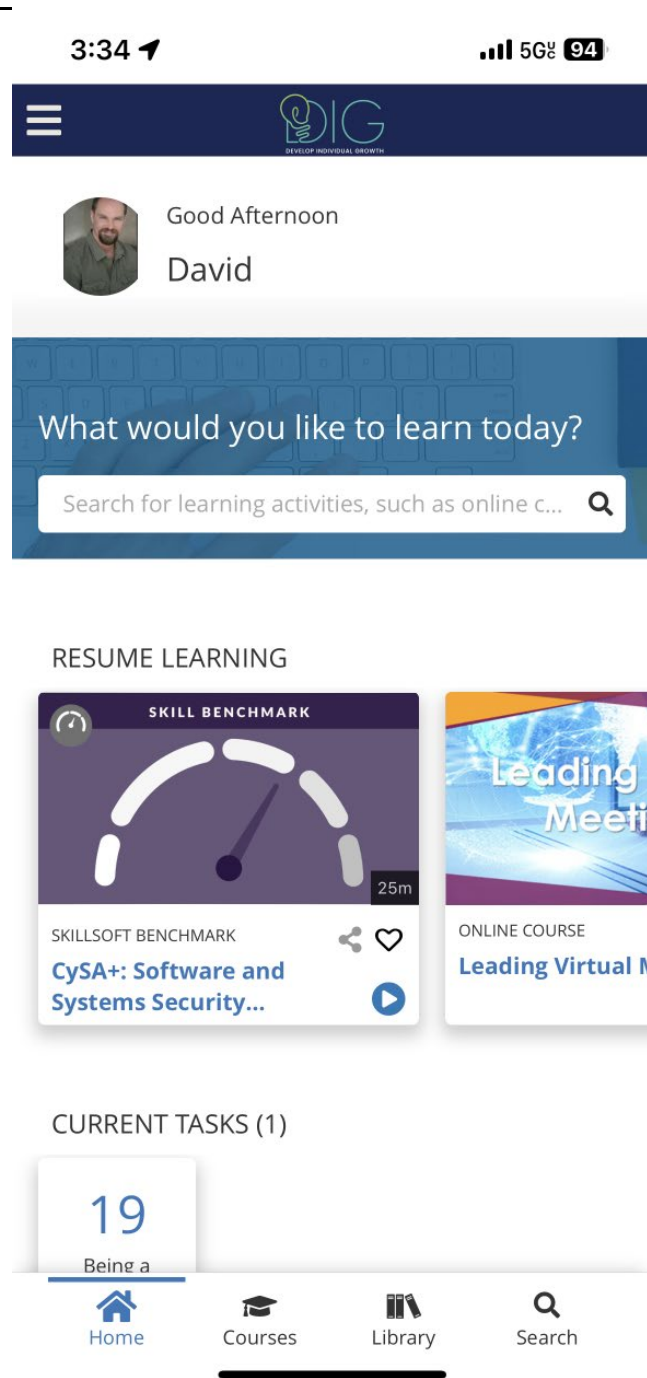
Powered by Okta Privacy Policy

8. Tap **Select** for an Okta push notification.



9. Tap the Okta notification to bring up Okta Verify and tap Yes, It's Me	3:33 ◀ ◀ SumTotal 50% 94 eMoney  Did You Just Try to Sign In? D DIG 📍 Near Hyattsville, Maryland, United States More Info 💻 Mac OS X (iPhone) 🕒 Just now 🌐 https://emoneyadvisor.okta.com Yes, It's Me No, It's Not Me
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11. Click **Courses** to view the list of courses that you can download and begin learning.
12. Use the **Search bar** to search for training.
13. Use the **Library** to browse for content you are interested in.



Some tips:

You can start a course on mobile and finish it on your laptop and vice versa.

Enjoy taking a course while you are taking a walk, doing laundry or having a cup of coffee.

The app is called SumTotal Mobile, so don't be confused if you don't see it called "DIG" in the app stores.

Use the left and right arrows to navigate any course evaluations BEFORE you click the Submit button.

To turn on subtitles, tap the **Auto (Recommended)** button.