SAMSUNG DAILY CHECKLIST

You will need to ensure that access to your credentials remains active. This process is very simple and should be done daily as part of your store's **opening procedures**. Please complete the 3 tasks below **DAILY** to avoid account locks and expiration:

TASK	HOW-TO

Generate OTP	• Log into **GSPN on your PC** (uBiFxxxSlvI01)
	• Knowledge > Engineer > Mobile SVC > **Mobile Authorization**
	    o Enter **Certificates Password**
	    o Close out message boxes that follow
	• Click **Reissue** to generate **OTP**

Generate MOTP	• Log into **Mobile GSPN on your MOTP device** (uBiFxxxM01) • Press the **Generate** under the **Master OTP Management** tab to generate **MOTP**
Confirm Engineer	• While logged into **Mobile GSPN**, access the **Engineer Management** tab • Click the **Confirm** button to **Confirm Engineer**