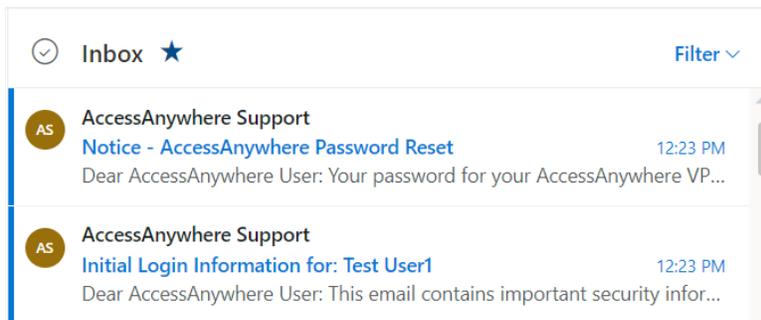


Access Anywhere VPN

This document outlines the steps taken to download, install and configure Access Anywhere VPN for the purpose of remotely connecting to the MoneySolver environment.

Downloading

1. Locate 3 emails sent to your Moneysolver email from AccessAnywhere Support (support@accessanywhere.net)



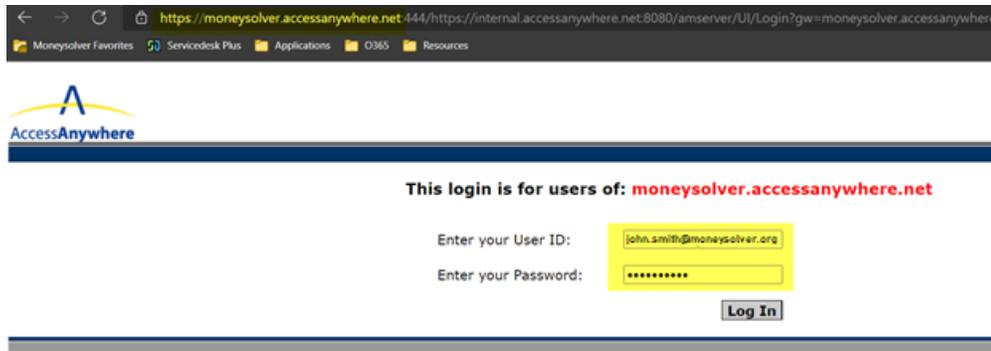
- a. The first email contains the following pertinent information. The rest of the information can be disregarded.
 - i. **Site Name** (moneysolver)
 - ii. Your **UserID** (your MoneySolver email address)
 - iii. VPN software **download link**. Alternatively, you can use an easier link (<https://moneysolver.accessanywhere.net:444/>)
- b. The second email contains the following pertinent information.
 - i. Your new temporary **password**
- c. **The third email contains information on how to set up your 2FA token**

SETTING UP THE 2-FACTOR AUTHENTICATION TOKEN

Users must enroll in the TOTP system before they can use AccessAnywhere VPN to work remotely. Please follow the instructions below to self-enroll in the TOTP:

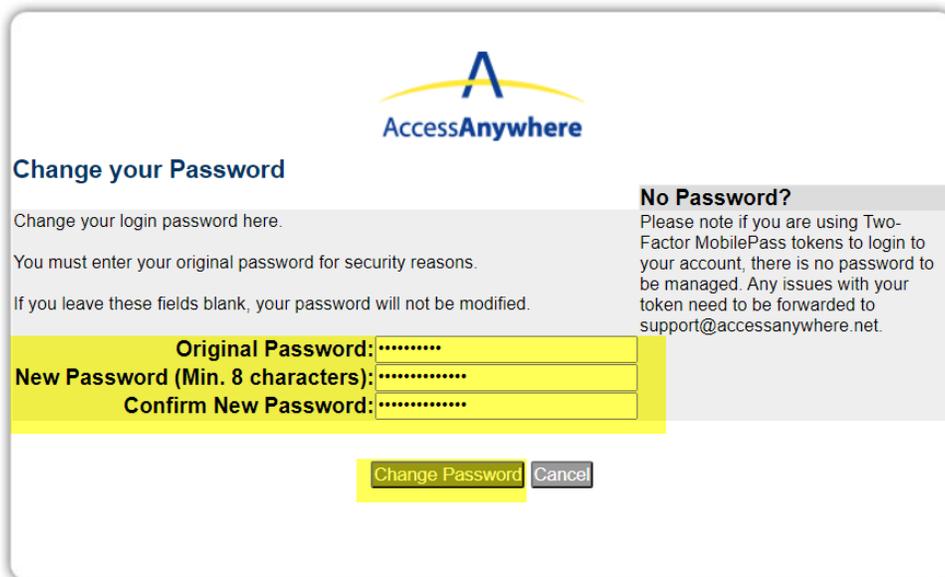
1. Install the Google Authenticator from the Apple store or the Google Play Store.
2. Visit: <https://totp.accessanywhere.net> and log in using your current VPN username and password (see emails from AccessAnywhere).
3. Register your token using the QR Code within your Google Authenticator app and click Registration Complete at the bottom of the screen once QR code has been scanned..

2. Log into the VPN website using the user ID and password provided to you via the two emails



The screenshot shows a web browser window with the URL `https://moneysolver.accessanywhere.net:444/https://internal.accessanywhere.net:8080/amserver/UI/Login?gw=moneysolver.accessanywhere.net`. The page features the AccessAnywhere logo and a message: "This login is for users of: **moneysolver.accessanywhere.net**". Below this, there are two input fields: "Enter your User ID:" with the value `john.smith@moneysolver.org` and "Enter your Password:" with a masked password of `*****`. A "Log In" button is positioned to the right of the password field.

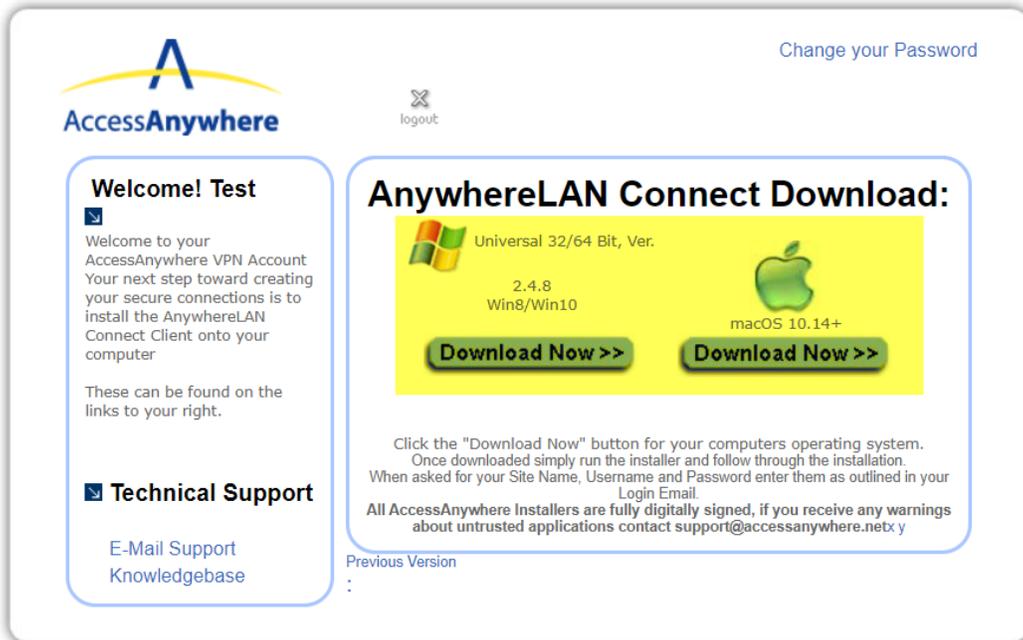
3. When prompted to change your password, enter your temporary password and a new password/confirm it.



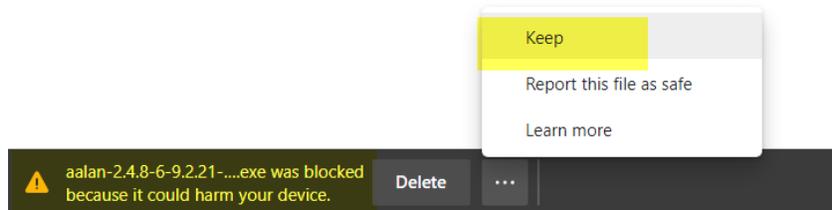
The screenshot shows a "Change your Password" dialog box with the AccessAnywhere logo. It contains the following text: "Change your login password here.", "You must enter your original password for security reasons.", and "If you leave these fields blank, your password will not be modified." There are three input fields: "Original Password:" with a masked password of `*****`, "New Password (Min. 8 characters):" with a masked password of `*****`, and "Confirm New Password:" with a masked password of `*****`. A "Change Password" button and a "Cancel" button are at the bottom. A "No Password?" section on the right states: "Please note if you are using Two-Factor MobilePass tokens to login to your account, there is no password to be managed. Any issues with your token need to be forwarded to support@accessanywhere.net."

4. Click on the respective Windows or MacOS button to download the proper version of the VPN software as it relates to your computer operating system.

NOTE: These instructions outline the steps taken to install the Windows version



5. The file will start to download. Depending on the version of Windows you are running and your browser, you may be prompted to keep or delete the file. Choose Keep



Installing

1. Find the downloaded file on your computer and double click it to run the installation.



2. Depending on your version of Windows, you may be greeted with a Windows protection. Choose More Info then Run anyway

Windows protected your PC

Microsoft Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.

[More info](#)

Windows protected your PC

Microsoft Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.

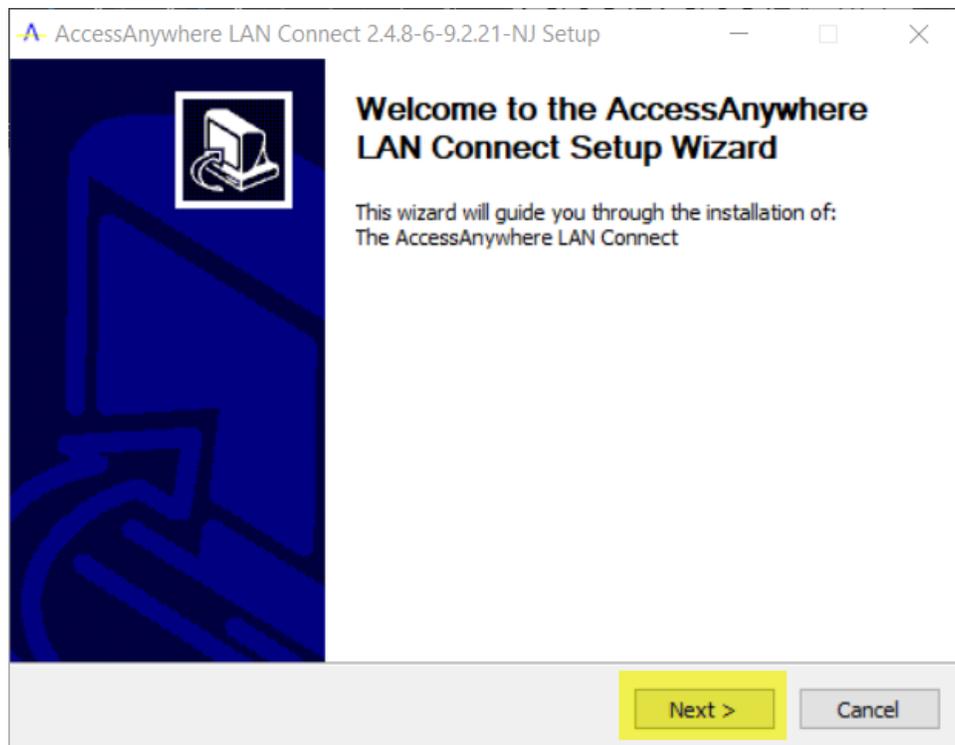
App: aalan-2.4.8-6-9.2.21-NJ-install (1).exe

Publisher: AccessAnywhere Systems Inc.

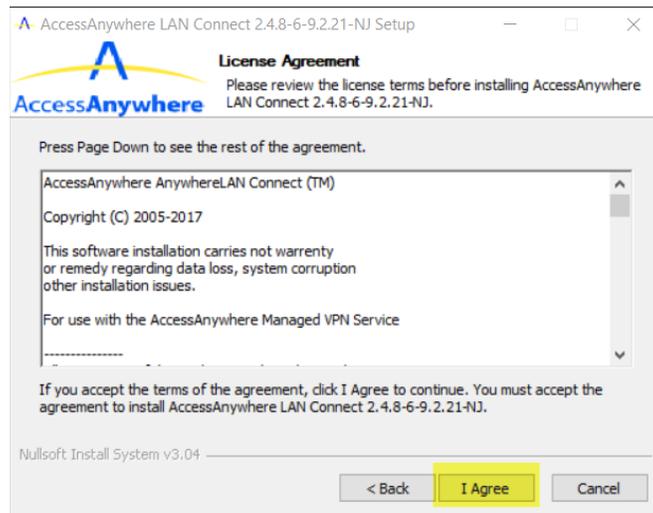
Run anyway

Don't run

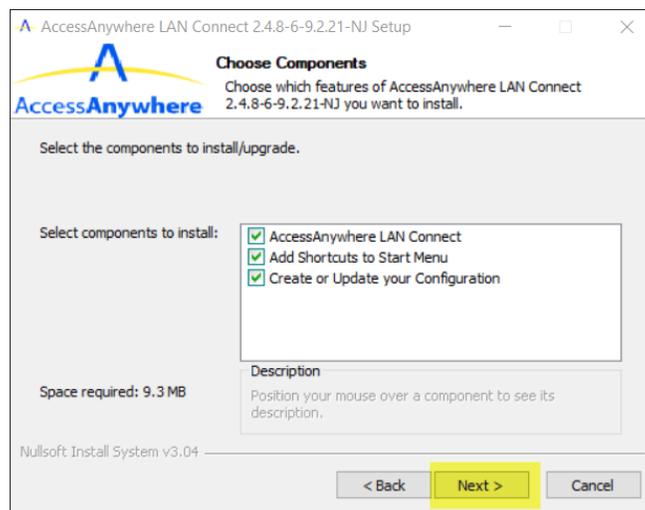
3. At the first screen on the install wizard, choose **Next**



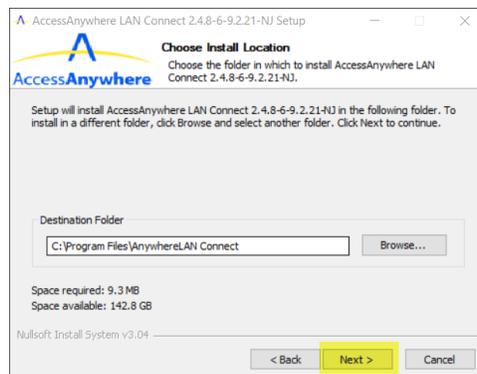
4. On the License Agreement page, click **I Agree**



5. On the Components screen, keep the default settings and click **next**.



6. On the Install Location screen, keep the default location and click **next**.

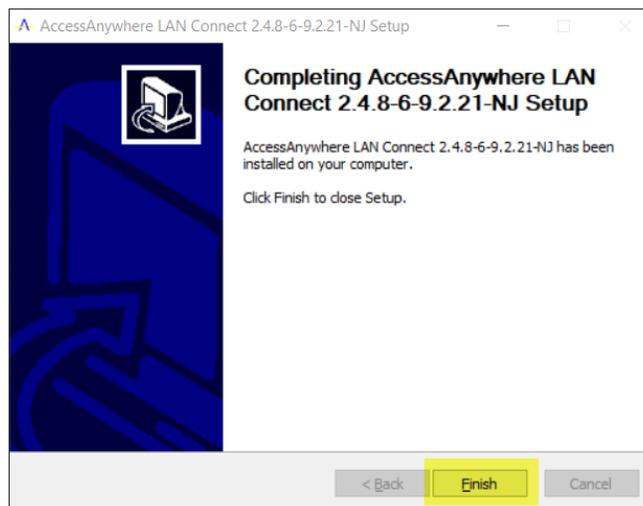


7. On the configuration screen, enter the VPN site name (moneysolver), your userID and your recently set VPN password + authenticator code.



IMPORTANT: If the install fails, it is because you entered the site name, userID or password incorrectly. Close the installer then run it again.

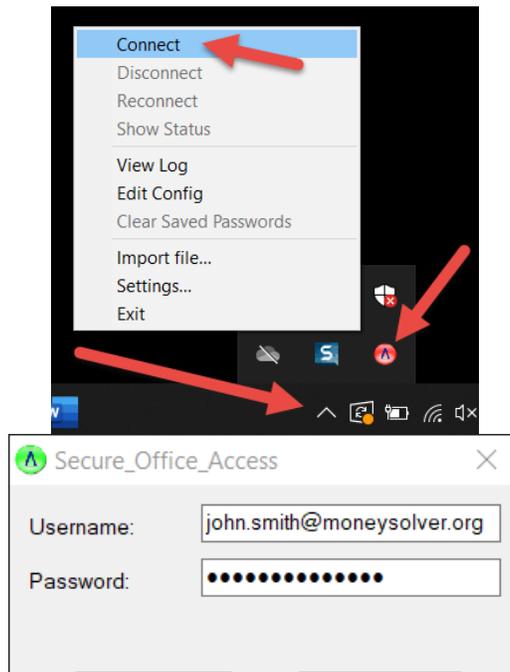
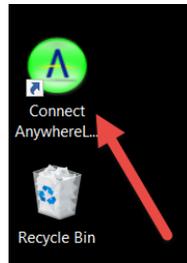
8. Finally click the **finish** button.



Connecting

1. Double click the shortcut on your desktop called Connect AnywhereLAN.
2. Enter the same UserID and password used in the install wizard.

NOTE: The login screen should show up but if it does not, you can find the icon in your task tray (bottom right corner of your screen), right click on the icon then choose “connect”.



3. You should now be connected. You can validate your connection by finding the icon in your task tray and checking the color of the icon. (green)

NOTE: The color of the icon in the task tray indicates the connection status:

Red = Disconnected

Yellow = In the process of connecting

Green = Connected