

Setup Your Cybersecurity Awareness Program in Just a Few Steps

Training & Phishing Awareness Program Onboarding

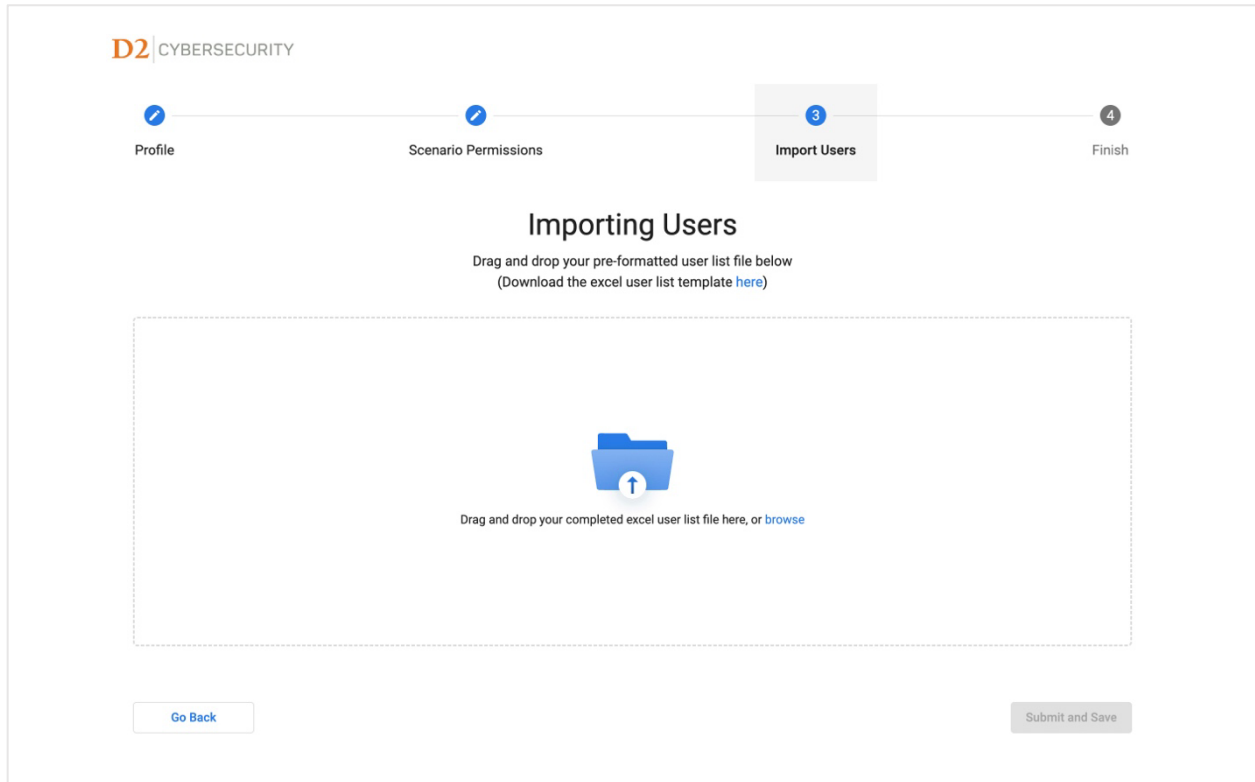
The following instructions will guide you through the initial steps of setting up your D2 Cybersecurity Awareness program. If you have not already done so, please begin by creating a profile on our Insight Portal. You can access the portal via the invitation link sent to the email address you provided. The Insight Portal is where you will upload your user list, manage your users, and check the progress of your municipality during training.

After creating a profile on our Insight Portal, follow these steps to complete enrollment:

1. Sign into Insight

The image is a composite of two parts. On the left is a screenshot of the D2 Cybersecurity Insight Portal login page. It features the D2 Cybersecurity logo at the top, followed by the heading 'Sign in to your account'. Below this are two input fields: 'Email *' with the value 'jwilliams@website.org' and 'Password *' with masked characters. There is a 'Forgot Password?' link and a blue 'Continue' button. At the bottom, it says 'Insight Version 6.4' and provides links for '©2023 D2 Cybersecurity', 'Contact Support', and 'Privacy & Terms'. On the right is a photograph of an office environment with several people working at desks. Overlaid on this photo is the text: 'Cybersecurity risk reduction begins with increased human awareness and minimized infrastructure exposure'. Below this text is a 'Follow us' link with a LinkedIn icon.

2. Complete and upload your user list
 - **NOTE:** If you are **ONLY** participating in training, **DO NOT** go onto Step 3. Contact eliu@d2cybersecurity.com once you have completed Step 2.



3. Have your IT Team/MSP whitelist the email domains and IP addresses listed below. Additional information on the whitelisting process can be found on our [FAQ page](#).
 - 162.218.211.6 (*D2's Phishing Simulation address*)
 - 72.236.151.35 (*D2's Main Contact address*)
 - mailsupportsystems.com
 - trackingsupportservices.com
 - payrollsupportadmin.com
 - messageservicesadmin.com
 - emessageadmin.com
 - helpdesksupportgroup.com
4. Email eliu@d2cybersecurity.com to confirm that whitelisting has been completed
5. Await test phishing simulation emails to confirm successful whitelisting