First-time SSO user instructions for My FCCI Apps
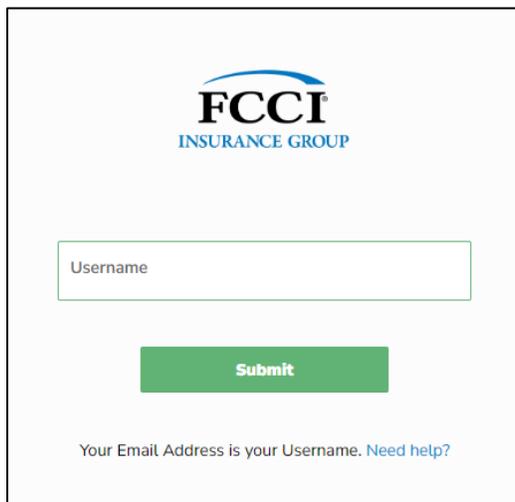
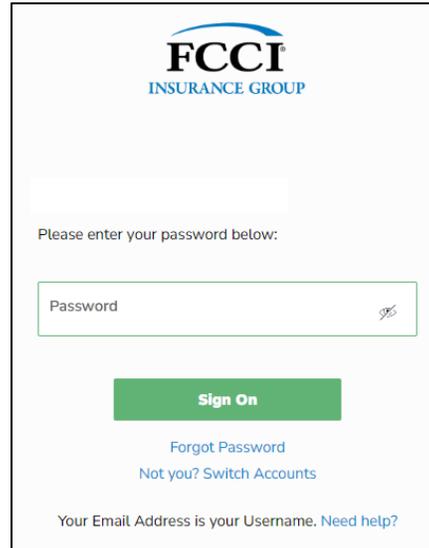1. **Go to the new My FCCI Apps landing page, https://apps.fcci-group.com/myapps.**
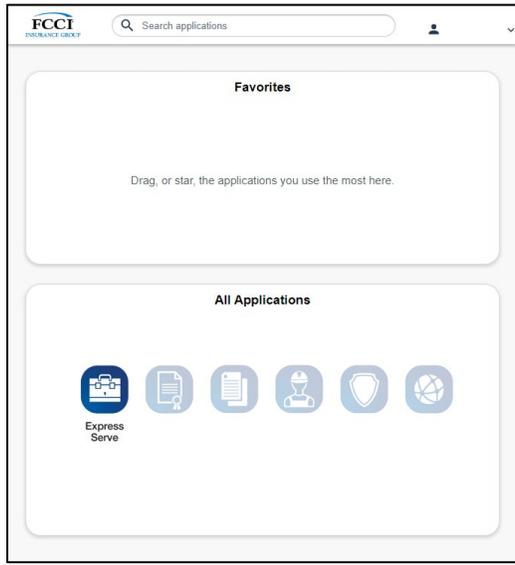
Users will only see the application icons for those to which you have authorized access.

The My FCCI Apps landing page is also at the bottom of FCCI's website. **The link may be bookmarked in a browser for easy access.**
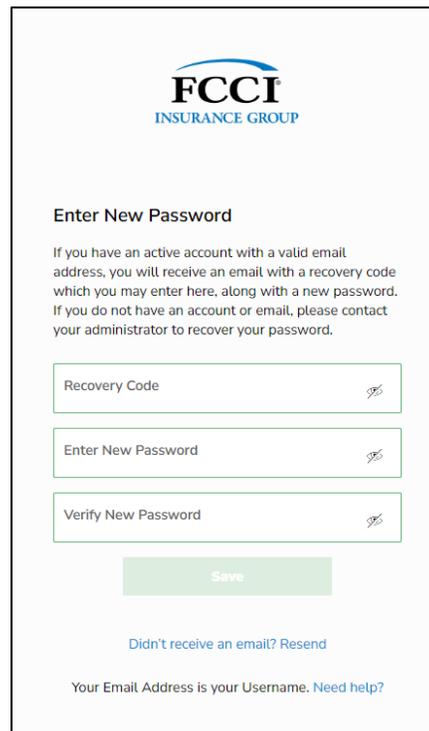
2. **Enter your email as the username and click Submit.**

3. **Click Forgot Password.**

4. **Enter your new password twice and click Save.**

You will receive an email from My FCCI Apps with a six-digit MFA passcode.

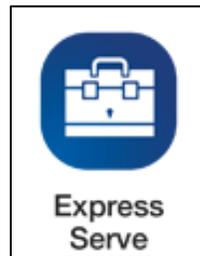**5. Enter the passcode into the Passcode field and click Sign On.**

If you do not receive the email, check that it didn't get caught in your spam/junk email folder.

6. Accept the Terms and Conditions then click Continue.

You will now be logged into the **My FCCI Apps** landing page.
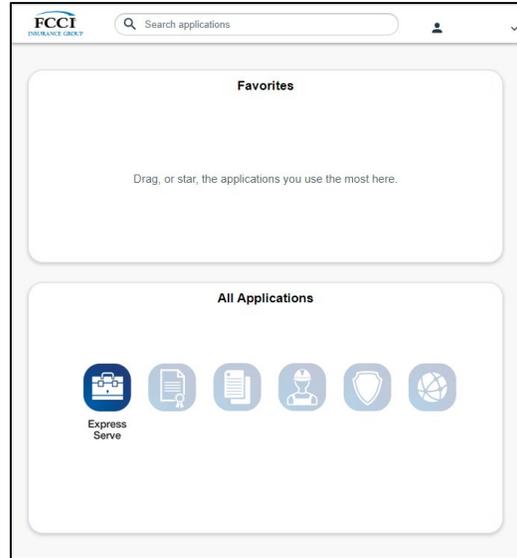
7. Click the ExpressServe icon.

If you do not have an active session, you will need to click on the icon to open the application.

Afterward, once you have authenticated and the session is active, you will be directed straight to the application.

Notes:

Once you have an active session, it will remain active on that device for seven (7) days or until you manually log out. This will allow you to bypass entering credentials after clicking on the links.

Terms and Conditions only need to be accepted on initial log-in OR if the Terms and Conditions change.

8. **On the left side of the screen, click 'Switch Account' or 'Switch Agency' to access additional accounts.**
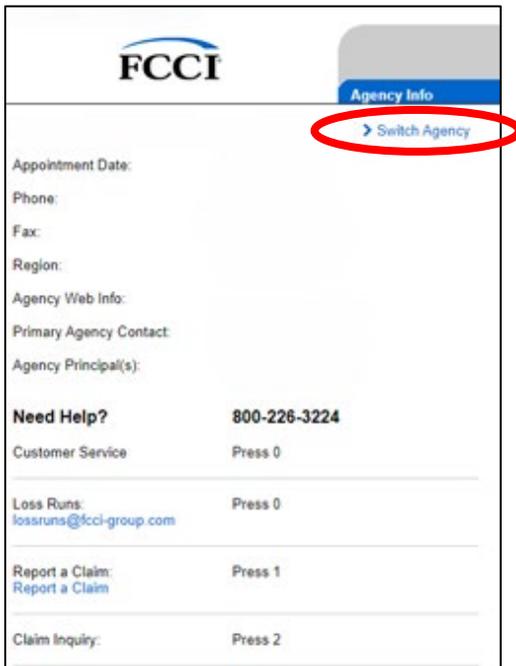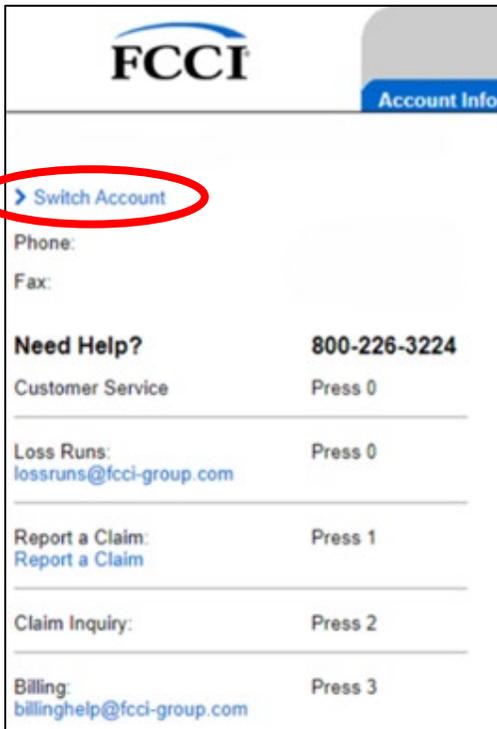
If you need assistance with logging into My FCCI Apps, email **help@fcci-group.com**.