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INTRODUCTION

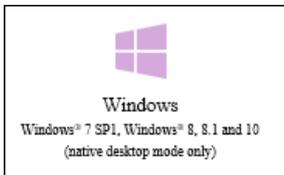
This guide explains how to install, register and use the Symantec VIP soft token on your home computer (Windows OS). With your soft token you can log on to the **HL Access Portal**, **Remote Office**, **Outlook on the web** or other applications such as **Chrome River**, **my Choice** and **my Financial Wellbeing**.

The process includes the following steps:

1. Download the **Symantec VIP** app to the computer.
2. Register the device with Symantec VIP by contacting the **Technology Support** team.
3. Access the **HL Access Portal**, **Remote Office**, **Outlook on the web** or other applications (for example, **my Choice**) using the soft token on your computer.

INSTALL SYMANTEC VIP ON YOUR COMPUTER

1. Launch the internet browser and go to: <https://vip.symantec.com/>
2. Click **DOWNLOAD**.
3. From the **Choose your options** dialog, under **VIP Access for Computer**, click **Windows**.



4. A message will display prompting you to run or save **VIPAccessSetup.exe**, click **Save**.



5. Once the file has been saved, click **Open folder**.
6. Double-click **VIPAccessSetup** (this may display as **VIPAccessSetup.exe**).
7. A **Do you want to allow this app to make changes to your device?** message displays, click **Yes**.

8. From the **Welcome to the VIP Access Setup Wizard** screen, click **Next**.
9. From the **License Agreement** screen, select the **I accept the terms in the license agreement** option.
10. Click **Next**.
11. From the **Select Install Location** screen, click **Next**.
12. Click **Install**.
13. Click **Finish**.

i Once installed, the **VIP Access** application icon displays on the desktop.



REGISTER YOUR COMPUTER WITH SYMANTEC VIP

Contact the **Technology Support** team to register your device with Symantec VIP.

- For **International LLP**: dial extension **5000** or **+ 44 (0) 207 296 5000**
- For **U.S. LLP**: dial extension **5911** or **+1 202 637 5911**.

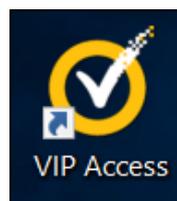
i Up to five different devices can be registered.

LOG ON TO HL ACCESS PORTAL

The **Hogan Lovells Access Portal** provides easy access to Hogan Lovells remote working and web applications.

To log on to HL Access Portal:

1. From the desktop, double-click **VIP Access** to open the application.



- ① You will need the six digit **Security Code** from your Symantec VIP token to log on to the **HL Access Portal**.



2. Launch the internet browser and go to <http://hlaccess.hoganlovells.com>.

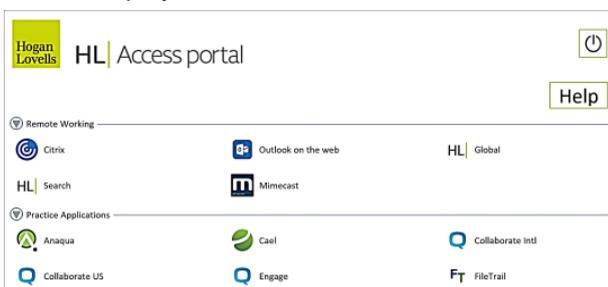
- ① The **Secure Logon for Hogan Lovells LLP** screen displays.

3. Enter the following details to log on:

Domain\Username	<ul style="list-style-type: none"> For HLI LLP users: Type adslocal\network username, for example, adslocal\millerar For HLUS LLP users: Type hh\network username, for example, hh\smithjo.
Password	Enter your network password .
Security Code	Enter the six digit code from your Symantec VIP token.

4. Press **Enter** or click **Sign in**.

- ① Once logged in, the **HL Access Portal Home** screen displays.



5. To access an application, click the required application icon to launch it.

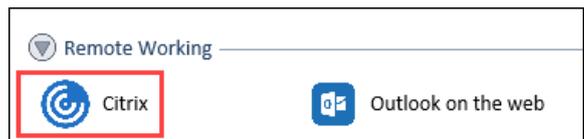
LOG ON TO REMOTE OFFICE

Remote Office (Citrix) enables you to work with many of the firm's systems (including Outlook, HLGlobal and the Document Management System) when you are away from the office.

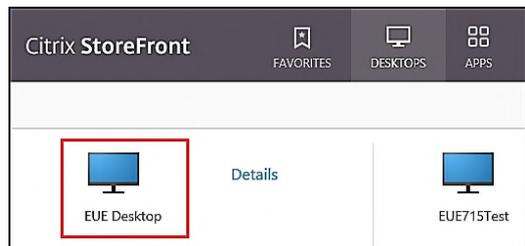
- ⚠ It is important that the most current Citrix client file is installed to ensure that all systems work correctly within the Citrix environment. For more information on installing the Citrix client, refer to the supporting material which can be found on the [Remote Working Support Documents](#) site.

To log on to Remote Office:

- Follow steps 1 to 4 in the **Log on to HL Access Portal** section on page 1.
- From the **HL Access Portal**, under the **Remote Working** section, click **Citrix**.



- ① From the **Citrix Storefront** screen, click once on the published desktop you wish to use, for example, **EUE Desktop**.



- ① Refer to the relevant guides below for more information on using Remote Office:

- › [Remote Working - Using Remote Office - Windows PC guide](#)
- › [Remote Working - Using Remote Office - Apple MAC guide](#)

LOG ON TO OUTLOOK ON THE WEB (OUTLOOK WEBMAIL)

If you only require access to your Outlook emails, you can log on to **Outlook on the web** (Outlook webmail):

- Follow steps 1 to 4 in the **Log on to HL Access Portal** section on page 1.

- From the **HL Access Portal**, under the **Remote Working** section, click **Outlook on the web**.



- The **Outlook on the web** home screen displays where you will have access to your outlook emails.

**LOG ON TO OTHER APPLICATIONS:
CHROME RIVER, MY CHOICE AND MY
FINANCIAL WELLBEING**

You can log onto applications such as **Chrome River**, **my Choice** and **my Financial Wellbeing** via the **HL Access Portal** or via the relevant URLs.

LOG ON VIA THE HL ACCESS PORTAL

- Follow steps 1 to 4 in the **Log on to HL Access Portal** section on page 1.
- From the **HL Access Portal**, under the **Admin Applications** section, click the required application.

APPLICATION	DESCRIPTION
Chrome River	<ul style="list-style-type: none"> HLI LLP users: click the  icon to launch the application. HUS LLP users: click the  icon to launch the application.
my Choice	HLI LLP users only: click the  icon to launch your my Choice page.
my Financial Wellbeing	HLI LLP users only: click the  icon to launch the my Financial Wellbeing portal.

- You are logged in automatically and the home page for the relevant application displays.

- When launching **Chrome River** for the first time, **Adobe Flash Player** will need to be installed. The following dialogs will display:

- System Setup** dialog: click **Next**.



- Adobe Flash Player Settings** dialog: click **Allow**.



Once logged on, the **Dashboard** displays.

LOG ON THE RELEVANT URLS

- Launch **Internet Explorer**.
- Enter the relevant URL for the application you wish to access. Refer to the below table for the URL details:

APPLICATION	URL
Chrome River (HLI)	http://chromeriverintl.hoganlovells.com
Chrome River (HUS)	http://chromeriverus.hoganlovells.com
my Choice	https://mychoice.hoganlovells.com
my Financial Wellbeing	https://myfinancialwellbeing.hoganlovells.com

- The **Secure Logon for Hogan Lovells** screen displays.



3. Enter the following details to log on:

Domain\Username	<ul style="list-style-type: none">For HLI LLP users: Type adslocal\network username, for example, adslocal\millerarFor HLUS LLP users: Type hh\network username, for example, hh\smithjo.
Password	Enter your network password .
Security Code	Enter the six digit code from your Symantec VIP token.

4. Press **Enter** or click **Sign in**.

- i** The home page for the relevant application will display.
- i** When launching **Chrome River** for the first time, **Adobe Flash Player** will need to be installed. The following dialogs will display:
 - System Setup** dialog: click **Next**.



- Adobe Flash Player Settings** dialog: click **Allow**.



Once logged on, the **Dashboard** displays.