How to associate your ID Card with Toshiba e-Follow

1. Swipe your ID card over the card reader sensor. The reader will beep and display the Associate New Card screen a few seconds later.



- 2. Enter your unique PIN code or your full email and password. To switch to your preferred login method, press the **[USER/PASSWORD]** or the **Key** button.
- 3. Once you have entered your login details, press the [**OK**] button. This is a one-time only process.



4. Your ID card is now associated with Toshiba e-Follow.

For any further information or support, please log a ticket on the ITS Helpdesk.