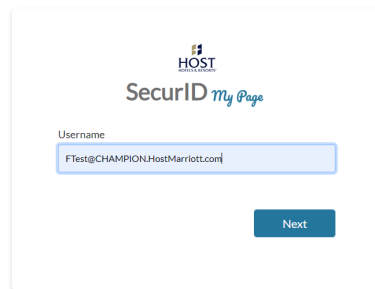
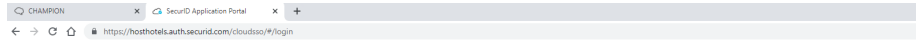


# RSA SecurID Authenticate App – Synchronizing New Device & Deactivating Old Device

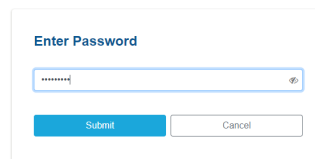
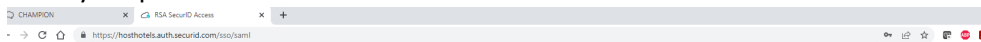
To setup a new device when you already had a pre-existing device setup (i.e., you got a new cell phone), follow the steps below:

## First you must deactivate your old device from RSA

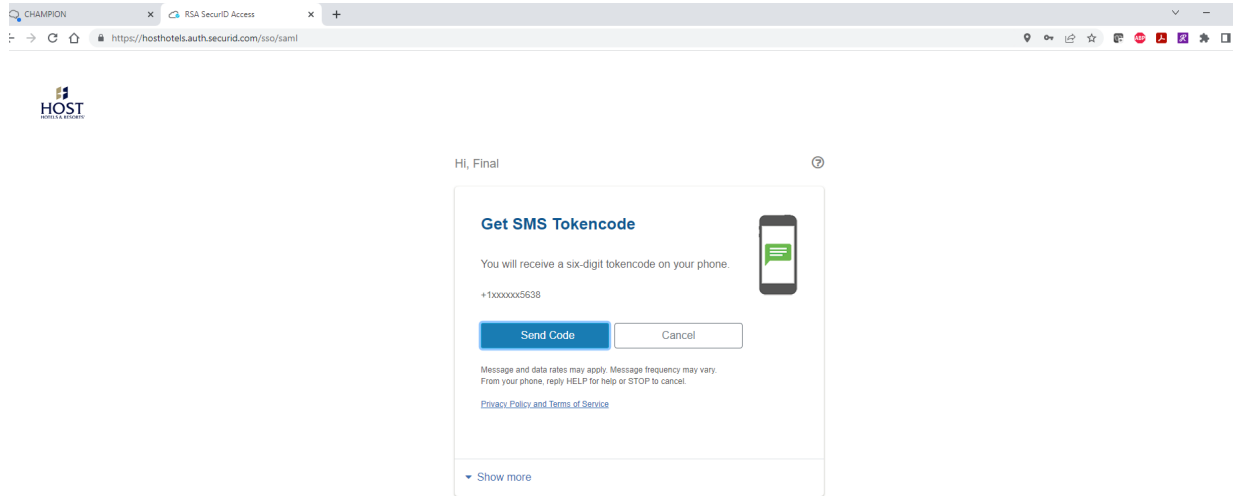
- 1) Go to <https://myrsapage.hosthotels.com>
- 2) Enter your Microsoft Online Account ([Username@CHAMPION.HostMarriott.com](mailto:Username@CHAMPION.HostMarriott.com)) and click “Next”



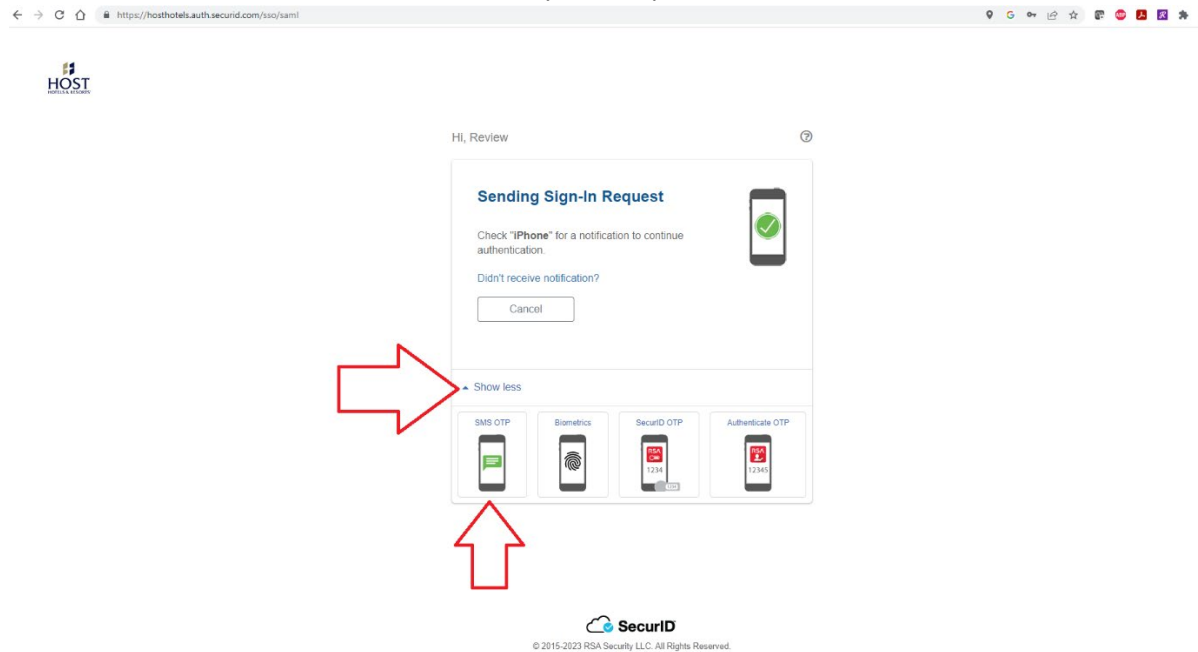
- 3) Enter your password and click “Submit”



4) A notification should display to send a text to your phone number to validate. Click “Send Code” and a text should send to your phone number.



a. If you do not see your cell phone number displayed with a “Send Code” button and instead still see that RSA is trying to authenticate with your old device, click the “Show more” button at the bottom of the box. You should then have an option to click “SMS OTP.” This will prompt you to then click a button to “Send OTP” to your cell phone number. Click “Send OTP”



Hi, Review

### Get SMS OTP

You will receive a six-digit OTP on your phone.

+1xxxxxx5638

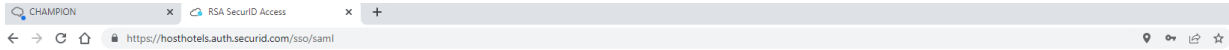
Message and data rates may apply. Message frequency may vary.  
From your phone, reply HELP for help or STOP to cancel.

[Privacy Policy and Terms of Service](#)

▼ Show more

b. Note: If the phone number displayed does not match your current cell number, please reach out to [CHAMPION.Help@HostHotels.com](mailto:CHAMPION.Help@HostHotels.com)

5) Enter the code on your phone into the box and click "Submit"



Hi, Final

### Enter SMS Tokencode

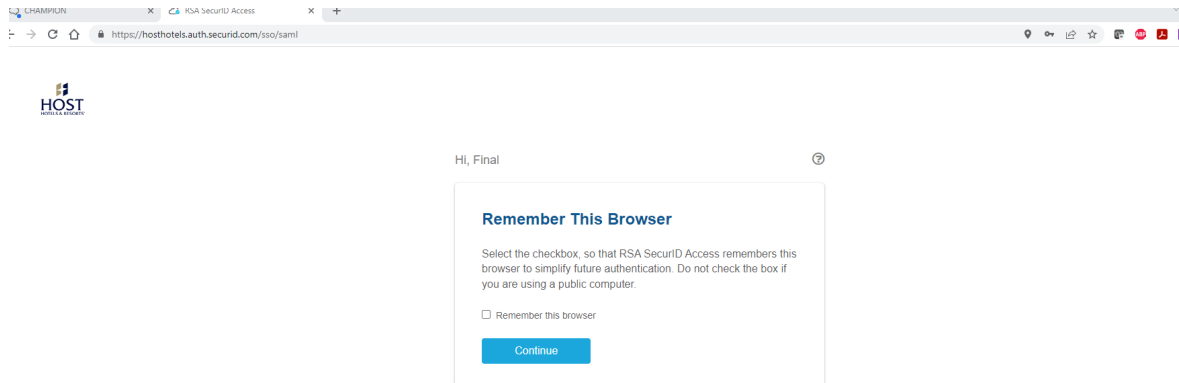
Enter the six-digit tokencode sent to your phone.

+1xxxxxx5638

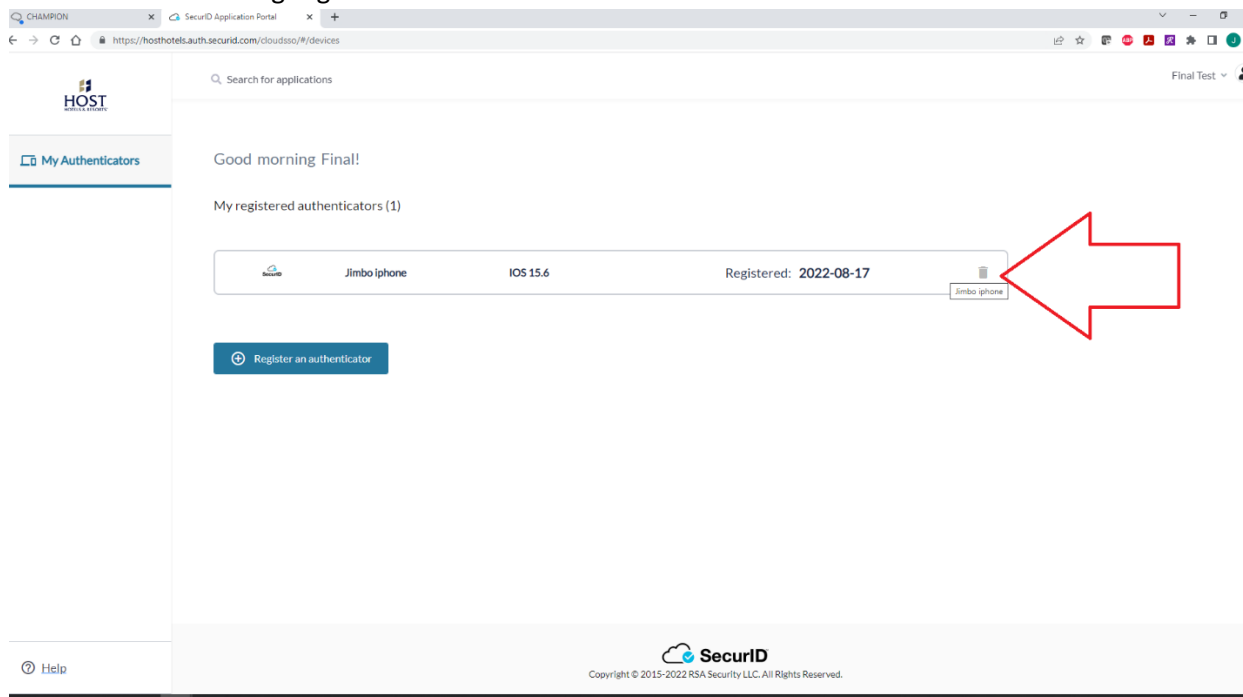
Resend code

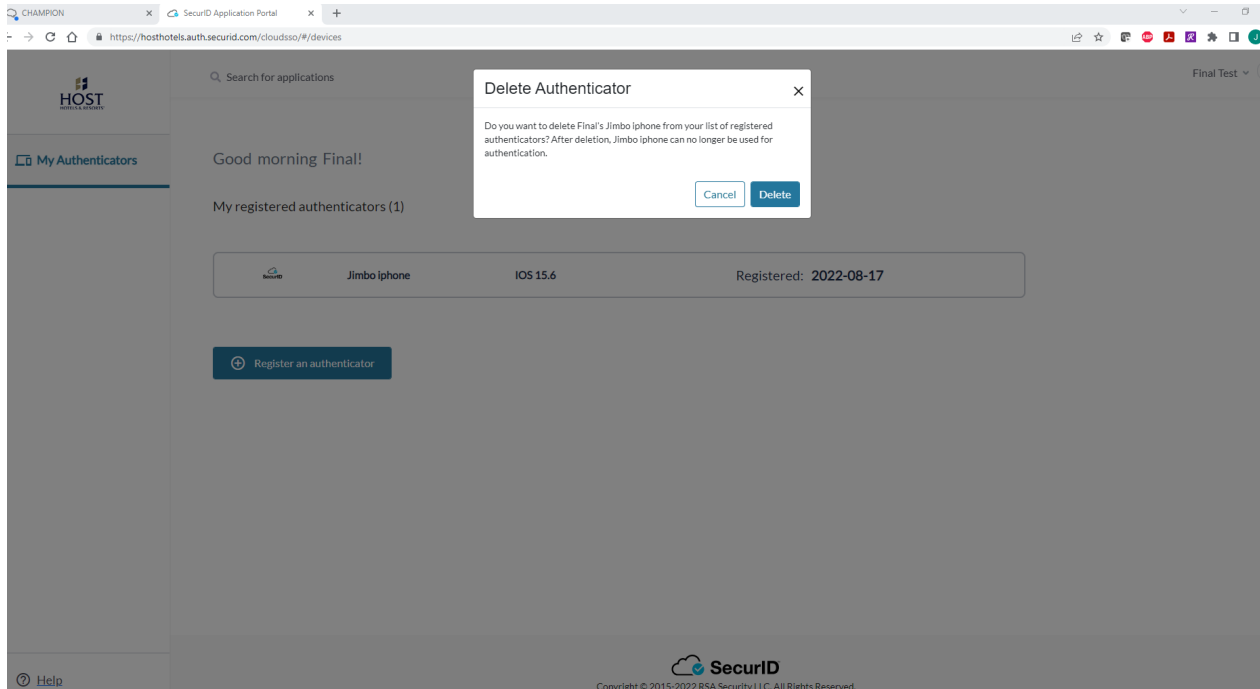
▼ Show more

6) Click "Continue"



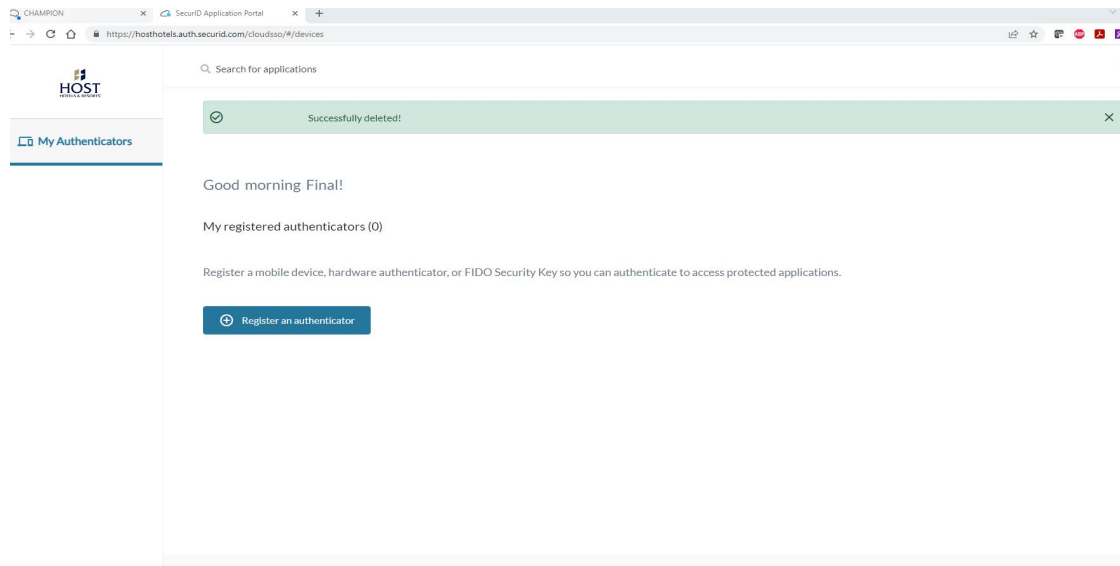
7) Hover over the existing registered device line item and then click on the trash bin icon and click "Delete"





## Now you can register your new device

- 8) On the same computer screen after deleting your previous device, click on the "Register an Authenticator" button.
  - a. **Note:** If you accidentally closed this browser window or it timed out, fall back to step 1 from above to log back into this window.



9) Click on the "RSA Authenticate App" icon and click the "Register" button

The screenshot shows a web browser window with the URL <https://hostotels.auth.securid.com/cloudsso/#/enroll>. The page header includes the HOST logo and a search bar. The main content area is titled "Register an authenticator" and contains the following elements:

- A "Back" button with a left-pointing arrow.
- The text: "To access your applications, you need to register an authenticator".
- A link: [See how it works](#).
- The text: "Choose an authenticator to register:".
- A selection card for "Authenticate App" featuring the RSA logo and a blue checkmark in the top-left corner.
- A large blue "Register" button.

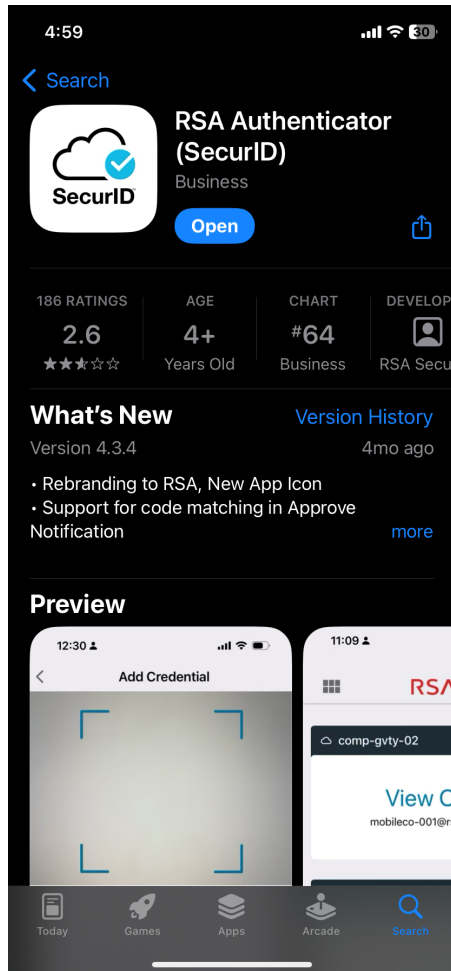
The footer of the page displays the SecurID logo and a "Help" link.

10) If you haven't already done so, on your new device download the RSA Authenticator app from the app store. If you have this app on your phone ready to go, skip to step 11.

**Note:** Search for "RSA Authenticator."

**Apple App Store Link:** <https://apps.apple.com/us/app/rsa-authenticator-securid/id318038618>





**Google Play App Store Link:** [https://play.google.com/store/apps/details?id=com.rsa.securidapp&hl=en\\_US&gl=US&pli=1](https://play.google.com/store/apps/details?id=com.rsa.securidapp&hl=en_US&gl=US&pli=1)



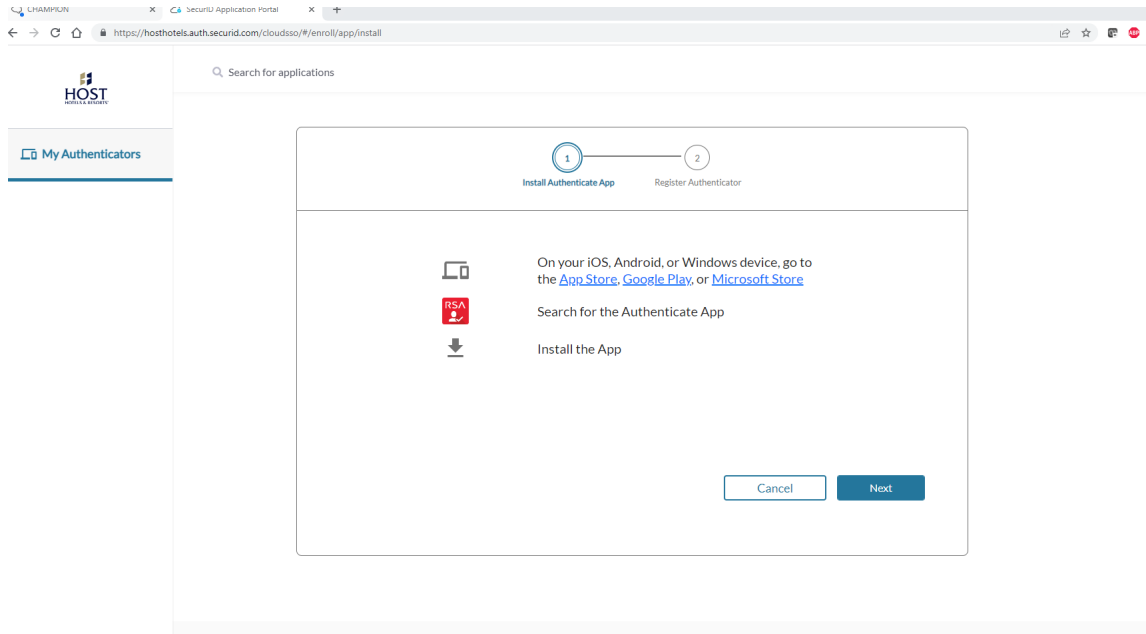
A screenshot of the Google Play Store page for the RSA Authenticator (SecurID) app. The app has a 3.5 star rating from 16.4K reviews and over 5M downloads. It is rated 'Everyone'. The page features an 'Install' button, 'Share', and 'Add to wishlist' options. Below the main content is a 'Preview' section showing a sequence of six screenshots illustrating the app's workflow: 1. Welcome screen with 'Get started' button. 2. 'Add Credential' screen with fields for 'Registration code or QR', 'Email address', and 'Organization ID'. 3. 'MFA token' screen showing a 6-digit token '2274 2157'. 4. 'PIN/Pat token' screen showing a 6-digit token '9155 1495'. 5. 'Verify your Sign in request' screen with a list of requests and a 'Select the Code shown to sign in.' prompt. 6. A confirmation screen with 'Reject' and 'Approve' buttons. To the right of the Google Play page is a separate SecurID logo featuring a cloud with a checkmark inside a circle.

App support ▾

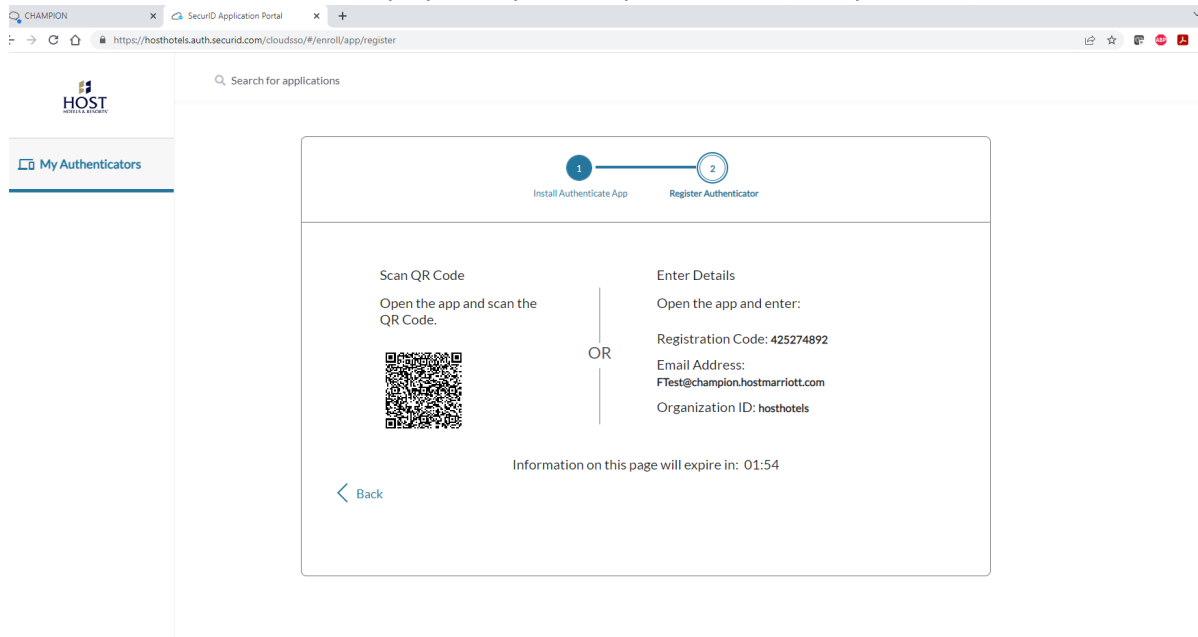
Similar apps →

-  Okta Verify  
Okta Inc.  
4.5 ★
-  Mobile Passport Control  
U.S. Customs and Border Protection  
4.9 ★
-  Microsoft Authenticator  
Microsoft Corporation  
4.6 ★
- 

11) On your computer screen, Click the “Next” Button.

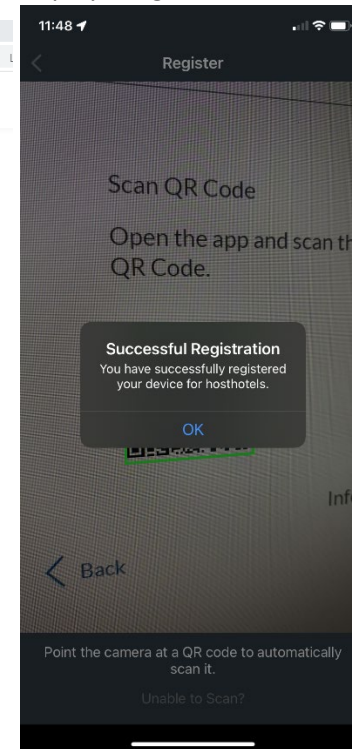
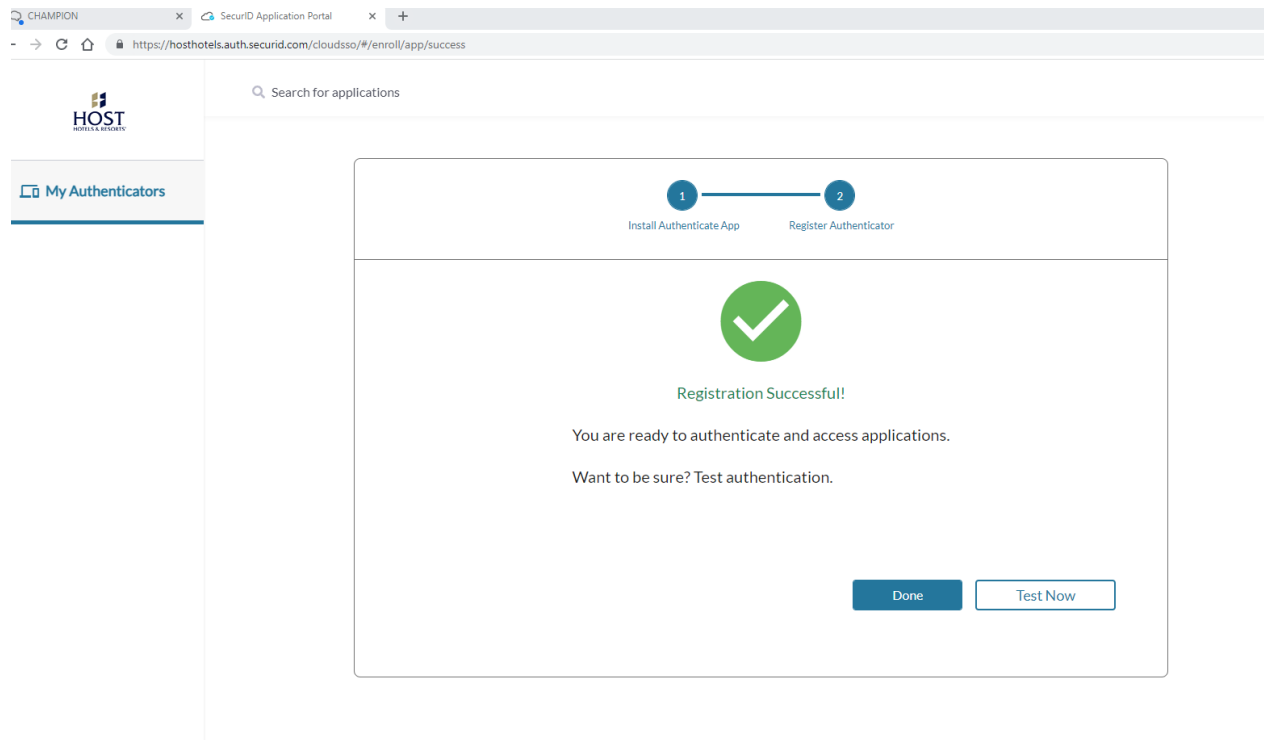


12) Open your RSA SecureID app on your new device and click “Scan QR Code” button within the app on your device to open the camera ability of your device. Scan the code that is displayed on your computer screen (example below).





13) Your device should then register and then display “Successful Registration” and your computer should also display “Registration Successful”



**Your new device is now synced!**

You can now click OK on your phone and close the RSA app and close the browser on your computer and successfully navigate to CHAMPION. The steps below explain how to successfully log into CHAMPION.

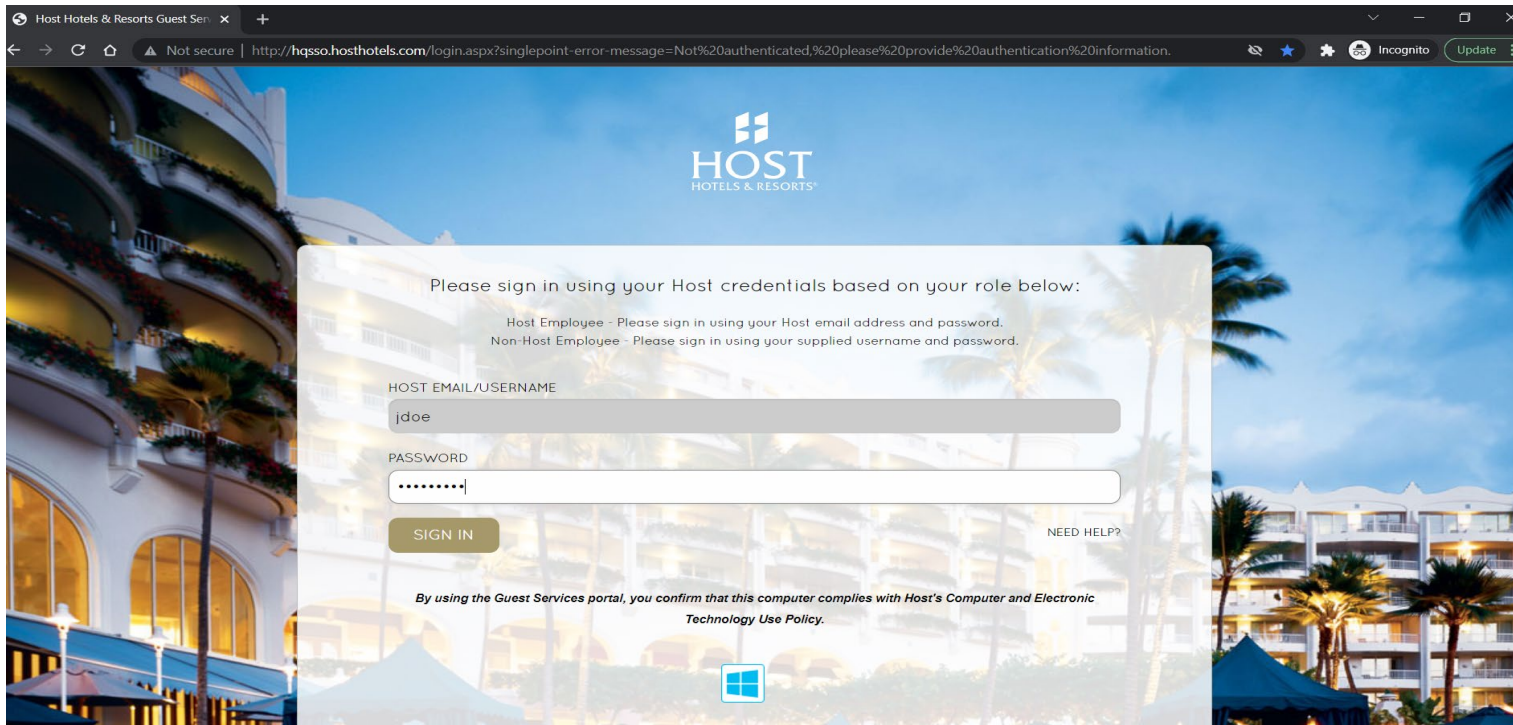
# Logging into CHAMPION

**Step 1 :** Navigate to <https://Champion.HostHotels.com>

**Step 2:** Enter your Username supplied in your CHAMPION Onboarding email (Ex: HHotels)

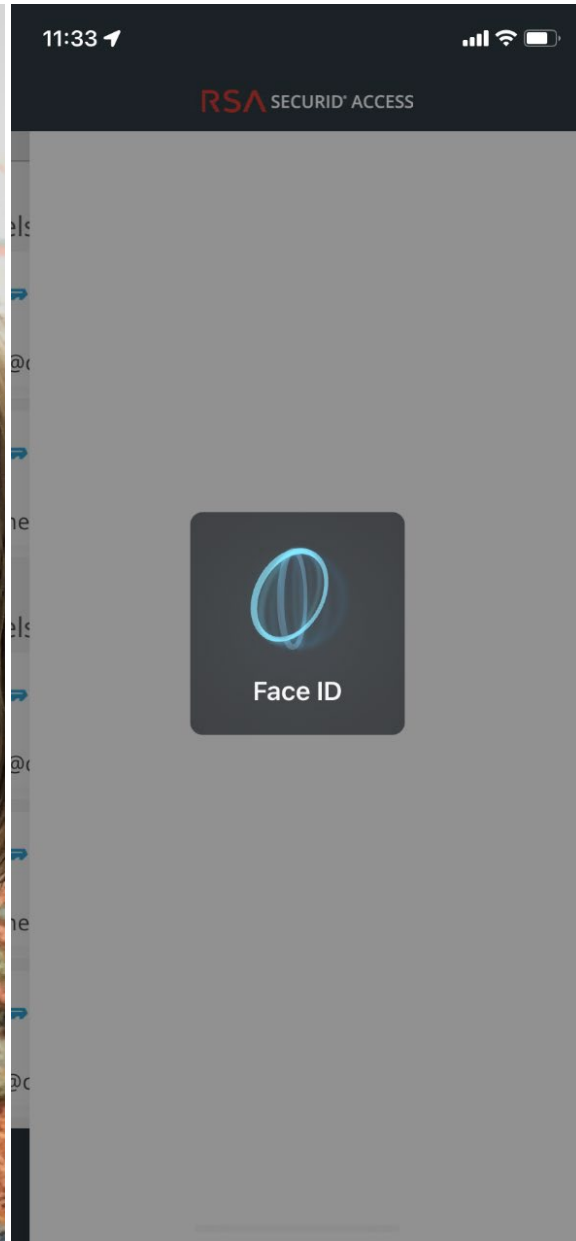
**Step 3:** Enter your permanent password that you setup from Step 1 above

**Step 4:** Click “Sign In”



**Step 5:** You will receive a prompt on your cell phone to validate the authentication process via the RSA app.

Open the RSA Authenticate app. Depending on your phone features, either click the approve button or use your Facial ID to approve.



**You are now in CHAMPION!**



**Inbox**  
All Your Pending Activities  
Awaiting Review



**Overview**  
High Level View Of Active  
Items Related To You



**Property Management**  
Search Property Related  
Information



**10 Year & Scope Management**  
Search 10 Year & Scope  
Related Information



**ETS Management**  
Engineering Technical  
Services Asset Information



**Project Management**  
Active and Historical Projects  
Search & Reports



**Cash Flow**



**CapEx Contract**



**AM Contract**