

IP Whitelisting Instructions

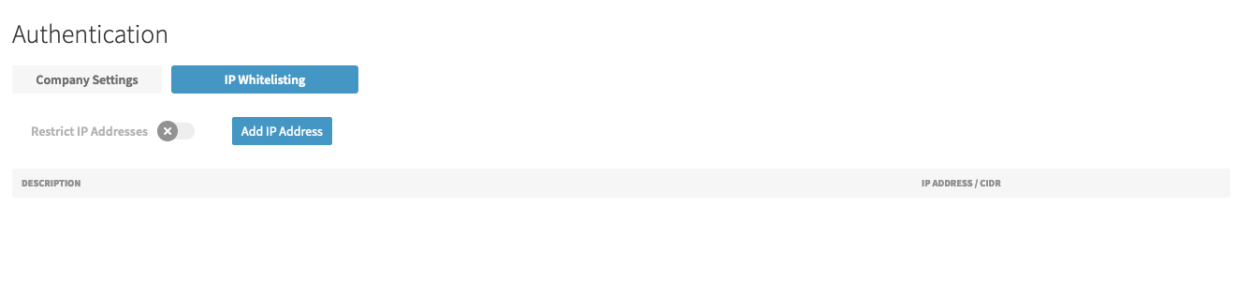
If you would like to use IP Whitelisting within your organization, please contact your Customer Success Manager to ensure the capability is enabled for your organization. Once that is done, follow these instructions.

Note that once IP Whitelisting is enabled, only users accessing PerformYard from a valid IP address will be able to get into their PerformYard account. All others will be locked out and provided the following message.

ⓘ You are not allowed to access PerformYard from your current IP address; please log in from an approved IP address to continue.

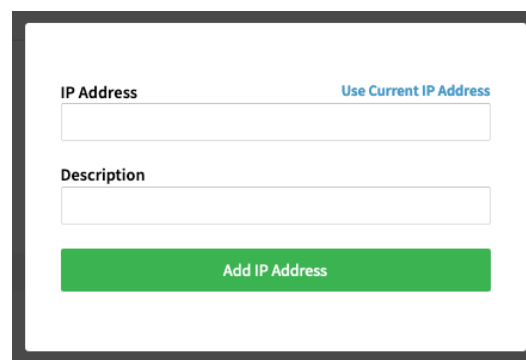
We recommend you communicate this requirement to all of your users prior to enabling the IP whitelisting capability. PerformYard Support will be unable to assist your users should they contact us regarding their inability to log in, and we will not be able to communicate to them what your approved locations are.

Step 1: Navigate in PerformYard to the Authentication section of Administration, and select the IP Whitelisting tab.



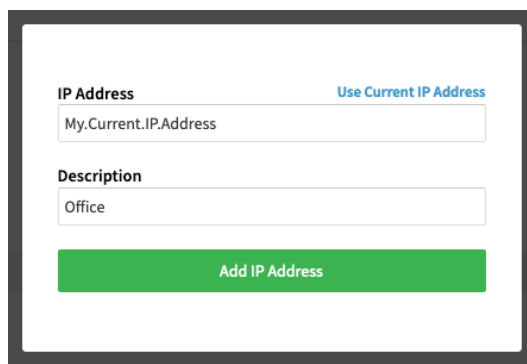
The screenshot shows the 'Authentication' section of the PerformYard administration interface. It features two tabs: 'Company Settings' and 'IP Whitelisting', with the latter being selected. Below the tabs, there is a toggle switch for 'Restrict IP Addresses' which is currently turned on, and a blue button labeled 'Add IP Address'. At the bottom, there is a table with two columns: 'DESCRIPTION' and 'IP ADDRESS / CIDR'.

Step 2: Click *Add IP Address* to begin populating the list of approved IP addresses.



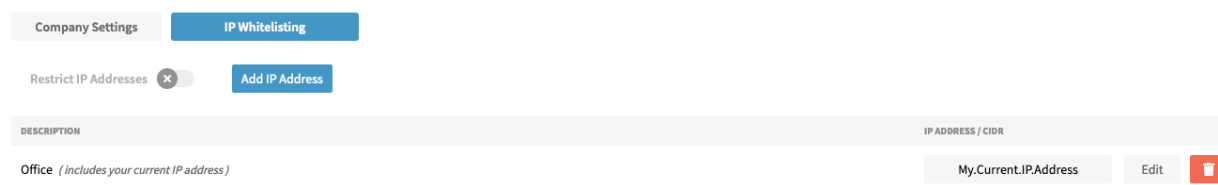
The screenshot shows a modal form for adding a new IP address. It contains two input fields: 'IP Address' and 'Description'. The 'IP Address' field has a blue link 'Use Current IP Address' next to it. Below the input fields is a large green button labeled 'Add IP Address'.

Step 3: Enter the first IP Address and provide a descriptive name of that address (e.g. Office). You may also use the shortcut that says *Use Current IP Address* to populate the address from where you are currently logged in. This is helpful to ensure you do not lock yourself out of the account by failing to enable your current location. Click *Add IP Address*.



Step 4: Once you have entered an IP address, you will see it listed.

Authentication



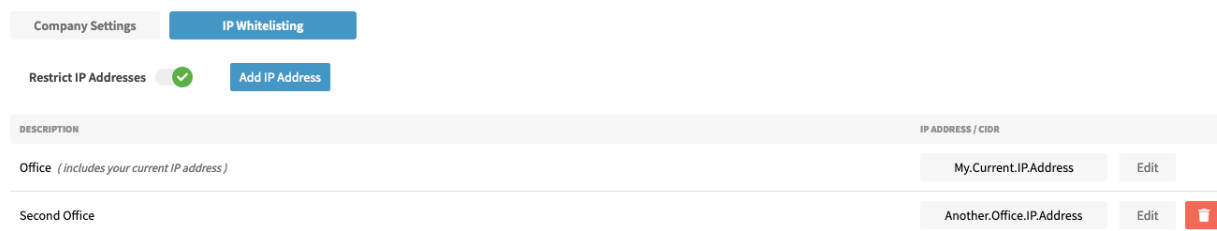
DESCRIPTION	IP ADDRESS / CIDR
Office (includes your current IP address)	My.Current.IP.Address

Step 5: Toggle *Restrict IP Addresses* to enable IP address whitelisting. Note that any users with existing sessions from other IP addresses will be unable to continue their session.

Restrict IP Addresses 

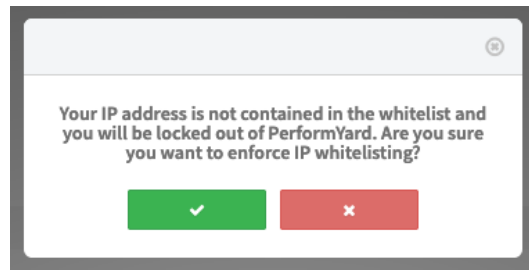
Step 6: Click *Add IP Address* to provide additional approved IP addresses. Note that you can use CIDR to provide a range of addresses as necessary.

Authentication



DESCRIPTION	IP ADDRESS / CIDR
Office (includes your current IP address)	My.Current.IP.Address
Second Office	Another.Office.IP.Address

Step 7: Use the *Edit* or trash can icons to modify or delete approved addresses as needed. Note that you cannot remove your current address while the capability is enabled. However, you may enable the capability without including your current IP address. If you do so, you will be required to confirm after the following message:



Step 8: To disable, toggle *Restrict IP Addresses* to the off position as shown below. When this is done, users will be able to access PerformYard from any IP address.

