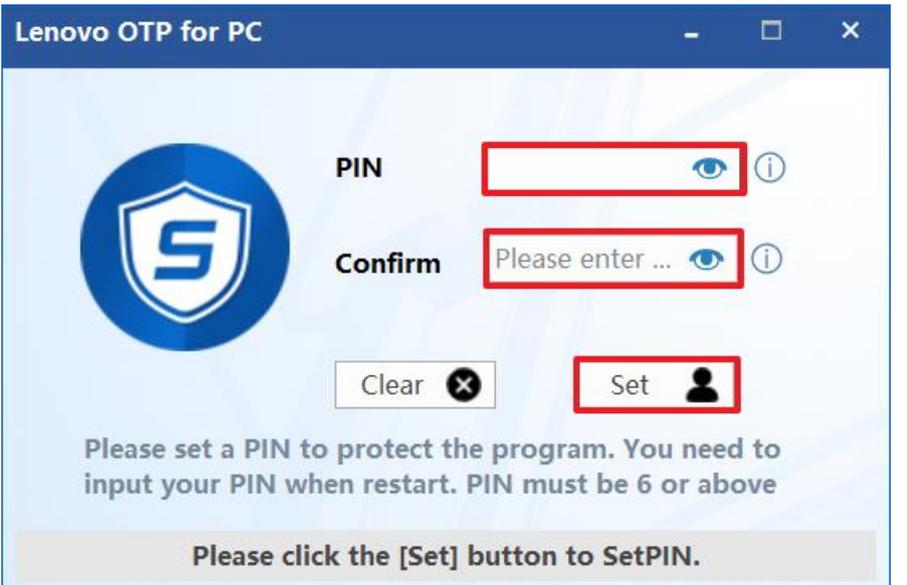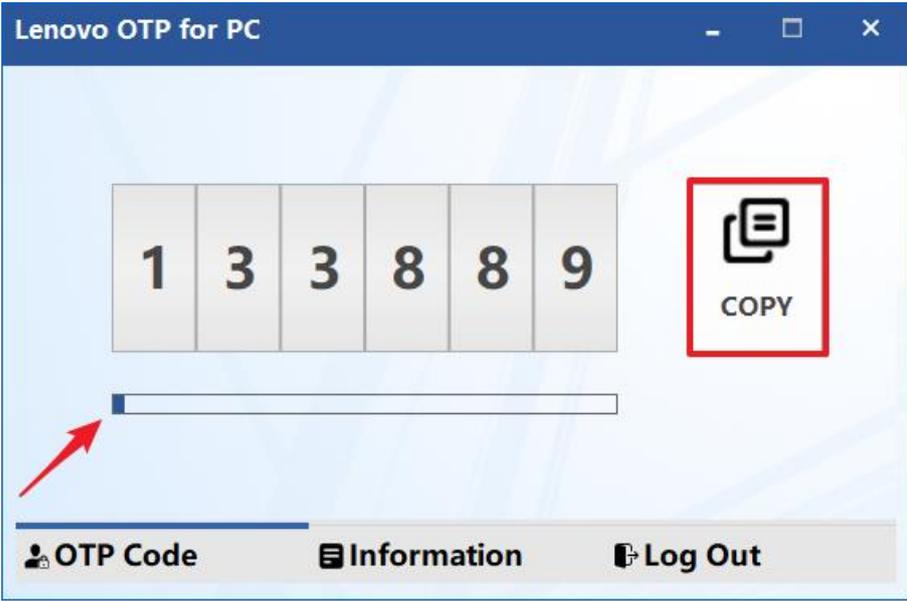# How to register with Windows PC OTP App

Registration with Lenovo Employee ID

users may need to contact HR to obtain their own Employee ID

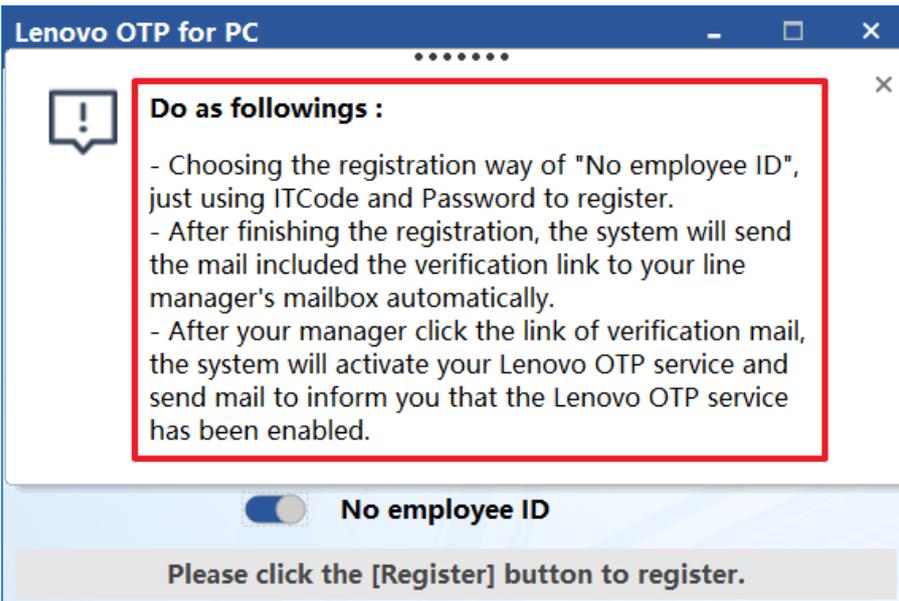| Step 1 Open Lenovo OTP Windows 64-bit PC version, enter the user information	Fill in ITcode, Password, Employee ID and Captcha, then click [Register]
Step 2 Set PIN code	Enter PIN code and confirm, then click [Set] button to complete setting

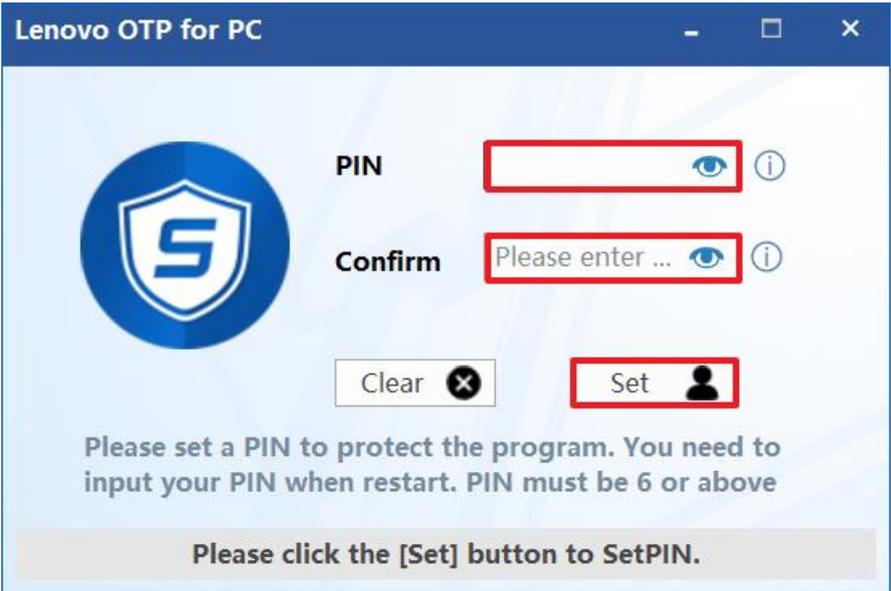|	
Step 3 Registration completed once PIN code is set	Click the [COPY] button, or use the Ctrl+C to copy the OTP code to the system clipboard; lower part is the OTP code refresh timing progress bar **Lenovo OTP for PC** 1 3 3 8 8 9 COPY **OTP Code** **Information** **Log Out**
Step 4 PIN code is required when login Lenovo OTP	**Lenovo OTP for PC** PIN [ ] Clear ⊗ Login 👤 Reset PIN Forget PIN(Re-register) **Please click the [Login] button to Login.**

Registration without Lenovo Employee ID

Notice:

Users who do not have an Employee ID need to switch on the [No Employee ID] option, and then continue the registration.

After users who do not have an employee ID complete the registration, their line managers will receive an activation email from OTPAdmin@lenovo.com; help from managers is required according to the email guidance during the users complete the activation part.
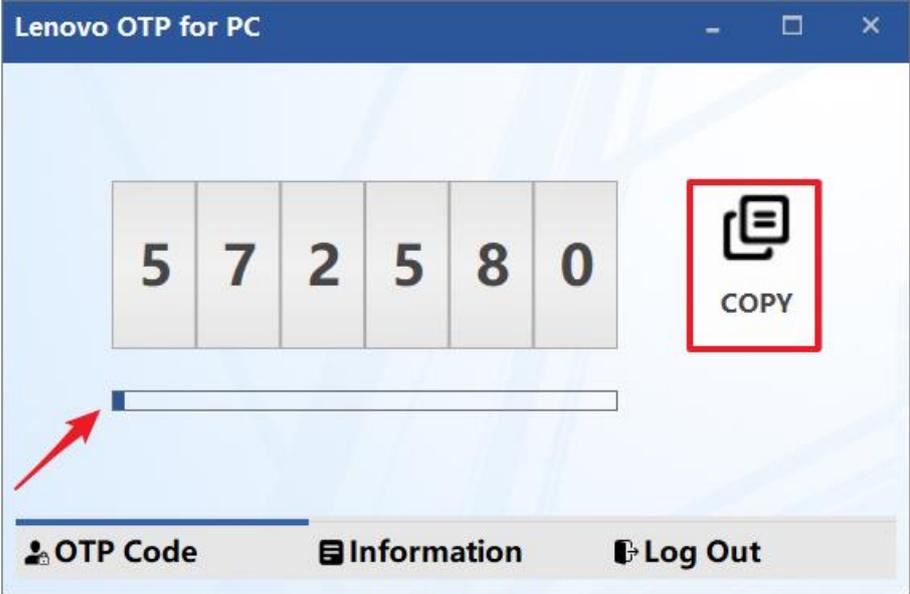
Step 1 Open the Windows64PC version, fill in user information; switch on the [No employee number] option	Fill in the ITcode, Password and Capcha then switch on the [No Employee ID] option **Lenovo OTP for PC** ITCode: ITCode Password: Password Employee ID: Employee ID Captcha: Double click to refr... 5307 Clear Register No employee ID **Please click the [Register] button to register.**
Notice: Here a reminder of the No Employee ID registration procedure pops up. Read it carefully and follow the instruction	The registration procedure of No Employee ID will pop up. Please read it carefully then take actions as the following instruction **Lenovo OTP for PC** **Do as followings :** - Choosing the registration way of "No employee ID", just using ITCode and Password to register. - After finishing the registration, the system will send the mail included the verification link to your line manager's mailbox automatically. - After your manager click the link of verification mail, the system will activate your Lenovo OTP service and send mail to inform you that the Lenovo OTP service has been enabled. No employee ID **Please click the [Register] button to register.**
Step 2	Enter PIN code and confirm, then click [Set] button to complete setting

Set PIN code	
Step 3 Registration completed once PIN code is set	Click the [COPY] button, or use the Ctrl+C to copy the OTP code to the system clipboard; lower part is the OTP code refresh timing progress bar (‼ Note: the OTP code does not take into effect at this time. After user's manager follow the activation instructions sent by OTPAdmin@lenovo.com to activate user's account, the OTP code will be valid for login.)