

INTRODUCTION

This Getting Started Guide provides instructions on accessing the LillyConnect service. LillyConnect is the enterprise solution that enables Lilly workers and contingent workers the ability to securely connect to Lilly resources via the internet from a non-Lilly device using only a web browser.

Prerequisites

To access LillyConnect remotely, you must have:

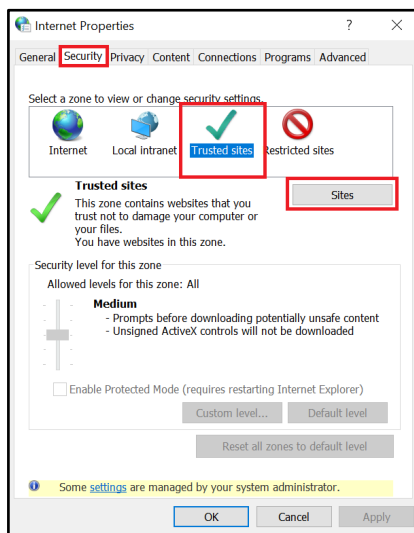
- A Lilly issued username/email, System ID, account domain (e.g., AM, EMA, AP, NA), and password.
- Successfully registered at least two sign-in methods by accessing <https://sspr.lilly.com> and selecting **Register or Manage My Authentication Methods**.
- Been enabled with the Remote Access entitlement within Beeline by your Lilly Sponsor.
- A reliable connection to the internet.

BEFORE YOU CONNECT

We highly recommend you first add Lilly sites as trusted sites in the Control Panel:

NOTE: If you are not able to add the sites because access to do so is blocked by an administrator, you will need to contact your organization's helpdesk/administrator to have the sites added.

1. In Control Panel, navigate to **Network and Internet** then **Internet Options**.
2. Select the **Security** tab and click the **Trusted Sites** icon.
3. While **Trusted Sites** is selected, click the **Sites** button.



4. In the **Add this website to the zone** field, input `https://*.lilly.com`
5. Click the **Add** button.
6. Click **Close**.
7. Click **OK** to exit Internet options.

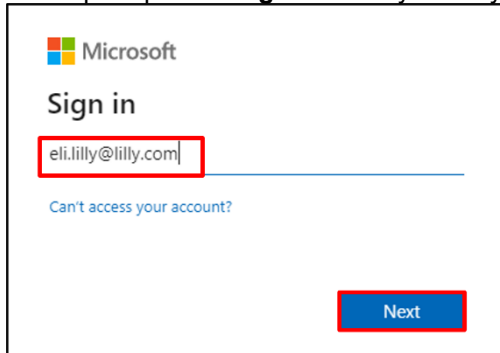
CONNECTING TO LILLYCONNECT

Once the prerequisites have been met, follow these steps to connect to the LillyConnect service:

1. Launch your internet browser and type in **https://lilly.connect.lilly.com**.

NOTE: Any modern browser should work. However, the suggested Lilly browsers are Microsoft Edge, Google Chrome, or Apple Safari.

2. When prompted to **Sign in** enter your Lilly username/email and select **Next**.



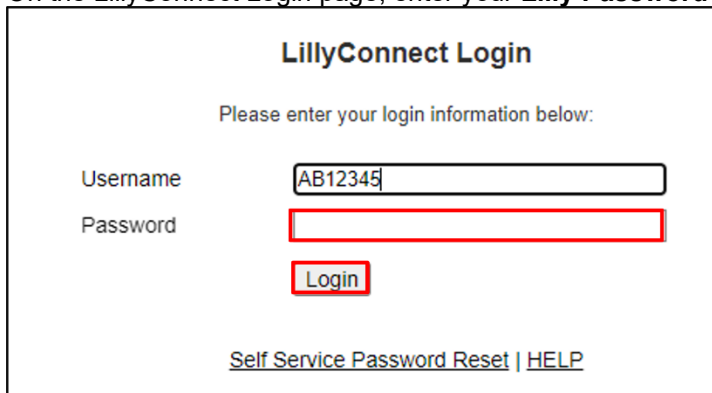
A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "eli.lilly@lilly.com", which is highlighted with a red box. Below the input field is a blue link that says "Can't access your account?". At the bottom right of the page is a blue button labeled "Next", also highlighted with a red box.

3. Enter your Lilly password and select **Sign in**.



A screenshot of the Lilly "Enter password" screen. At the top left is the Lilly logo. Below it is a back arrow and the text "eli.lilly.com". The main heading is "Enter password". Below this is a password input field with masked characters ".....". A blue link "Forgot my password" is located below the input field. At the bottom right is a blue button labeled "Sign in", highlighted with a red box.

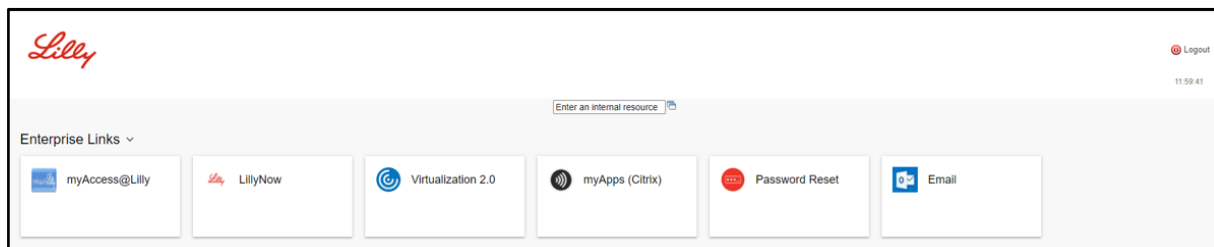
4. When prompted, respond to the multi factor authentication request.
5. On the LillyConnect Login page, enter your **Lilly Password** and select **Login**.



A screenshot of the LillyConnect Login page. The title is "LillyConnect Login". Below the title is the instruction "Please enter your login information below:". There are two input fields: "Username" with the value "AB12345" and "Password" which is empty. The "Password" field is highlighted with a red box. Below the input fields is a red button labeled "Login", also highlighted with a red box. At the bottom of the page are two links: "Self Service Password Reset" and "HELP".

NOTE: If you experience an LC-500 error message, then please try again by typing in your System ID only. Do not include any domain information (such as AM) and do not copy and paste in your System ID.

6. Upon successful completion of Lilly's authentication, you will be presented with a LillyConnect landing page similar to the following:



- a. Click on the appropriate link to launch your LillyConnect-enabled application.

NOTE: In the event you aren't able to access a link/application, please contact your Lilly Sponsor to ensure you have the proper link and/or required access.

- b. If you do not see an icon for the application or website you are attempting to access, please type the URL into the search box that says **Enter an internal resource** in the left corner of the screen.



7. Select **Logout** to securely end your LillyConnect session.

ADDITIONAL INFORMATION

If you require additional assistance connecting to LillyConnect, please contact your Lilly Sponsor. Alternatively, you can contact the Lilly Service Desk via phone or open an incident directly using Lilly's [self-service portal](#).

Additional content is also available on the [LillyConnect](#) page on Lilly.com.