

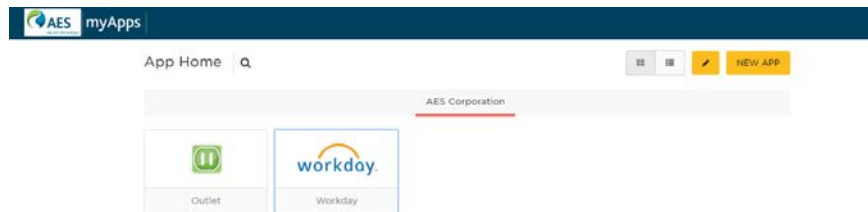
Welcome to Workday Mobile

Workday is our global people data system that empowers you to manage your career and development at AES. You can view and update your personal information, schedule vacations, view the organizational structure and keep track of your performance and development. The power of Workday is now available on your mobile device with the OneLogin app.

Use this guide to maximize your Workday experience by downloading the mobile app, available for iOS, Android and Windows Phone.

Desktop Users

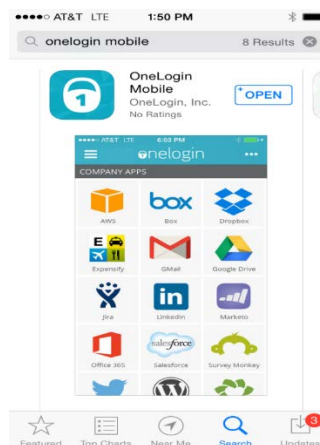
1. Click or copy and paste the following URL into your web browser:
<https://aes.onelogin.com/login>
2. Once logged in, the Workday application will be listed in the app home.



3. Click on the Workday application. You will be automatically signed into Workday.

Mobile Users

1. Go to the iOS App Store, Google Play App Store or Windows Phone Store and search for and download the OneLogin Mobile app.



2. When you first launch the OneLogin Mobile app, you will need to enter our OneLogin domain.
Enter: aes.onelogin.com



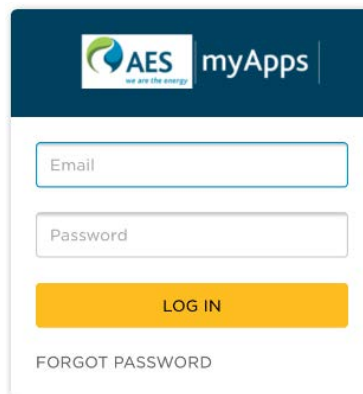
Enter your organization's
OneLogin Domain

aes.onelogin.com

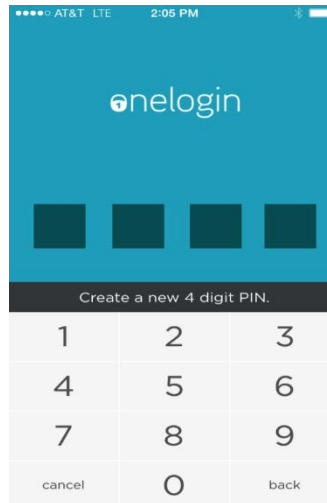
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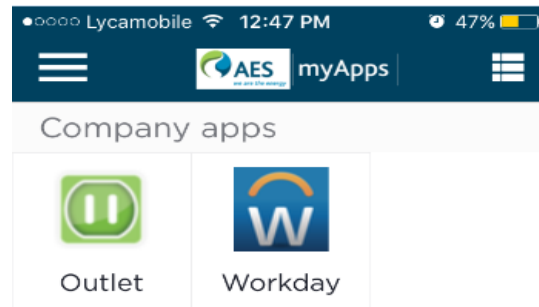
3. You will be prompted to log in with your OneLogin credentials which are the same as your Outlook and Windows login credentials. If you do not have an email account, please use your SAML account name (e.g. john.smith). If you cannot remember your password, use the Forgot Password option.



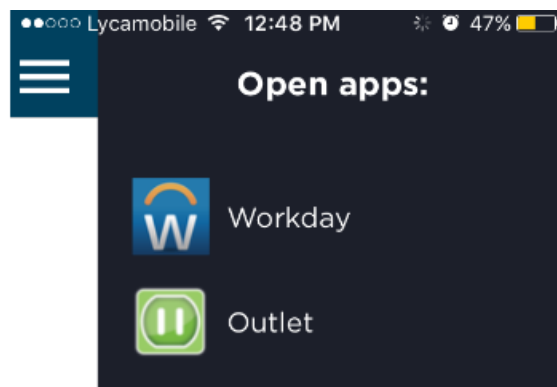
4. When you first launch the OneLogin Mobile App, you will need to enter a four digit PIN number to access the app in the future without entering your credentials each time. You will also be prompted for this PIN whenever you navigate away from the mobile app and return to it.



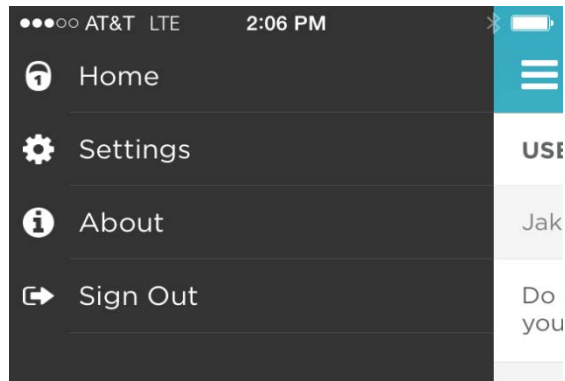
5. Once logged into the application, you can access your cloud apps within a single window. Click on the Workday application to access Workday.



6. Swipe to the left or select the 3-dash icon at the top right-hand corner to open a tab that displays all open apps, which allows you to switch immediately to any open app.



7. Swipe to the right or select the 3-bar icon in the left-hand corner to open the menu tab for the following options:
- **Home** – View your collection of cloud apps.
 - **Settings** - Edit your username or change your PIN.
 - **About** - View the latest release notes and version.
 - **Sign Out** - Sign out of OneLogin Mobile.



Support Team

Contact a support team member below for any questions.

| SBU Help Desk | E-Mail | IP Number | Direct Dial Number |
|---------------------|--|-----------------------------|---|
| Help Desk MCAC | helpdesk.mcac@aes.com | 209 5377 | +503 2528 5377 |
| Help Desk Asia | ITAsia@aes.com | 214 2611 | +63 2 459 2611 |
| Help Desk Europe | Europe.ITHelpDesk@aes.com | 216 4000 | +359 2 904 xxx |
| Help Desk Brazil | service.desk@aes.com | 221 8888 | +55 11 2195-1556 |
| Help Desk US | ussbuitservicedesk@aes.com | 227 8345 228 8345 | +1 317.261.8345 or 1.855.969.8345 |
| Help Desk Andes | servicedesk.andes@aes.com | 217 8080 | +56 2 26868080 (Chile) +54 336 4487216 (Argentina) +57 1 5941394 (Columbia) |
| Help Desk Arlington | connectioncorner@aes.com | 200 6555 | +1 703 682 6555 |