

# User Manual

## KSB Internet Application Portal

Please open the website <https://applicationportal.ksb.com> in your internet browser.

**CAUTION:** If you use a private or external computer for login on that website it's absolutely necessary to download and install the "**Citrix Client Software**" on the top of the website on **Download Area** before signing in. (Client only for Windows)

*MAC OS users please download the "Citrix Workspace" software on citrix website.*

On that website you'll find a link with two shown computer-mouse. (Fig.1)  
The link is usable for all users having a Token. (Fig. 2+3)

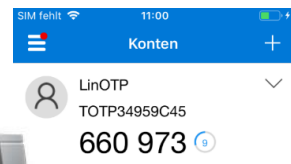
Please click on „**Click here to log in**“.



**Fig.1:** Link to login page

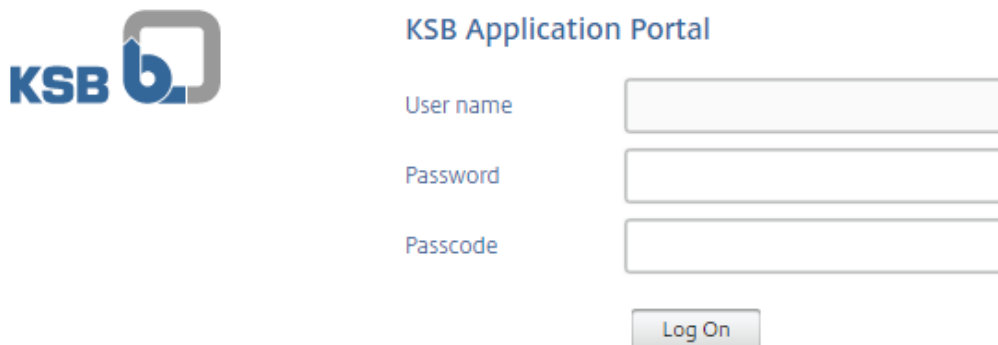


**Fig.3:** OTP-Token



**Abb.2:** Soft-Token

After a click on the link following window appears (Fig.4):



**Fig.4:** KSB & token credentials

In this window you have to give in the following credentials:

**User name:** IT-Key (e.g. chriale)  
**Password:** EMEA KSB domain password  
**Passcode:** Tokencode (6 numbers shown on the display or in token-app)

In case of any questions or problems please contact the IT Service Desk (phone: +49 6233 86-6520).

Your KSB IT