



2-faktortoken order and receipt

Rules of use and information:

- Delivery takes place at ITA when the user has identified herself with an approved ID document.
- The 2-faktortoken is a valuable document and must be handled carefully so that unauthorized persons do not have access to it.
- The 2-faktortoken is personal and can only be used by the person who has issued the token (linked to KI ID).
- In case of loss, report quickly via the [Self-Service Portal](#)
 1. Fill in the form and send it to your Head of Administration.
 2. Head of Administration signs it and sends it back.
 3. Register a new case via KI IT Self-Service
 4. You will be contacted by Helpdesk for booking a time for delivery.

Send the complete form to your Head of Administration who will send it to Helpdesk. You will be contacted by Helpdesk for an appointment for delivery.

To you as Head of Administration: Sign this document with EduSign:

<https://selfservice.ki.se/sv-se/article/1365114>

I don't have a mobile phone and therefore need a 2-factor token

(To be filled in by the customer)

Name:

Department / Unit:

KI ID:

E-mail:

Delivery to

Solna

Flemingsberg

The order is sent to your Head of Administration.

To be filled by ITA

Case nr:

Delivery date:

Token serial nr:

Delivered by (ITA):

ID controlled :

Driver's license

SIS-ID

Other

I confirm that I have received and understood the above information and that I have picked up a two-factor token on the date stated above.

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Signature