

Configure Expiration Reminder for Single Sign-On

Configuring Expiration Reminder for single sign-on (SSO) enables administrators to manage users of Citrix ADC. Users can securely log on to Expiration Reminder by using the enterprise credentials.

Prerequisite

Browser Requirements: Internet Explorer 11 and above

To configure Expiration Reminder for SSO by using SAML:

1. In a browser, type <https://app.expirationreminder.net/account/login> and press **Enter**.
2. Type your Expiration Reminder admin account credentials (**Email** and **Password**) and click **Log in**.

SIGN IN TO EXPIRATION REMINDER

Email

.....

Password

.....|

[Forgot Password?](#)

Remember me on this computer for 2 weeks

Log in

3. In the dashboard page, click the user account in the top-right corner and select **Manage**.

The screenshot shows a dashboard interface with a dark navigation bar at the top. The navigation bar includes links for Dashboard, Expirations, Contacts, Categories, Locations, and Import. On the right side of the navigation bar, there are buttons for PURCHASE, TRIAL DAYS (with a counter of 8), and INVITE USER. A user account dropdown menu is open in the top right corner, listing options such as My Settings, My Profile, Reports, Billing History, Update Payment, Subscription, **Manage** (highlighted with a blue box), Upgrade, Users, Locations, Contact Types, Integrations, Email Templates, Audit Log, Teams, and Assets. The main content area displays a dashboard with three status cards: Current: 0 (green), Notifying: 0 (orange), and Expired: 0 (red). Below these cards is an Expiration Forecast table showing data for 2019 and 2020 across months from Jan to Dec. A calendar for April 2019 is visible at the bottom, with a 'Making Progress' notification for 'SKIP IT' on Friday, April 5th.

4. In the **Manage Account Settings** page, click the **Configure SSO/SAML**.

The screenshot shows the 'Manage Account Settings' page. It features several configuration options with toggle switches and a text input field. The 'Locations Menu Label' is set to 'Locations'. The 'Send reminder emails and SMS' toggle is turned ON. The 'Create reminders for dates in the past' toggle is turned OFF. The 'Two-Factor Authentication (2FA)' toggle is turned OFF. The 'SSO/SAML' section has a button labeled 'Configure SSO/SAML' which is highlighted with a blue box. An 'Update' button is located in the bottom right corner of the settings panel.

