

How to Add Your Badge To Your Phone

Use your mobile phone to access doors by adding your badge to Apple Wallet or Google Wallet.



Before You Start:

Make sure you have:

- A smartphone (iPhone or Android)
- Internet connection (Wi-Fi or mobile data)
- Your company login (SSO email & password)
- The HID Mobile Access App installed



Step-by-Step: Add Your Badge to Your Phone

1 Open the HID Mobile Access App

- Tap **Sign in with SSO**
- Enter your **work email address**
- Tap **Next** (If you are asked for an Organization Code, contact your IT or security team.)

2 Sign In Using Your Work Account

- You'll be redirected to your company's Identity Provider page
- Enter your normal work credentials and tap **Continue**
- Once successful, you will return to the HID Mobile Access app automatically

3 Add Your Badge to Your Wallet

- Once the pass is redeemed:
 - For Apple Wallet, tap **Add** to add the Pass to Wallet
 - For Google Wallet, tap **Add to Google Wallet** to add the Pass to Wallet
- Accept the prompt to add your badge
- Tap **Open Wallet** to view the pass and user details.

4 You're All Set

- Open your mobile wallet to confirm your badge is added
- Your mobile badge is now active and ready to use for access
- Simply hold your phone near the reader to access doors
—no physical badge required.

