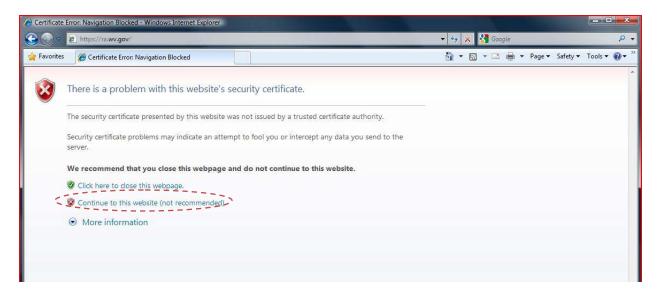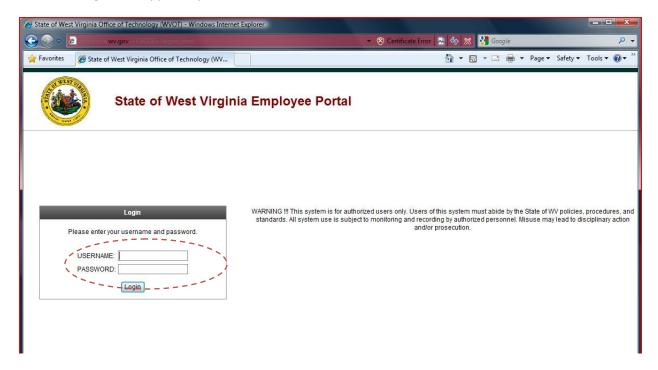# OT VPN Login Instructions
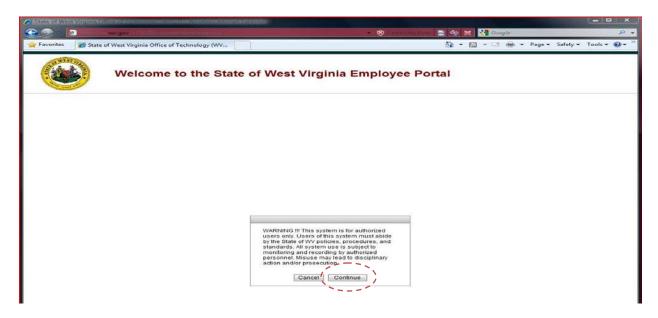
Begin by opening your web browser and going to the website **HTTPS://RA.WV.GOV**
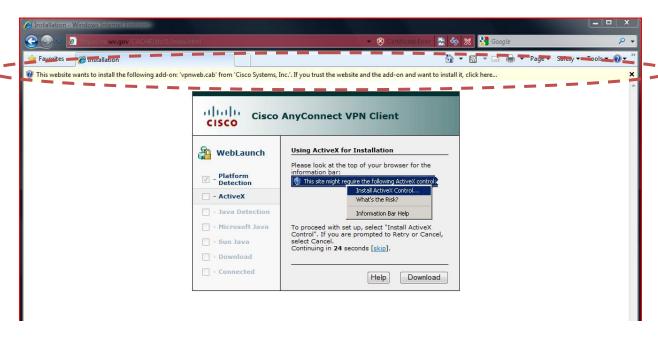

If the warning above appears, please choose to '**Continue to this website**'

You will now see a login screen like the one above. Please enter your EXECUTIVE username and password in the boxes provided then click the Login button below them.
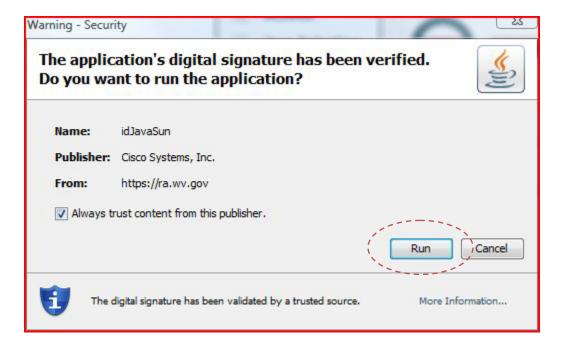
When the warning message appears, click **Continue** to move on.

If this is your first time running the VPN connection, you see this screen, select the Information bar and choose to **Install ActiveX Control**…

If a warning appears asking about a certificate, Select **Yes** to accept the certificate and continue the login procedure.

If this is your first time connecting to the VPN, it will prompt you to run the VPN software. Select **Run** to run the VPN software.

Select **Yes** to proceed with the connection to the network.

Once you see this screen, you have successfully connected into the network. The VPN connection is complete and you can now close the web browser.