

NED.Cargill.com User Guide

What is NED?

Non-Employee Data (NED) is the tool Cargill uses to manage non-employee access to the Cargill network and Cargill data (while MyHR is used to manage digital identities for all Cargill employees).

Contractor

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Functional ID (Shared/Process ID)

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Joint Venture (JV) Employee

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Acquisition Employee

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Assign a Delegate

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Contractor

Contractor

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NED

Submit an onboard request &

Approve an onboard request

Onboard a Contractor

- Anyone can submit an onboard request
- Only the manager can approve the request

1

Go to NED.Cargill.com

2

Click Onboard Contractor

https://ned.cargill.com

home profile name advanced log out

my active profiles 0 view >>

my pending requests 0 view >>

pending my action 0 view >>

Create Profiles

Onboard Functional Onboard Joint Venture Employee Onboard Contractor Onboard TropicalOils Employee Onboard Acquisition Employee

Active People (0) Active Functional Accounts (0) Pending Requests (0) Needs Action (0)

| Identity Type | Cargill Identity Name | First Name | Last Name | Business Function |
|---------------|-----------------------|------------|-----------|-------------------|
| none | | | | |

view all people >>

Onboard a Contractor

- Anyone can submit an onboard request
- Only the manager can approve the request

3

Complete all fields (everything highlighted below must be filled in)

4

Click Submit

5

Request is sent to manager for approval

The screenshot shows the 'Onboard Contractor' interface. A sidebar on the left contains the Cargill logo, a user profile icon, and a menu with options: home, needs action, requests (highlighted), reports, people, and functional accounts. The main content area is titled 'Request Form' and includes a 'show comments' button. The form is divided into two sections: 'Personal Information' and 'Job Information'. The 'Personal Information' section contains fields for First Name*, Last Name*, Contract End Date*, and Contractor Company* (with a search bar). The 'Job Information' section contains fields for Business Function* (with a search bar), Department* (with a search bar), Enter location by* (with radio buttons for Cargill Location and Other Location), Position Title*, Position Description*, and Valid Manager* (with a search bar). A yellow box highlights the 'Personal Information' and 'Job Information' sections. A blue line points from the number '3' to the highlighted area. A blue line points from the number '4' to the 'Submit' button. A blue line points from the number '5' to the 'show comments' button. A note on the right says: 'Note: Just start typing and a list of options will appear'. The 'Submit' button is at the bottom of the form.

Cargill

Onboard Contractor

profile name advanced

log out

Request Form

show comments X

Personal Information

First Name* Last Name*

Contract End Date* Contractor Company*

profile name

Job Information

Business Function* Department*

profile name profile name

Enter location by*

☐ Cargill Location ☐ Other Location

Position Title* Position Description*

Valid Manager*

user name, email

Submit

Note: Just start typing and a list of options will appear

Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

Manager email

Manager receives an email asking them to approve the request.

In the case shown below, the manager is being asked to approve the request to onboard a contractor named Barry Weis. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

c357929 submitted a Onboard Contractor request for Barry Weis that requires your approval.

YOUR ACTION: Go to the [Request](#) to see items pending your approval. Please approve or reject the request as soon as possible.

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

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If you are having problems viewing this email, or received
it in error, please contact an NeProfile administrator.

Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

1

Manager sees they have a request that needs action.
Click view

The screenshot displays the Cargill NEProfile dashboard. At the top, there is a header with the Cargill logo, a 'home' link, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. Below the header, a dark sidebar on the left contains a user profile picture, a 'Delegates' button, and a 'NEProfile' menu with options: home, needs action, requests, reports, and people. The main content area features three summary cards: 'my active profiles' with a count of 10, 'my pending requests' with a count of 0, and 'pending my action' with a count of 1. The 'pending my action' card is highlighted with a yellow border and contains a red warning triangle icon. A blue line connects the number '1' in the instruction box to the 'pending my action' card. Below these cards is a 'Create Profiles' section with five buttons: 'Onboard Contractor', 'Onboard Functional', 'Onboard TropicalOils Employee', 'Onboard Joint Venture Employee', and 'Onboard Acquisition Employee'. The footer includes the Cargill logo and the text 'all rights reserved | copyright 2019'.

Cargill

home

log out

You have requests that need your action.

10
my active profiles
[view >>](#)

0
my pending requests
[view >>](#)

1
pending my action
[view >>](#)

Create Profiles

[Onboard Contractor](#) [Onboard Functional](#) [Onboard Joint Venture Employee](#)
[Onboard TropicalOils Employee](#) [Onboard Acquisition Employee](#)

NEProfile
home
needs action
requests
reports
people

Cargill
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Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

2

Click on the person you want to onboard

The screenshot displays the SecZetta Identity Suite interface. On the left is a sidebar with the SecZetta logo, a user profile icon, and a 'Delegates' button. Below this is a 'NEProfile' section with a list of navigation items: 'home', 'needs action', 'requests' (highlighted in green), 'reports', and 'people'. The main content area is titled 'requests' and includes a search bar with the placeholder 'profile name' and an 'advanced' search button. A 'log out' button is in the top right corner. Below the search bar are tabs for 'pending (1)', 'completed (16)', and 'all (17)'. A table lists the requests with columns: 'date requested', 'request', 'First Name', 'Last Name', 'request by', 'status', and 'Valid Manager'. The first row of data is highlighted with a yellow box, showing a request for 'Barry Weis' submitted on '06/12/2019 - 04:12 PM' by 'c357929' with a status of 'pending approval'. A line from the instruction 'Click on the person you want to onboard' points to the 'Barry Weis' entry.

| date requested ^ | request ^ | First Name ^ | Last Name ^ | request by ^ | status ^ | Valid Manager ^ |
|-----------------------|--------------------|--------------|-------------|--------------|------------------|---|
| 06/12/2019 - 04:12 PM | Onboard Contractor | Barry | Weis | c357929 | pending approval | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |

Approving an Onboarding Request

- Anyone can submit an onboard request
- Only the manager can approve the request

3

Review the information

4

Click Approve or Reject

Onboard Contractor

profile name

log out

show comments

cancel request

X

Approval Form

Personal Information

First Name*
Barry

Last Name*
Wels

Contract End Date*
06/30/2019

Contractor Company*
1st Safety

Job Information

Business Function*
BU010 CASC NA Customer Solutions

Department*
*309966-0113904256-BU605 ENG FABRICA

Enter location by:*
☒ Cargill Location ☐ Other Location

Cargill Location*
CAN - WINNIPEG - 300-240 GRAHAM AVENUE

Position Title*
Malt Consultant

Position Description*
Taste testing

Valid Manager*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

Previous

Approve

Reject

Note: If rejected, the person who submitted the request will get an email saying it was rejected

NED

Terminate an identity &

Approve a termination request

Terminate a Contractor

- Anyone can submit a termination request
- Only the manager can approve the request

1

Go to NED.Cargill.com
Click on Active People tab

2

Click on the person you want to terminate

The screenshot shows the NEProfile dashboard with a sidebar on the left containing navigation links: home, needs action, requests, reports, people, contractor companies, and functional accounts. The main content area has a top bar with a search bar and a 'log out' button. Below this are three summary cards: 'my active profiles' (10), 'my pending requests' (0), and 'pending my action' (0). A 'Create Profiles' section contains five buttons: 'Onboard Functional', 'Onboard Joint Venture Employee', 'Onboard Contractor', 'Onboard TropicalOils Employee', and 'Onboard Acquisition Employee'. The 'Active People (5)' tab is selected, displaying a table of active contractors. The first contractor, Barry Weis, is highlighted with a yellow box. Below the table is a 'view all people >>' button.

| Identity Type | Cargill Identity Name | First Name | Last Name | Business Function |
|---------------|-----------------------|------------|-----------|-------------------------------------|
| Contractor | b168540 | Barry | Weis | BU010 CASC NA Customer Solutions |
| Contractor | c477774 | Chuck | Brown | BU010 CASC NA Customer Solutions |
| Contractor | i606398 | Terry | Cloth | FN065 Global Information Technology |
| JointVenture | j955258 | Jacque | Olson | BU644 CAN MEA |
| Contractor | i279515 | Indy | Inderson | BU644 CAN MEA |

https://ned-qa.cargill.com/neprofile_dashboard/profiles?p_type=1

Terminate a Contractor

- Anyone can submit a termination request
- Only the manager can approve the request

3

Click Terminate Person

The screenshot displays the Cargill NEProfile interface for a contractor named Barry Weis (ID: b168540). The status is 'Active'. A yellow box highlights the 'Terminate Person' button, which is part of a row containing 'Update Person' and 'Validate Person' buttons. The left sidebar shows navigation options like 'home', 'needs action', 'requests', 'reports', 'people', 'contractor companies', and 'functional accounts'. The main content area has tabs for 'Info', 'Department', 'Cargill Location', 'Contractor Company', 'Business Function', 'Contributors', and 'History'. The 'Info' tab is selected, showing 'Personal Information' and 'Professional Information' sections. The 'Personal Information' section includes fields for First Name (Barry), Last Name (Weis), and Cargill Identity Name (b168540). The 'Professional Information' section includes fields for Person Type (Contractor), Contract End Date (06/30/2019), Contractor Company (1st Safety), Valid Manager (c357929), Business Function (BU010 CASC NA Customer Solutions), Department (*309966-0113904256-BU605 ENG FABRICA), Position Title (Malt Consultant), Position Description (Taste testing), Enter location by (Cargill Location), Cargill Location (CAN - WINNIPEG - 300-240 GRAHAM AVENUE), Last Validation Date (06/12/2019), and Next Validation Due Date (12/09/2019).

Cargill

Barry Weis b168540
status Active

Terminate Person **Update Person** **Validate Person**

Info Department Cargill Location Contractor Company Business Function Contributors History

Personal Information

First Name*
Barry

Last Name*
Weis

Cargill Identity Name
b168540

Professional Information

Person Type*
Contractor

Contract End Date*
06/30/2019

Contractor Company*
1st Safety

Valid Manager*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

Business Function*
BU010 CASC NA Customer Solutions

Department*
*309966-0113904256-BU605 ENG FABRICA

Department (legacy)
-

Position Title*
Malt Consultant

Position Description*
Taste testing

Enter location by*
Cargill Location

Cargill Location*
CAN - WINNIPEG - 300-240 GRAHAM AVENUE

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

12

Terminate a Contractor

- Anyone can submit a termination request
- Only the manager can approve the request

4

Click Submit

5

Request is sent to manager for approval

SecZetta IDENTITY SUITE

Terminate Person

Request Form

This will terminate the contractor immediately. If a future termination is desired, cancel this request and perform an Update Person and change the contract end date instead.

Personal Information

| | |
|----------------------------------|-------------------|
| Cargill Identity Name b168540 | |
| First Name Barry | Last Name Weis |
| Contractor Company 1st Safety | |
| Contract End Date 06/30/2019 | |

Job Information

| | |
|--|--|
| Business Function BU010 CASC NA Customer Solutions | Department *309966-0113904256-BU605 ENG FABRICA |
| Department (legacy) N/A | |
| Cargill Location CAN - WINNIPEG - 300-240 GRAHAM AVENUE | |
| Non-Cargill Location N/A | |
| Position Title Malt Consultant | Position Description Taste testing |
| Valid Manager c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) | |
| Last Validation Date 06/12/2019 | Next Validation Due Date 12/09/2019 |

NEProfile

- home
- needs action
- requests
- reports
- people
- contractor companies
- functional accounts

SecZetta IDENTITY SUITE

Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

Manager email

Manager receives an email asking them to approve the request.

In the case shown below, the manager is being asked to approve the request to terminate a contractor named Barry Weis. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

c357929 submitted a Terminate Person request for Barry Weis that requires your approval.

YOUR ACTION: Go to the [Request](#) to see items pending your approval. Please approve or reject the request as soon as possible.

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

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it in error, please contact an NeProfile administrator.

Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

1


Manager sees they have a request that needs action.
Click view


The screenshot displays the Cargill NEProfile dashboard. At the top, there is a header with the Cargill logo, a 'home' button, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. Below the header, a user profile card shows a placeholder for a profile picture and a 'Delegates' button. A sidebar on the left contains navigation links: 'home', 'needs action', 'requests', 'reports', and 'people'. The main content area features three summary cards: 'my active profiles' with a count of 10, 'my pending requests' with a count of 0, and 'pending my action' with a count of 1. The 'pending my action' card is highlighted with a yellow border and contains a red warning icon. A blue line connects the number '1' in the instruction box to the 'pending my action' card. Below these cards is a 'Create Profiles' section with five buttons: 'Onboard Contractor', 'Onboard Functional', 'Onboard TropicalOils Employee', 'Onboard Joint Venture Employee', and 'Onboard Acquisition Employee'. The footer includes the Cargill logo and the text 'all rights reserved | copyright 2019'.


Cargill

home

You have requests that need your action.

 **10**
my active profiles

 **0**
my pending requests

 **1**
pending my action

Create Profiles

NEProfile

home
needs action
requests
reports
people

Cargill
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Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

2

Click on the person you want to terminate

The screenshot displays the SecZetta Identity Suite interface. On the left is a sidebar with the SecZetta logo, a user profile icon, and a menu with options: home, needs action, requests (highlighted), reports, and people. The main area is titled 'requests' and includes a search bar with 'profile name' and an 'advanced' search button. Below the search bar are tabs for 'pending (1)', 'completed (16)', and 'all (17)'. A table lists the requests with columns: date requested, request, First Name, Last Name, request by, status, and Valid Manager. One request is listed: '06/12/2019 - 04:12 PM Terminate Person' with First Name 'Barry', Last Name 'Weis', request by 'c357929', status 'pending approval', and Valid Manager 'c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)'. The 'Barry Weis' entry is highlighted with a yellow box, and a callout points to it with the instruction 'Click on the person you want to terminate'.

| date requested ^ | request ^ | First Name ^ | Last Name ^ | request by ^ | status ^ | Valid Manager ^ |
|-----------------------|------------------|--------------|-------------|--------------|------------------|---|
| 06/12/2019 - 04:12 PM | Terminate Person | Barry | Weis | c357929 | pending approval | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |

Approving a Termination Request

- Anyone can submit a termination request
- Only the manager can approve the request

SecZetta IDENTITY SUITE

Terminate Person

Approval Form

This will terminate the contractor immediately. If a future termination is desired, cancel this request and perform an Update Person and change the contract end date instead.

Personal Information

| | |
|-----------------------|--|
| Cargill Identity Name | b168540 |
| First Name | Barry |
| Last Name | Weis |
| Contractor Company | 1st Safety |
| Contract End Date | 06/30/2019 |
| Business Function | BU010 CASC NA Customer Solutions |
| Department | *309966-0113904256-BU605 ENG FABRICA |
| Department (legacy) | n/a |
| Cargill Location | CAN - WINNIPEG - 300-240 GRAHAM AVENUE |
| NonCargill Location | n/a |
| Position Title | Malt Consultant |
| Position Description | Taste testing |

Valid Manager
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

3

Review the Information.

Do you really want to terminate this person?

4

Click Approve or Reject

Note: If rejected, the person who submitted the request will get an email saying it was rejected

NED

Update an identity &

Approve an update request

Update a Contractor

- Only the manager can submit & approve the request

1 Go to NED.Cargill.com
Click on Active People tab

2 Click on the person you want to update

SecZetta
IDENTITY SUITE

Delegates

NEProfile

home

needs action

requests

reports

people

contractor companies

functional accounts

home

advanced

log out

10
my active profiles
[view >>](#)

0
my pending requests
[view >>](#)

0
pending my action
[view >>](#)

Create Profiles

Onboard Functional

Onboard Joint Venture Employee

Onboard Contractor

Onboard TropicalOils Employee

Onboard Acquisition Employee

Active People (5)

Active Contractor Companies (4)

Active Functional Accounts (1)

Pending Requests (0)

Needs Action (0)

| Identity Type | Cargill Identity Name | First Name | Last Name | Business Function |
|---------------|-----------------------|------------|-----------|-------------------------------------|
| Contractor | b168540 | Barry | Weis | BU010 CASC NA Customer Solutions |
| Contractor | c477774 | Chuck | Brown | BU010 CASC NA Customer Solutions |
| Contractor | i606398 | Terry | Cloth | FN065 Global Information Technology |
| JointVenture | j955258 | Jacque | Olson | BU644 CAN MEA |
| Contractor | i279515 | Indy | Inderson | BU644 CAN MEA |

[view all people >>](#)

https://ned-qa.cargill.com/neprofile_dashboard/profiles?p_type=1

SecZetta
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Update a Contractor

- Only the manager can submit & approve the request

3

Click Update Person

The screenshot displays the Cargill NEProfile interface for a contractor named Barry Weis (ID: b168540). The 'Update Person' button is highlighted with a yellow box. The interface includes a sidebar with navigation links and a main content area with tabs for various information sections.

Contractor Profile: Barry Weis b168540
status Active

Buttons: Terminate Person, **Update Person**, Validate Person

Tabs: Info, Department, Cargill Location, Contractor Company, Business Function, Contributors, History

Personal Information

| | | | |
|-----------------------|---------|------------|------|
| First Name* | Barry | Last Name* | Weis |
| Cargill Identity Name | b168540 | | |

Professional Information

| | | | |
|-----------------------|--|--------------------------|---|
| Person Type* | Contractor | | |
| Contract End Date* | 06/30/2019 | Contractor Company* | 1st Safety |
| Business Function* | BU010 CASC NA Customer Solutions | Valid Manager* | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |
| Position Title* | Malt Consultant | Department* | +309966-0113904256-BU605 ENG FABRICA |
| Enter location by* | Cargill Location | Department (legacy) | - |
| Cargill Location* | CAN - WINNIPEG - 300-240 GRAHAM AVENUE | | |
| Position Description* | Taste testing | | |
| Last Validation Date | 06/12/2019 | Next Validation Due Date | 12/09/2019 |

Update a Contractor

- Only the manager can submit & approve the request

4

Update information

5

Click Submit

6

Request is sent to manager for approval

The screenshot shows the Cargill Request Form interface. On the left is a dark sidebar with the Cargill logo, a user profile icon, and a menu with options: home, needs action, requests, reports, people, contractor companies, and functional accounts. The main content area is titled 'Request Form' and contains a yellow-bordered box for 'Personal Information' and 'Job Information'. The 'Personal Information' section includes fields for 'Cargill Identity Name' (b168540), 'First Name*' (Barry), 'Last Name*' (Weis), 'Contractor Company' (1st Safety), and 'Contract End Date*' (06/30/2019). The 'Job Information' section includes 'Business Function*' (BU010 CASC NA Customer Solutions), 'Department*' (*309966-0113904256-BU605 ENG FABRICA), 'Department (legacy)' (n/a), 'Enter location by*' (radio buttons for Cargill Location and Other Location), 'Cargill Location*' (CAN - WINNIPEG - 300-240 GRAHAM AVENUE), 'Position Title*' (Malt Consultant), 'Position Description*' (Taste testing), and 'Valid Manager*' (c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)). Below the yellow box are fields for 'Last Validation Date' (06/12/2019) and 'Next Validation Due Date' (12/09/2019). A green 'Submit' button is at the bottom left. In the top right corner, there is a 'show comments' button and a close icon (X).

Request Form

Personal Information

Cargill Identity Name
b168540

First Name*
Barry

Last Name*
Weis

Contractor Company
1st Safety

Contract End Date*
06/30/2019

Job Information

Business Function*
BU010 CASC NA Customer Solutions

Department*
*309966-0113904256-BU605 ENG FABRICA

Department (legacy)
n/a

Enter location by*
☒ Cargill Location ☐ Other Location

Cargill Location*
CAN - WINNIPEG - 300-240 GRAHAM AVENUE

Position Title*
Malt Consultant

Position Description*
Taste testing

Valid Manager*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

Submit

show comments X

Approving an Update Request

- Only the manager can submit & approve the request

Manager email

Manager receives an email asking them to approve the request.

In the case shown below, the manager is being asked to approve the Update request for Barry Weis. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

c357929 submitted a Update Person request for Barry Weis that requires your approval.

YOUR ACTION: Go to the [Request](#) to see items pending your approval. Please approve or reject the request as soon as possible.

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

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it in error, please contact an NeProfile administrator.

Approving an Update Request

- Only the manager can submit & approve the request

1

Manager sees they have a request that needs action.
Click view

The screenshot displays the Cargill NEProfile dashboard. At the top, there is a header with the Cargill logo, a 'home' button, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. Below the header, a sidebar on the left contains a user profile icon, a 'Delegates' button, and a 'NEProfile' menu with options: home, needs action, requests, reports, and people. The main content area features a prominent orange banner stating 'You have requests that need your action.' Below this, there are three summary cards: 'my active profiles' with a count of 10, 'my pending requests' with a count of 0, and 'pending my action' with a count of 1. The 'pending my action' card is highlighted with a yellow border and contains a red warning triangle icon. Each card has a 'view >>' button. At the bottom, a 'Create Profiles' section includes four buttons: 'Onboard Contractor', 'Onboard TropicalOils Employee', 'Onboard Functional', and 'Onboard Joint Venture Employee', followed by 'Onboard Acquisition Employee'.

Cargill home

You have requests that need your action.

| Icon | Count | Label | Action |
|------|-------|---------------------|-------------------------------|
| | 10 | my active profiles | view >> |
| | 0 | my pending requests | view >> |
| | 1 | pending my action | view >> |

Create Profiles

- [Onboard Contractor](#)
- [Onboard TropicalOils Employee](#)
- [Onboard Functional](#)
- [Onboard Joint Venture Employee](#)
- [Onboard Acquisition Employee](#)

Approving an Update Request

- Only the manager can submit & approve the request

2

Click on the person you want to update

The screenshot displays the SecZetta Identity Suite interface. On the left is a sidebar with the SecZetta logo, a user profile icon, and a menu with options: home, needs action, requests (highlighted), reports, and people. The main area is titled 'requests' and includes a search bar with 'profile name' and an 'advanced' search button. A 'log out' button is in the top right. Below the search bar are tabs for 'pending (1)', 'completed (16)', and 'all (17)'. A table lists requests with columns: date requested, request, First Name, Last Name, request by, status, and Valid Manager. One request is shown: '06/12/2019 - 04:12 PM', 'Update Person', 'Barry', 'Weis', 'c357929', 'pending approval', and 'c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)'. The 'Barry Weis' entry is highlighted with a yellow box, and a line points from the instruction 'Click on the person you want to update' to this entry.

| date requested ^ | request ^ | First Name ^ | Last Name ^ | request by ^ | status ^ | Valid Manager ^ |
|-----------------------|---------------|--------------|-------------|--------------|------------------|---|
| 06/12/2019 - 04:12 PM | Update Person | Barry | Weis | c357929 | pending approval | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |

Approving an Update Request

- Only the manager can submit & approve the request

Cargill Update Person

Approval Form

Update Approval
The follow profile has been modified. Please confirm the information below is accurate before approving.

Personal Information

Cargill Identity Name
b168540

Contractor Company
1st Safety

First Name*
Barry

Last Name*
Weis

Contract End Date*
06/30/2019

Job Information

Business Function*
BU010 CASC NA Customer Solutions ✖

Department*
*309966-0113904256-BU605 ENG FABRICA ✖

Department (legacy)
n/a

Enter location by:*
☒ Cargill Location ☐ Other Location

Cargill Location*
CAN - WINNIPEG - 300-240 GRAHAM AVENUE ✖

Position Title*
Malt Consultant

Position Description*
Taste testing, Quality Control

Valid Manager*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) ✖

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

3

Review the information

4

Click Approve or Reject

Note: If rejected, the person who submitted the request will get an email saying it was rejected

NED

Validate an identity

Validate a Contractor

- Only the manager can validate

Manager email

Manager receives an email asking them to validate that a contractor still works at Cargill and should continue to have access to the Cargill network.

In the case shown below, the manager is informed that the contract end date is soon approaching for a contractor named Barry Weis. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

You are receiving this email to notify you that the contract for Barry Weis - b168540 will expire on 06/30/2019.

YOUR ACTION: Go to the [Contractor's Profile](#) if you would like to modify their contract end date. If you do not extend their contract end date, they will lose access to the Cargill network and systems on 06/30/2019

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

NOTE: If you are the manager's delegate, you will also receive this notification, but be unable to take any action without using the Act-As feature first.

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If you are having problems viewing this email, or received
it in error, please contact an NeProfile administrator.

Validate a Contractor

- Only the manager can validate

1

Go to NED.Cargill.com
Click on Active People tab

2

Click on the person you want to validate

The screenshot shows the NEProfile dashboard with the following elements:

- Header:** SecZetta logo, home link, search bar, and log out button.
- Summary Cards:** 10 my active profiles, 0 my pending requests, and 0 pending my action.
- Create Profiles:** Buttons for Onboard Functional, Onboard Joint Venture Employee, Onboard Contractor, Onboard TropicalOils Employee, and Onboard Acquisition Employee.
- Active People (5):** A table listing contractors with columns for Identity Type, Cargill Identity Name, First Name, Last Name, and Business Function.
- Table Data:**

| Identity Type | Cargill Identity Name | First Name | Last Name | Business Function |
|---------------|-----------------------|------------|-----------|-------------------------------------|
| Contractor | b168540 | Barry | Weis | BU010 CASC NA Customer Solutions |
| Contractor | c477774 | Chuck | Brown | BU010 CASC NA Customer Solutions |
| Contractor | i606398 | Terry | Cloth | FN065 Global Information Technology |
| JointVenture | j955258 | Jacque | Olson | BU644 CAN MEA |
| Contractor | i279515 | Indy | Inderson | BU644 CAN MEA |

A yellow box highlights the first row of the table, which contains the contractor Barry Weis. A link "view all people >>" is located at the bottom of the table.

https://ned-qa.cargill.com/neprofile_dashboard/profiles?p_type=1

Validate a Contractor

- Only the manager can validate

3

Click Validate Person

The screenshot displays the Cargill NEProfile interface. On the left is a dark sidebar with the Cargill logo at the top, a user profile icon, and a 'Delegates' section with a plus icon. Below this is a 'NEProfile' section with a list of links: home, needs action, requests, reports, people (highlighted in green), contractor companies, and functional accounts. The main content area shows the profile for 'Barry Weis b168540' with a status of 'Active'. At the top of the profile are three buttons: 'Terminate Person', 'Update Person', and 'Validate Person' (which is highlighted with a yellow box and a line pointing to the instruction 'Click Validate Person'). Below the buttons is a horizontal tab bar with 'Info' selected. The 'Personal Information' section contains fields for First Name (Barry), Last Name (Weis), and Cargill Identity Name (b168540). The 'Professional Information' section includes fields for Person Type (JV Employee), Valid Manager (c357929 (CHERYL_CURTIS@CARGILL-THIRDPARTY.COM)), Business Function (BU010 CASC NA Customer Solutions), Department (+309966-0113904256-BU605 ENG FABRICA), Position Title (Malt Consultant), Position Description (Taste testing), Enter location by (Cargill Location), Cargill Location (CAN - WINNIPEG - 300-240 GRAHAM AVENUE), Last Validation Date (06/12/2019), and Next Validation Due Date (12/09/2019). A green 'X' icon is visible in the top right corner of the profile area.

Cargill

Barry Weis b168540
status Active

Terminate Person Update Person **Validate Person**

Info Department Cargill Location Contractor Company Business Function Contributors History

Personal Information

First Name* Barry
Last Name* Weis
Cargill Identity Name b168540

Professional Information

Person Type* JV Employee
Valid Manager* c357929 (CHERYL_CURTIS@CARGILL-THIRDPARTY.COM)
Business Function* BU010 CASC NA Customer Solutions
Department* +309966-0113904256-BU605 ENG FABRICA
Department (legacy) -
Position Title* Malt Consultant
Position Description* Taste testing
Enter location by* Cargill Location
Cargill Location* CAN - WINNIPEG - 300-240 GRAHAM AVENUE
Last Validation Date 06/12/2019
Next Validation Due Date 12/09/2019

Validate a Contractor

- Only the manager can validate

4

Verify information. Update contract end date

5

Click Submit.
That's it!

Update any required fields below and hit submit to validate this profile. If no changes are needed, just hit submit to validate the profile. NOTE: There may be new required fields that must be filled in.

Personal Information

Cargill Identity Name
b168540

First Name*
Barry

Last Name*
Weis

Contractor Company
1st Safety

Contract End Date*
06/30/2019

Job Information

Business Function*
BU010 CASC NA Customer Solutions ✖

Department*
*309966-0113904256-BU605 ENG FABRICA ✖

Department (legacy)
n/a

Enter location by:*
☒ Cargill Location ☐ Other Location

Cargill Location*
CAN - WINNIPEG - 300-240 GRAHAM AVENUE ✖

Position Title*
Malt Consultant

Position Description*
Taste testing

Valid Manager*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) ✖

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

Submit

Functional ID (Shared/Process ID)

Functional ID

| | |
|-------------------------------------|-------------|
| Onboard a Functional ID... | Pages 32-33 |
| Approve the request... | Pages 34-37 |
| Terminate a Functional ID... | Pages 38-40 |
| Approve the request... | Pages 41-44 |
| Update a Functional ID... | Pages 45-47 |
| Approve the request... | Pages 48-51 |
| Validate a Functional ID... | Pages 52-54 |

Onboard a Functional ID (Shared/Process ID)

- Anyone can submit an onboard request
- Only the manager can approve the request

1

Go to NED.Cargill.com

2

Click Onboard Functional

The screenshot shows the NED.Cargill.com dashboard. The browser address bar displays <https://ned.cargill.com>. The dashboard features a left sidebar with the Cargill logo and a navigation menu including 'home', 'needs action', 'requests', 'reports', 'people', and 'functional accounts'. The main content area has a top navigation bar with a 'home' link, a search bar, and a 'log out' button. Below this, there are three summary cards: 'my active profiles' (0), 'my pending requests' (0), and 'pending my action' (0), each with a 'view >>' link. A row of five blue buttons is displayed: 'Onboard Functional' (highlighted with a yellow box), 'Onboard Joint Venture Employee', 'Onboard Contractor', 'Onboard TropicalOils Employee', and 'Onboard Acquisition Employee'. At the bottom, there is a table with four tabs: 'Active People (0)', 'Active Functional Accounts (0)', 'Pending Requests (0)', and 'Needs Action (0)'. The 'Active Functional Accounts (0)' tab is selected. The table has columns for 'Identity Type', 'Cargill Identity Name', 'First Name', 'Last Name', and 'Business Function'. The table is currently empty, showing 'none' in the first row. A 'view all people >>' link is located at the bottom right of the table.

Onboard a Functional ID (Shared/Process ID)

- Anyone can submit an onboard request
- Only the manager can approve the request

3

Complete all fields (everything highlighted below must be filled in)

4

Click Submit

5

Request is sent to manager for approval

SecZetta IDENTITY SUITE

Onboard Functional

Request Form

Identification Information

Name1*

Name2*

Owner*

Functional Short Description/Title*

Functional Long Description*

Related to:*

☐ Joint Venture ☐ Cargill ☐ Tropical Oils

Enter location by:*

☐ Cargill Location ☐ Other Location

Note: Just start typing and a list of options will appear

Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

Manager email

Manager receives an email asking them to approve the request.

In the case shown below, the manager is being asked to approve the request to onboard a Functional ID named Happy Days. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

c357929 submitted an Onboard Functional request for Happy Days that requires your approval.

YOUR ACTION: Go to the [Request](#) to see items pending your approval. Please approve or reject the request as soon as possible.

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

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If you are having problems viewing this email, or received
it in error, please contact an NeProfile administrator.

Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

1

Manager sees they have a request that needs action.
Click view

The screenshot displays the Cargill NEProfile dashboard. At the top, there is a header with the Cargill logo, a 'home' link, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. Below the header, a dark sidebar on the left contains a user profile icon, a 'Delegates' button, and a 'NEProfile' menu with options: 'home', 'needs action', 'requests', 'reports', and 'people'. The main content area features a prominent orange banner stating 'You have requests that need your action.' Below this, three cards are displayed: 'my active profiles' with a count of 10, 'my pending requests' with a count of 1, and 'pending my action' with a count of 1. The 'pending my action' card is highlighted with a yellow border and contains a red warning triangle icon. Each card has a 'view >>' button. At the bottom, a 'Create Profiles' section offers five buttons: 'Onboard Contractor', 'Onboard TropicalOils Employee', 'Onboard Acquisition Employee', 'Onboard Functional', and 'Onboard Joint Venture Employee'. The footer includes the Cargill logo and the text 'all rights reserved | copyright 2019'.

Cargill

home advanced [log out](#)

You have requests that need your action.

| Icon | Count | Label | Action |
|------|-------|---------------------|-------------------------------|
| | 10 | my active profiles | view >> |
| | 1 | my pending requests | view >> |
| | 1 | pending my action | view >> |

Create Profiles

- [Onboard Contractor](#)
- [Onboard TropicalOils Employee](#)
- [Onboard Acquisition Employee](#)
- [Onboard Functional](#)
- [Onboard Joint Venture Employee](#)

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Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

2

Click on the Functional ID you want to onboard

The screenshot displays the SecZetta Identity Suite interface. On the left is a dark sidebar with the SecZetta logo, a user profile icon, and a menu with options: home, needs action, requests (highlighted), reports, and people. The main content area has a header with 'requests', a search bar with 'profile name', and a 'log out' button. Below the header is a table of requests. The table has tabs for 'pending (1)', 'completed (16)', and 'all (17)'. The 'pending (1)' tab is active. The table columns are: date requested, request, Name, request by, status, and Valid Manager. A single row is visible with the following data: '06/12/2019 - 04:12 PM', 'Onboard Functional', 'Happy Days' (highlighted with a yellow box), 'c357929', 'pending approval', and 'c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)'.

| date requested ^ | request ^ | Name ^ | request by ^ | status ^ | Valid Manager ^ |
|-----------------------|--------------------|------------|--------------|------------------|---|
| 06/12/2019 - 04:12 PM | Onboard Functional | Happy Days | c357929 | pending approval | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |

Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

3

Review the information

4

Click Approve or Reject

OR

Click cancel request

The screenshot displays the 'Onboard Functional' interface. A sidebar on the left contains the Cargill logo, a user profile icon, and a 'Delegates' section with a '+'. Below this is the 'NEProfile' section with a dropdown arrow, followed by a list of links: 'home', 'needs action', 'requests' (highlighted in green), 'reports', 'people', 'contractor companies', and 'functional accounts'. The main content area is titled 'Onboard Functional' and includes a search bar for 'profile name' with a 'search' button. A 'log out' button is in the top right. The 'Approval Form' is the central focus, outlined in yellow. It contains several sections: 'Identification Information' with fields for 'Name1*' (filled with 'Happy'), 'Name2*' (filled with 'Days'), 'Functional Short Description/Title*' (filled with 'Test'), and 'Functional Long Description*' (filled with '123'). Below these are 'Related to:' radio buttons (Joint Venture, Cargill, Tropical Oils), 'Business Function*' (filled with 'BU010 CASC NA Customer Solutions'), and 'Department*' (filled with '*309966-0113904256-BU605 ENG FABRICA'). The 'Enter location by:' section has radio buttons for 'Cargill Location' and 'Other Location', with 'Cargill Location' selected. The 'Cargill Location*' field is filled with 'USA - MN - HOPKINS - 9320 EXCELSIOR BOULEVARD'. At the bottom of the form are three buttons: 'Previous', 'Approve', and 'Reject'. To the right of the form, there is an 'Owner*' field filled with 'c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)'. Above the form, there are two buttons: 'show comments' and 'cancel request' (highlighted with a red dashed line). A red dashed line also points from the 'cancel request' button to a note on the right. Another red dashed line points from the 'Approve' button to a note on the right. A third red dashed line points from the 'Reject' button to a note on the right.

Onboard Functional

Approval Form

Identification Information

Name1*
Happy

Name2*
Days

Functional Short Description/Title*
Test

Functional Long Description*
123

Related to:
☐ Joint Venture ☒ Cargill ☐ Tropical Oils

Business Function*
BU010 CASC NA Customer Solutions

Department*
*309966-0113904256-BU605 ENG FABRICA

Enter location by:
☒ Cargill Location ☐ Other Location

Cargill Location*
USA - MN - HOPKINS - 9320 EXCELSIOR BOULEVARD

Previous Approve Reject

Owner*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

show comments cancel request

Note: If cancelled, the person who submitted the request will get an email saying it was cancelled

Note: If rejected, the person who submitted the request will get an email saying it was rejected

Terminate a Functional ID

- Anyone can submit a termination request
- Only the manager can approve the request

1

Go to NED.Cargill.com

2

Click on the person you want to terminate

The screenshot shows the SecZetta NED Profile dashboard. The top navigation bar includes a 'home' link, a search bar for 'profile name', and a 'log out' button. The main dashboard features three summary cards: '10 my active profiles', '0 my pending requests', and '0 pending my action'. Below these is a 'Create Profiles' section with buttons for 'Onboard Functional', 'Onboard Joint Venture Employee', 'Onboard Contractor', 'Onboard TropicalOils Employee', and 'Onboard Acquisition Employee'. The 'Active People (5)' tab is selected, displaying a table of active people. A yellow box highlights the 'Happy Days' entry in the 'Needs Action (0)' column. The table has columns for Identity Type, Cargill Identity Name, Name, and Business Function.

| Identity Type | Cargill Identity Name | Name | Business Function |
|---------------|-----------------------|---------------|-------------------------------------|
| Functional | b168540 | Happy Days | BU010 CASC NA Customer Solutions |
| Contractor | c477774 | Chuck Brown | BU010 CASC NA Customer Solutions |
| Contractor | i606398 | Terry Cloth | FN065 Global Information Technology |
| JointVenture | j955258 | Jacque Olson | BU644 CAN MEA |
| Contractor | i279515 | Indy Inderson | BU644 CAN MEA |

https://ned-qa.cargill.com/neprofile_dashboard/profiles?p_type=1

Terminate a Functional ID

- Anyone can submit a termination request
- Only the manager can approve the request

3

Click Terminate Functional

The screenshot shows the 'functional accounts' page in the Cargill NEProfile system. The user 'Happy Days' is active. The 'Terminate Functional' button is highlighted with a yellow box, and a callout from step 3 points to it. The page displays various fields for functional information, including Name, Description, Related to, Business Function, Department, Location, and Validation Dates.

| Info | Department | Cargill Location | Business Function | Contributors | History |
|----------------------|----------------------------------|---|-------------------------------------|---|---------|
| Name1* | Name2* | Owner* | Functional Short Description/Title* | Functional Long Description* | |
| Happy | Days | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) | Test | 123 | |
| Related to* | Business Function* | Department* | Enter location by:* | Cargill Location* | |
| Acquisition Employee | BU010 CASC NA Customer Solutions | *309966-0113904256-BU605 ENG FABRICA | Cargill Location | USA - MN - HOPKINS - 9320 EXCELSIOR BOULEVARD | |
| Last Validation Date | Next Validation Due Date | | | | |
| 06/15/2019 | 12/12/2019 | | | | |

Terminate a Functional ID

- Anyone can submit a termination request
- Only the manager can approve the request

4

Click Submit

SecZetta IDENTITY SUITE

Terminate Functional

Request Form

This will terminate the Funct. ID. immediately. If a future termination is desired, cancel this request and perform an Update Person and change the contract end date instead.

Identification Information

1 Name1* **2 Name2*** **Owner***

3 Functional Short Description/Title* **4 Functional Long Description***

5 Related to* ☐ Joint Venture ☒ Cargill ☐ Tropical Oils

6 Business Function* **7 Department***

8 Enter location by* ☒ Cargill Location ☐ Other Location

9 Cargill Location*

Last Validation Date **Next Validation Due Date**

Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

Manager email

Manager receives an email asking them to approve the request.

In the case shown below, the manager is being asked to approve the request to terminate a Functional ID named Happy Days. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

c357929 submitted a Terminate Person request for Happy Days that requires your approval.

YOUR ACTION: Go to the [Request](#) to see items pending your approval. Please approve or reject the request as soon as possible.

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

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If you are having problems viewing this email, or received
it in error, please contact an NeProfile administrator.

Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

1

Manager sees they have a request that needs action.
Click view

The screenshot displays the Cargill NEProfile dashboard. At the top, there is a header with the Cargill logo, a 'home' link, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. Below the header, a dark sidebar on the left contains a user profile icon, a 'Delegates' button, and a 'NEProfile' menu with options: home, needs action, requests, reports, and people. The main content area features a prominent orange banner stating 'You have requests that need your action.' Below this, three summary cards are shown: 'my active profiles' with a count of 10, 'my pending requests' with a count of 1, and 'pending my action' with a count of 1. The 'pending my action' card is highlighted with a yellow border and contains a red warning triangle icon. A blue line connects the number '1' in the instruction box to the 'pending my action' card. At the bottom, a 'Create Profiles' section includes five buttons: 'Onboard Contractor', 'Onboard TropicalOils Employee', 'Onboard Functional', 'Onboard Joint Venture Employee', and 'Onboard Acquisition Employee'.

Cargill home profile name advanced log out

You have requests that need your action.

10 my active profiles view >>

1 my pending requests view >>

1 pending my action view >>

Create Profiles

Onboard Contractor Onboard TropicalOils Employee Onboard Functional Onboard Joint Venture Employee Onboard Acquisition Employee

NEProfile home needs action requests reports people

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Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

2

Click on the person you want to terminate

The screenshot displays the SecZetta Identity Suite interface. On the left is a dark sidebar with the SecZetta logo, a user profile icon, and a menu with options: home, needs action, requests (highlighted), reports, and people. The main area has a header with 'requests', a search bar containing 'profile name', and a 'log out' button. Below the header is a table of requests. The table has tabs for 'pending (1)', 'completed (16)', and 'all (17)'. The 'pending (1)' tab is active. The table columns are: date requested, request, Name, request by, status, and Valid Manager. A single row is visible with the following data: '06/12/2019 - 04:12 PM', 'Terminate Person', 'Happy Days' (highlighted with a yellow box), 'c357929', 'pending approval', and 'c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)'.

| date requested ^ | request ^ | Name ^ | request by ^ | status ^ | Valid Manager ^ |
|-----------------------|------------------|------------|--------------|------------------|---|
| 06/12/2019 - 04:12 PM | Terminate Person | Happy Days | c357929 | pending approval | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |

Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

SecZetta IDENTITY SUITE

Terminate Functional

Approval Form

This will terminate the JV Emp. immediately. If a future termination is desired, cancel this request and perform an Update Person and change the contract end date instead.

Identification Information

| | |
|--|--|
| <input type="text" value="Name1*"/> Happy | <input type="text" value="Name2*"/> Days |
| <input type="text" value="Functional Short Description/Title*"/> Test | <input type="text" value="Functional Long Description*"/> 123 |
| <input type="radio"/> Joint Venture <input checked="" type="radio"/> Cargill <input type="radio"/> Tropical Oils | <input type="text" value="Owner*"/> c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) ✖ |
| <input type="text" value="Business Function*"/> BU010 CASC NA Customer Solutions ✖ | <input type="text" value="Department*"/> *309966-0113904256-BU605 ENG FABRICA ✖ |
| <input type="radio"/> Enter location by: <input checked="" type="radio"/> Cargill Location <input type="radio"/> Other Location | |
| <input type="text" value="Cargill Location*"/> USA - MN - HOPKINS - 9320 EXCELSIOR BOULEVARD ✖ | |

Valid Manager
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

3

Review the Information.

Do you want to terminate this person?

4

Click Approve or Reject
OR
Click cancel request

Note: If cancelled, the person who submitted the request will get an email saying it was cancelled

Note: If rejected, the person who submitted the request will get an email saying it was rejected

Update a Functional ID

- Only the manager can submit & approve the request

1 Go to NED.Cargill.com

2 Click on the Functional ID you want to update

SecZetta
IDENTITY SUITE

Delegates

NEProfile

home

needs action

requests

reports

people

contractor companies

functional accounts

home

profile name

advanced

log out

10
my active profiles
[view >>](#)

0
my pending requests
[view >>](#)

0
pending my action
[view >>](#)

Create Profiles

[Onboard Functional](#)[Onboard Joint Venture Employee](#)[Onboard Contractor](#)[Onboard TropicalOils Employee](#)[Onboard Acquisition Employee](#)

Active People (5)Active Contractor Companies (4)Active Functional Accounts (1)Pending Requests (0)Needs Action (0)

| Identity Type | Cargill Identity Name | | | Business Function |
|---------------|-----------------------|------------|----------|-------------------------------------|
| Functional | b168540 | Happy Days | | BU010 CASC NA Customer Solutions |
| Contractor | c477774 | Chuck | Brown | BU010 CASC NA Customer Solutions |
| Contractor | i606398 | Terry | Cloth | FN065 Global Information Technology |
| JointVenture | j955258 | Jacque | Olson | BU644 CAN MEA |
| Contractor | i279515 | Indy | Inderson | BU644 CAN MEA |

[view all people >>](#)

https://ned-qa.cargill.com/neprofile_dashboard/profiles?p_type=1

SecZetta
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Update a Functional ID

- Only the manager can submit & approve the request

3 Click Update Functional

Delegates

NEProfile

home

needs action

requests

reports

people

contractor companies

functional accounts

functional accounts

profile name

advanced

log out

Happy Days

status Active

Terminate Functional

Update Functional

Validate Functional

Info

Department

Cargill Location

Business Function

Contributors

History

Name1*

Happy

Functional Short Description/Title*

Test

Related to*

Cargill

Business Function*

BU010 CASC NA Customer Solutions

Enter location by*

Cargill Location

Cargill Location*

USA - MN - HOPKINS - 9320 EXCELSIOR BOULEVARD

Last Validation Date

06/15/2019

Name2*

Days

Functional Long Description*

123

Department*

*309966-0113904256-BU605 ENG FABRICA

Next Validation Due Date

12/12/2019

Owner*

c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

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Update a Functional ID

- Only the manager can submit & approve the request

4

Update information

5

Click Submit

Cargill

Update Functional

Approval Form

Identification Information

Name1* Name2* Owner*

Functional Short Description/Title* Functional Long Description*

Related to* ☐ Joint Venture ☒ Cargill ☐ Tropical Oils

Business Function* Department*

Enter location by* ☒ Cargill Location ☐ Other Location

Cargill Location*

Approving an Update Request

- Only the manager can submit & approve the request

Manager email

Manager receives an email asking them to approve the request.

In the case shown below, the manager is being asked to approve the Update request for the Functional ID named Happy Days. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

c357929 submitted an Update Functional request for Happy Days that requires your approval.

YOUR ACTION: Go to the [Request](#) to see items pending your approval. Please approve or reject the request as soon as possible.

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

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If you are having problems viewing this email, or received
it in error, please contact an NeProfile administrator.

Approving an Update Request

- Only the manager can submit & approve the request

1

Manager sees they have a request that needs action.
Click view

The screenshot displays the Cargill NEProfile dashboard. At the top, there is a header with the Cargill logo, a 'home' button, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. Below the header, a dark sidebar on the left contains a user profile icon, a 'Delegates' button with a plus sign, and a 'NEProfile' menu with options: 'home', 'needs action', 'requests', 'reports', and 'people'. The main content area features a prominent orange banner stating 'You have requests that need your action.' Below this banner are three summary cards: 'my active profiles' with a count of 10, 'my pending requests' with a count of 1, and 'pending my action' with a count of 1. The 'pending my action' card is highlighted with a yellow border and contains a red warning triangle icon. Each card has a 'view >>' button. At the bottom, a 'Create Profiles' section includes five buttons: 'Onboard Contractor', 'Onboard Functional', 'Onboard TropicalOils Employee', 'Onboard Joint Venture Employee', and 'Onboard Acquisition Employee'. The footer shows the Cargill logo and 'all rights reserved | copyright 2019'.

Cargill home advanced [log out](#)

You have requests that need your action.

| Icon | Count | Label | Action |
|------|-------|---------------------|-------------------------------|
| | 10 | my active profiles | view >> |
| | 1 | my pending requests | view >> |
| | 1 | pending my action | view >> |

Create Profiles

- [Onboard Contractor](#)
- [Onboard Functional](#)
- [Onboard TropicalOils Employee](#)
- [Onboard Joint Venture Employee](#)
- [Onboard Acquisition Employee](#)

NEProfile ^
home needs action requests reports people

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Approving an Update Request

- Only the manager can submit & approve the request

2

Click on the person you want to update

The screenshot shows the 'requests' page in the SecZetta Identity Suite. The left sidebar contains the SecZetta logo, a user profile icon, and a 'Delegates' button. Below this is a 'NEProfile' section with a dropdown menu showing 'home', 'needs action', 'requests' (highlighted), 'reports', and 'people'. The main content area has a 'requests' header with a search bar and a 'log out' button. Below the header is a table with tabs for 'pending (1)', 'completed (16)', and 'all (17)'. The table has columns: 'date requested', 'request', 'Name', 'request by', 'status', and 'Valid Manager'. A single row is visible with the following data: '06/12/2019 - 04:12 PM', 'Update Functional', 'Happy Days' (highlighted with a yellow box), 'c357929', 'pending approval', and 'c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)'.

| date requested | request | Name | request by | status | Valid Manager |
|-----------------------|-------------------|------------|------------|------------------|---|
| 06/12/2019 - 04:12 PM | Update Functional | Happy Days | c357929 | pending approval | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |

Approving an Update Request

- Only the manager can submit & approve the request

SecZetta IDENTITY SUITE

Update Functional

log out

Approval Form

Update Approval

The follow profile has been modified. Please confirm the information below is accurate before approving.

Identification Information

1 Name1* 2 Name2*

3 Functional Short Description/Title* 4 Functional Long Description*

5 Related to* ☐ Joint Venture ☒ Cargill ☐ Tropical Oils

6 Business Function* 7 Owner*

8 Enter location by* ☒ Cargill Location ☐ Other Location

9 Cargill Location*

Valid Manager

Last Validation Date Next Validation Due Date

3 Review the Information.

4 Click Approve or Reject
OR
Click cancel request

Note: If cancelled, the person who submitted the request will get an email saying it was cancelled

Note: If rejected, the person who submitted the request will get an email saying it was rejected

Validate a Functional ID

- Only the manager can validate

1

Go to NED.Cargill.com

2

Click on the Functional ID you want to validate

The screenshot shows the SecZetta NED Profile dashboard. The top navigation bar includes a 'home' link, a search bar for 'profile name', and a 'log out' button. The main dashboard area features three summary cards: '10 my active profiles', '0 my pending requests', and '0 pending my action'. Below these is a 'Create Profiles' section with buttons for 'Onboard Functional', 'Onboard Joint Venture Employee', 'Onboard Contractor', 'Onboard TropicalOils Employee', and 'Onboard Acquisition Employee'. The main content area displays a table of active people. A yellow box highlights the 'Happy Days' entry in the 'Cargill Identity Name' column.

| Identity Type | Cargill Identity Name | Business Function |
|---------------|-----------------------|-------------------------------------|
| Functional | b168540 | BU010 CASC NA Customer Solutions |
| Contractor | c477774 | BU010 CASC NA Customer Solutions |
| Contractor | i606398 | FN065 Global Information Technology |
| JointVenture | j955258 | BU644 CAN MEA |
| Contractor | i279515 | BU644 CAN MEA |

https://ned-qa.cargill.com/neprofile_dashboard/profiles?p_type=1

Validate a Functional ID

- Only the manager can validate

3

Click Validate Functional

functional accounts

Happy Days
status Active

Info Department Cargill Location Business Function Contributors History

| | | |
|---|--|--|
| Name1* Happy | Name2* Days | Owner* c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |
| Functional Short Description/Title* Test | Functional Long Description* 123 | |
| Business Function* BU010 CASC NA Customer Solutions | Department* *309966-0113904256-BU605 ENG FABRICA | |
| Enter location by:* Cargill Location | | |
| Cargill Location* USA - MN - HOPKINS - 9320 EXCELSIOR BOULEVARD | | |
| Last Validation Date 06/15/2019 | Next Validation Due Date 12/12/2019 | |

Validate a Functional ID

- Only the manager can validate

4

Verify information

5

Click Submit.
That's it!

Request Form

Identification Information

Name1*
Happy

Name2*
Days

Functional Short Description/Title*
Test

Functional Long Description*
123

Related to*
☐ Joint Venture ☒ Cargill ☐ Tropical Oils

Owner*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

Business Function*
BU010 CASC NA Customer Solutions

Department*
*309966-0113904256-BU605 ENG FABRICA

Enter location by*
☒ Cargill Location ☐ Other Location

Cargill Location*
USA - MN - HOPKINS - 9320 EXCELSIOR BOULEVARD

Position Title*
Malt Consultant

Position Description*
Taste testing

Valid Manager*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

Submit

[show comments](#)

Joint Venture (JV) Employee

JV Employee

Onboard a JV Employee... Pages 56-57

Approve the request... Pages 58-61

Terminate a JV Employee ... Pages 62-64

Approve the request... Pages 65-68

Update a JV Employee... Pages 69-71

Approve the request... Pages 72-75

Validate a JV Employee... Pages 76-78

Onboard a Joint Venture (JV) Employee

- Anyone can submit an onboard request
- Only the manager can approve the request

1

Go to NED.Cargill.com

2

Click Onboard Joint Venture Employee

The screenshot displays the NED.Cargill.com web application. At the top, the browser address bar shows 'https://ned.cargill.com'. The page header includes the Cargill logo, a 'home' link, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. The main content area features three summary cards: 'my active profiles' (0), 'my pending requests' (0), and 'pending my action' (0), each with a 'view >>' link. Below these is a 'Create Profiles' section with five buttons: 'Onboard Functional', 'Onboard Joint Venture Employee' (highlighted with a yellow box), 'Onboard Contractor', 'Onboard TropicalOils Employee', and 'Onboard Acquisition Employee'. At the bottom, there are four status tabs: 'Active People (0)', 'Active Functional Accounts (0)', 'Pending Requests (0)', and 'Needs Action (0)'. The 'Active People (0)' tab is selected, showing a table with columns: 'Identity Type', 'Cargill Identity Name', 'First Name', 'Last Name', and 'Business Function'. The table currently contains one row with the value 'none'. A 'view all people >>' link is located at the bottom of the table.

Onboard a Joint Venture (JV) Employee

- Anyone can submit an onboard request
- Only the manager can approve the request

3

Complete all fields (everything highlighted below must be filled in)

4

Click Submit

5

Request is sent to manager for approval

Cargill Onboard Joint Venture Employee

Request Form

Personal Information

Job Information

Note: Just start typing and a list of options will appear

Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

Manager email

Manager receives an email asking them to approve the request.

In the case shown below, the manager is being asked to approve the request to onboard a JV Employee named Barry Weis. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

c357929 submitted an Onboard JV Employee request for Barry Weis that requires your approval.

YOUR ACTION: Go to the [Request](#) to see items pending your approval. Please approve or reject the request as soon as possible.

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

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If you are having problems viewing this email, or received
it in error, please contact an NeProfile administrator.

Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

1

Manager sees they have a request that needs action.
Click view

The screenshot displays the Cargill NEProfile dashboard. At the top, there's a header with the Cargill logo, a 'home' button, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. Below the header, a dark sidebar on the left contains a user profile icon, a 'Delegates' button with a plus sign, and a 'NEProfile' menu with options: 'home', 'needs action', 'requests', 'reports', and 'people'. The main content area features a prominent orange banner stating 'You have requests that need your action.' Below this, three cards are displayed: 'my active profiles' with a count of 10, 'my pending requests' with a count of 1, and 'pending my action' with a count of 1. The 'pending my action' card is highlighted with a yellow border and contains a red warning triangle icon. Each card has a 'view >>' button. At the bottom, a 'Create Profiles' section offers five buttons: 'Onboard Contractor', 'Onboard Functional', 'Onboard TropicalOils Employee', 'Onboard Joint Venture Employee', and 'Onboard Acquisition Employee'. The footer includes the Cargill logo and the text 'all rights reserved | copyright 2019'.

Cargill

home

You have requests that need your action.

10
my active profiles

1
my pending requests

1
pending my action

Create Profiles

NEProfile

home
needs action
requests
reports
people

Cargill
all rights reserved | copyright 2019

Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

2

Click on the person you want to onboard

The screenshot displays the SecZetta Identity Suite interface. On the left is a sidebar with the SecZetta logo, a user profile icon, and a menu with options: home, needs action, requests (highlighted), reports, and people. The main area is titled 'requests' and includes a search bar with 'profile name' and an 'advanced' search button. Below the search bar are tabs for 'pending (1)', 'completed (16)', and 'all (17)'. A table lists the requests with columns: date requested, request, First Name, Last Name, request by, status, and Valid Manager. The first row, '06/12/2019 - 04:12 PM Onboard JV Employee', is highlighted with a yellow box around the 'Barry Weis' names. A line points from the number '2' to this row.

| date requested ^ | request ^ | First Name ^ | Last Name ^ | request by ^ | status ^ | Valid Manager ^ |
|-----------------------|---------------------|--------------|-------------|--------------|------------------|---|
| 06/12/2019 - 04:12 PM | Onboard JV Employee | Barry | Weis | c357929 | pending approval | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |

Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

3

Review the information

4

Click Approve or Reject

OR

Click cancel request

Onboard JV Employee

Approval Form

Personal Information

Job Information

☐ Cargill Location ☐ Other Location

Note: If cancelled, the person who submitted the request will get an email saying it was cancelled

Note: If rejected, the person who submitted the request will get an email saying it was rejected

Terminate a Joint Venture (JV) Employee

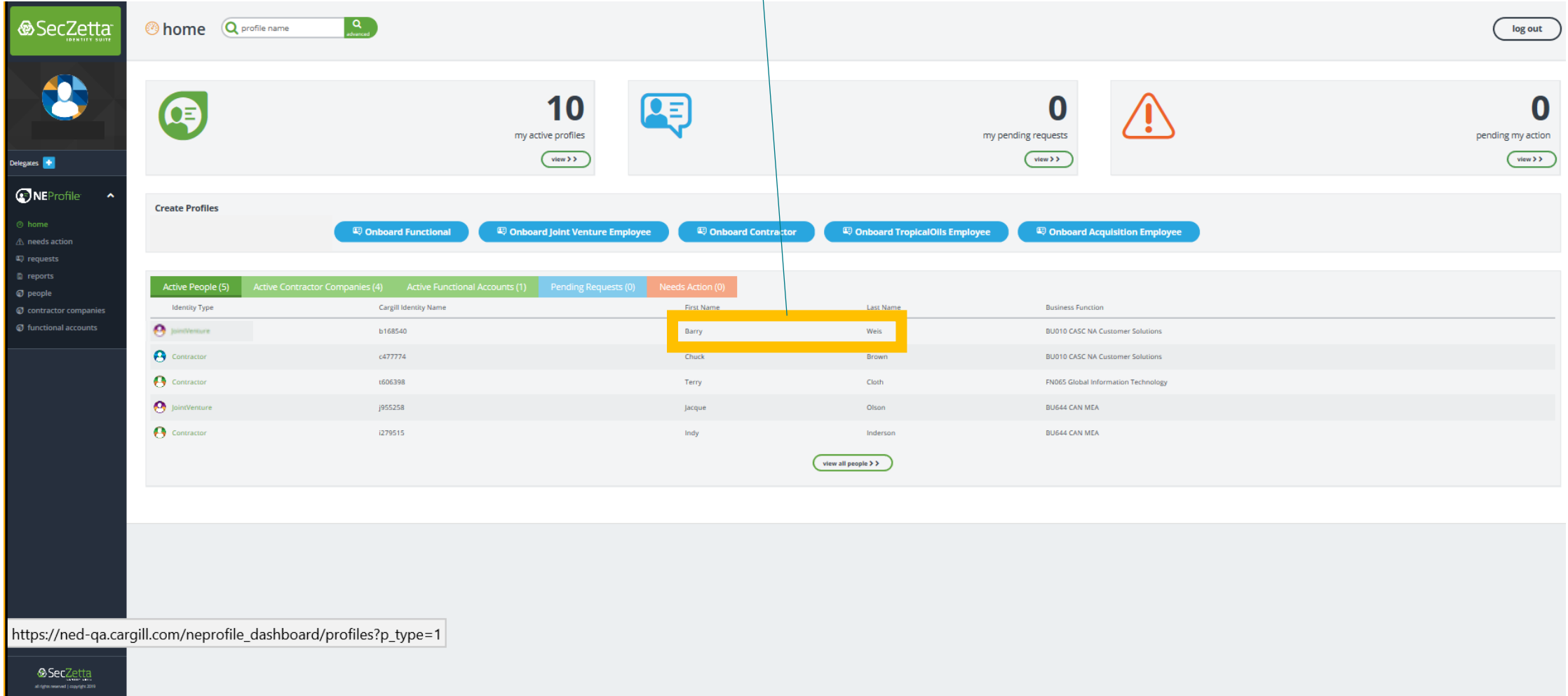
- Anyone can submit a termination request
- Only the manager can approve the request

1

Go to NED.Cargill.com

2

Click on the person you want to terminate



The screenshot shows the NEProfile dashboard interface. At the top, there's a header with the SecZetta logo, a home button, a search bar, and a log out button. Below the header, there are three summary cards: 'my active profiles' (10), 'my pending requests' (0), and 'pending my action' (0). Underneath these is a 'Create Profiles' section with five buttons: 'Onboard Functional', 'Onboard Joint Venture Employee', 'Onboard Contractor', 'Onboard TropicalOils Employee', and 'Onboard Acquisition Employee'. The main section is a table titled 'Active People (5)'. The table has columns for Identity Type, Cargill Identity Name, First Name, Last Name, and Business Function. The first row is highlighted with a yellow box, showing 'Barry Weis' as the first and last name. Below the table is a 'view all people >>' button. A URL bar at the bottom shows the current page address.

| Identity Type | Cargill Identity Name | First Name | Last Name | Business Function |
|---------------|-----------------------|------------|-----------|-------------------------------------|
| JointVenture | b168540 | Barry | Weis | BU010 CASC NA Customer Solutions |
| Contractor | c477774 | Chuck | Brown | BU010 CASC NA Customer Solutions |
| Contractor | i606398 | Terry | Cloth | FN065 Global Information Technology |
| JointVenture | j955258 | Jacque | Olson | BU644 CAN MEA |
| Contractor | i279515 | Indy | Inderson | BU644 CAN MEA |

https://ned-qa.cargill.com/neprofile_dashboard/profiles?p_type=1

Terminate a Joint Venture (JV) Employee

- Anyone can submit a termination request
- Only the manager can approve the request

3

Click Terminate Person

The screenshot displays the Cargill NEProfile interface for a user named Barry Weis (ID: b168540). The user's status is 'Active'. A yellow box highlights the 'Terminate Person' button, which is part of a row containing 'Update Person' and 'Validate Person' buttons. The left sidebar shows navigation options like 'home', 'needs action', 'requests', 'reports', 'people', 'contractor companies', and 'functional accounts'. The main content area is divided into sections: 'Personal Information' (First Name: Barry, Last Name: Weis, Cargill Identity Name: b168540) and 'Professional Information' (Person Type: JV Employee, Business Function: BU010 CASC NA Customer Solutions, Department: +309966-0113904256-BU605 ENG FABRICA, Position Title: Malt Consultant, Position Description: Taste testing, Enter location by: Cargill Location, Cargill Location: CAN - WINNIPEG - 300-240 GRAHAM AVENUE, Last Validation Date: 06/12/2019, Next Validation Due Date: 12/09/2019). A 'Valid Manager' field shows the email c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM).

Cargill

Barry Weis b168540
status Active

[Terminate Person](#) [Update Person](#) [Validate Person](#)

Info Department Cargill Location Contractor Company Business Function Contributors History

Personal Information

First Name*
Barry

Last Name*
Weis

Cargill Identity Name
b168540

Professional Information

Person Type*
JV Employee

Business Function*
BU010 CASC NA Customer Solutions

Department*
+309966-0113904256-BU605 ENG FABRICA

Position Title*
Malt Consultant

Position Description*
Taste testing

Enter location by*
Cargill Location

Cargill Location*
CAN - WINNIPEG - 300-240 GRAHAM AVENUE

Valid Manager*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

Department (legacy)
-

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

Terminate a Joint Venture (JV) Employee

- Anyone can submit a termination request
- Only the manager can approve the request

4

Click Submit

SecZetta IDENTITY SUITE

Terminate Person

Request Form

This will terminate the JV Emp. immediately. If a future termination is desired, cancel this request and perform an Update Person and change the contract end date instead.

Personal Information

| | |
|---|--------------------------|
| Cargill Identity Name b168540 | |
| First Name Barry | Last Name Weis |
| JV Company 1st Safety | |

Job Information

| | |
|---|---|
| Business Function BU010 CASC NA Customer Solutions | Department *309966-0113904256-BU605 ENG FABRICA |
| Department (legacy) N/A | |
| Cargill Location CAN - WINNIPEG - 300-240 GRAHAM AVENUE | |
| NonCargill Location N/A | |
| Position Title Malt Consultant | Position Description Taste testing |
| Valid Manager c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) | |
| Last Validation Date 06/12/2019 | Next Validation Due Date 12/09/2019 |

NEProfile

- home
- needs action
- requests
- reports
- people
- contractor companies
- functional accounts

SecZetta IDENTITY SUITE

Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

Manager email

Manager receives an email asking them to approve the request.

In the case shown below, the manager is being asked to approve the request to terminate a JV Employee named Barry Weis. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

c357929 submitted a Terminate Person request for Barry Weis that requires your approval.

YOUR ACTION: Go to the [Request](#) to see items pending your approval. Please approve or reject the request as soon as possible.

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

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it in error, please contact an NeProfile administrator.

Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

1


Manager sees they have a request that needs action.
Click view


The screenshot displays the Cargill NEProfile dashboard. At the top, there's a header with the Cargill logo, a 'home' button, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. Below the header, a dark sidebar on the left contains a user profile icon, a 'Delegates' button with a plus sign, and a 'NEProfile' menu with options: 'home', 'needs action', 'requests', 'reports', and 'people'. The main content area features a prominent orange banner stating 'You have requests that need your action.' Below this, three cards are displayed: 'my active profiles' with a count of 10, 'my pending requests' with a count of 1, and 'pending my action' with a count of 1. The 'pending my action' card is highlighted with a yellow border and contains a red warning triangle icon. A blue line connects the number '1' in the step indicator to the 'pending my action' card. At the bottom, a 'Create Profiles' section offers five buttons: 'Onboard Contractor', 'Onboard TropicalOils Employee', 'Onboard Acquisition Employee', 'Onboard Functional', and 'Onboard Joint Venture Employee'. The footer includes the Cargill logo and the text 'all rights reserved | copyright 2019'.


Cargill

home

You have requests that need your action.

 **10**
my active profiles

 **1**
my pending requests

 **1**
pending my action

Create Profiles

Cargill
all rights reserved | copyright 2019

Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

2

Click on the person you want to terminate

The screenshot displays the SecZetta Identity Suite interface. On the left is a sidebar with the SecZetta logo, a user profile icon, and a menu with options: home, needs action, requests (highlighted), reports, and people. The main area is titled 'requests' and includes a search bar with 'profile name' and an 'advanced' search button. Below the search bar are tabs for 'pending (1)', 'completed (16)', and 'all (17)'. A table lists the requests with columns: date requested, request, First Name, Last Name, request by, status, and Valid Manager. One request is listed: '06/12/2019 - 04:12 PM Terminate Person' with First Name 'Barry', Last Name 'Weis', request by 'c357929', status 'pending approval', and Valid Manager 'c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)'. The 'Barry Weis' entry is highlighted with a yellow box. A 'log out' button is in the top right corner.

| date requested ^ | request ^ | First Name ^ | Last Name ^ | request by ^ | status ^ | Valid Manager ^ |
|-----------------------|------------------|--------------|-------------|--------------|------------------|---|
| 06/12/2019 - 04:12 PM | Terminate Person | Barry | Weis | c357929 | pending approval | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |

Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

SecZetta IDENTITY SUITE

Terminate Person

log out

Approval Form

This will terminate the JV Emp. immediately. If a future termination is desired, cancel this request and perform an Update Person and change the contract end date instead.

Personal Information

| | |
|--|---------------------------------------|
| Cargill Identity Name b168540 | |
| First Name Barry | Last Name Weis |
| JV Company 1st Safety | |
| Business Function BU010 CASC NA Customer Solutions | |
| Department *309966-0113904256-BU605 ENG FABRICA | |
| Department (legacy) n/a | |
| Cargill Location CAN - WINNIPEG - 300-240 GRAHAM AVENUE | |
| NonCargill Location n/a | |
| Position Title Malt Consultant | Position Description Taste testing |

Valid Manager
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

3

Review the Information.

Do you want to terminate this person?

4

Click Approve or Reject
OR
Click cancel request

Note: If cancelled, the person who submitted the request will get an email saying it was cancelled

Note: If rejected, the person who submitted the request will get an email saying it was rejected

Update a Joint Venture (JV) Employee

• Only the manager can submit & approve the request

1 Go to NED.Cargill.com

2 Click on the person you want to update

SecZetta
IDENTITY SUITE

Delegates

NEProfile

home

needs action

requests

reports

people

contractor companies

functional accounts

home

profile name

advanced

log out

10
my active profiles
[view >>](#)

0
my pending requests
[view >>](#)

0
pending my action
[view >>](#)

Create Profiles

[Onboard Functional](#)[Onboard Joint Venture Employee](#)[Onboard Contractor](#)[Onboard TropicalOils Employee](#)[Onboard Acquisition Employee](#)

Active People (5)Active Contractor Companies (4)Active Functional Accounts (1)Pending Requests (0)Needs Action (0)

| Identity Type | Cargill Identity Name | First Name | Last Name | Business Function |
|---------------|-----------------------|------------|-----------|-------------------------------------|
| Joint Venture | b168540 | Barry | Weis | BU010 CASC NA Customer Solutions |
| Contractor | c477774 | Chuck | Brown | BU010 CASC NA Customer Solutions |
| Contractor | i606398 | Terry | Cloth | FN065 Global Information Technology |
| Joint Venture | j955258 | Jacque | Olson | BU644 CAN MEA |
| Contractor | i279515 | Indy | Inderson | BU644 CAN MEA |

[view all people >>](#)

SecZetta
IDENTITY SUITE

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https://ned-qa.cargill.com/neprofile_dashboard/profiles?p_type=1

Update a Joint Venture (JV) Employee

- Only the manager can submit & approve the request

3

Click Update Person

The screenshot displays the Cargill NEProfile system interface. On the left is a dark sidebar with the Cargill logo at the top, a user profile icon, and a 'Delegates' section with a plus icon. Below this is a 'NEProfile' section with a list of links: home, needs action, requests, reports, people (highlighted in green), contractor companies, and functional accounts. The main content area shows the profile for 'Barry Weis b168540' with a status of 'Active'. At the top of the profile are three buttons: 'Terminate Person', 'Update Person' (highlighted with a yellow box), and 'Validate Person'. Below these are tabs for 'Info', 'Department', 'Cargill Location', 'Contractor Company', 'Business Function', 'Contributors', and 'History'. The 'Info' tab is active, showing 'Personal Information' and 'Professional Information' sections. The 'Personal Information' section includes fields for First Name (Barry), Last Name (Weis), and Cargill Identity Name (b168540). The 'Professional Information' section includes fields for Person Type (JV Employee), Valid Manager (c357929 (CHERYL_CURTIS@CARGILL-THIRDPARTY.COM)), Business Function (BU010 CASC NA Customer Solutions), Department (+309966-0113904256-BU605 ENG FABRICA), Position Title (Malt Consultant), Position Description (Taste testing), Enter location by (Cargill Location), Cargill Location (CAN - WINNIPEG - 300-240 GRAHAM AVENUE), Last Validation Date (06/12/2019), and Next Validation Due Date (12/09/2019). A green 'X' icon is visible in the top right corner of the main content area.

Cargill

Barry Weis b168540
status Active

Terminate Person Update Person Validate Person

Info Department Cargill Location Contractor Company Business Function Contributors History

Personal Information

First Name* Barry
Last Name* Weis
Cargill Identity Name b168540

Professional Information

Person Type* JV Employee
Valid Manager* c357929 (CHERYL_CURTIS@CARGILL-THIRDPARTY.COM)
Business Function* BU010 CASC NA Customer Solutions
Department* +309966-0113904256-BU605 ENG FABRICA
Department (legacy) -
Position Title* Malt Consultant
Position Description* Taste testing
Enter location by* Cargill Location
Cargill Location* CAN - WINNIPEG - 300-240 GRAHAM AVENUE
Last Validation Date 06/12/2019
Next Validation Due Date 12/09/2019

Update a Joint Venture (JV) Employee

- Only the manager can submit & approve the request

4

Update information

5

Click Submit

Cargill

Request Form

show comments X

Personal Information

Cargill Identity Name
b168540

First Name*
Barry

Last Name*
Weis

Contractor Company
1st Safety

Job Information

Business Function*
BU010 CASC NA Customer Solutions X

Department*
*309966-0113904256-BU605 ENG FABRICA X

Department (legacy)
n/a

Enter location by:*
☒ Cargill Location ☐ Other Location

Cargill Location*
CAN - WINNIPEG - 300-240 GRAHAM AVENUE X

Position Title*
Malt Consultant

Position Description*
Taste testing

Valid Manager*
c357929 (CHERYL_CURTIS@CARGILL-THIRDPARTY.COM) X

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

Submit

71

Approving an Update Request

- Only the manager can submit & approve the request

Manager email

Manager receives an email asking them to approve the request.

In the case shown below, the manager is being asked to approve the Update request for Barry Weis. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

c357929 submitted a Update Person request for Barry Weis that requires your approval.

YOUR ACTION: Go to the [Request](#) to see items pending your approval. Please approve or reject the request as soon as possible.

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

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it in error, please contact an NeProfile administrator.

Approving an Update Request

- Only the manager can submit & approve the request

1

Manager sees they have a request that needs action.
Click view

The screenshot displays the Cargill NEProfile dashboard. At the top, there is a header with the Cargill logo, a 'home' link, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. Below the header, a dark sidebar on the left contains a user profile icon, a 'Delegates' button, and a 'NEProfile' menu with options: home, needs action, requests, reports, and people. The main content area features a prominent orange banner stating 'You have requests that need your action.' Below this, three cards are displayed: 'my active profiles' with a count of 10, 'my pending requests' with a count of 1, and 'pending my action' with a count of 1. The 'pending my action' card is highlighted with a yellow border and contains a red warning triangle icon. Each card has a 'view >>' button. At the bottom, a 'Create Profiles' section includes four buttons: 'Onboard Contractor', 'Onboard TropicalOils Employee', 'Onboard Functional', and 'Onboard Acquisition Employee'.

Cargill home advanced [log out](#)

You have requests that need your action.

| Icon | Count | Label | Action |
|------|-------|---------------------|-------------------------------|
| | 10 | my active profiles | view >> |
| | 1 | my pending requests | view >> |
| | 1 | pending my action | view >> |

Create Profiles

- [Onboard Contractor](#)
- [Onboard TropicalOils Employee](#)
- [Onboard Functional](#)
- [Onboard Joint Venture Employee](#)
- [Onboard Acquisition Employee](#)

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Approving an Update Request

- Only the manager can submit & approve the request

2

Click on the person you want to update

The screenshot displays the SecZetta Identity Suite interface. On the left is a sidebar with the SecZetta logo, a user profile icon, and a menu with options: home, needs action, requests (highlighted), reports, and people. The main area is titled 'requests' and includes a search bar with 'profile name' and an 'advanced' search button. A 'log out' button is in the top right. Below the search bar are tabs for 'pending (1)', 'completed (16)', and 'all (17)'. A table lists requests with columns: date requested, request, First Name, Last Name, request by, status, and Valid Manager. One request is shown: '06/12/2019 - 04:12 PM', 'Update Person', 'Barry', 'Weis', 'c357929', 'pending approval', and 'c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)'. The 'Barry Weis' entry is highlighted with a yellow box, and a line points from the instruction 'Click on the person you want to update' to this entry.

| date requested ^ | request ^ | First Name ^ | Last Name ^ | request by ^ | status ^ | Valid Manager ^ |
|-----------------------|---------------|--------------|-------------|--------------|------------------|---|
| 06/12/2019 - 04:12 PM | Update Person | Barry | Weis | c357929 | pending approval | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |

Approving an Update Request

- Only the manager can submit & approve the request

Cargill Update Person profile name advanced log out

Approval Form

show comments cancel request X

Update Approval

The follow profile has been modified. Please confirm the information below is accurate before approving.

Personal Information

Cargill Identity Name
b168540

JV Company
1st Safety

First Name*
Barry

Last Name*
Weis

Job Information

Business Function*
BU010 CASC NA Customer Solutions X

Department*
*309966-0113904256-BU605 ENG FABRICA X

Department (legacy)
n/a

Enter location by:*
☒ Cargill Location ☐ Other Location

Cargill Location*
CAN - WINNIPEG - 300-240 GRAHAM AVENUE X

Position Title*
Malt Consultant

Position Description*
Taste testing, Quality Control

Valid Manager*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) X

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

Approve Reject

3
Review the
information

4
Click Approve or Reject
OR
Click cancel request

Note: If cancelled, the person who submitted the request will get an email saying it was cancelled

Note: If rejected, the person who submitted the request will get an email saying it was rejected

Validate a Joint Venture (JV) Employee

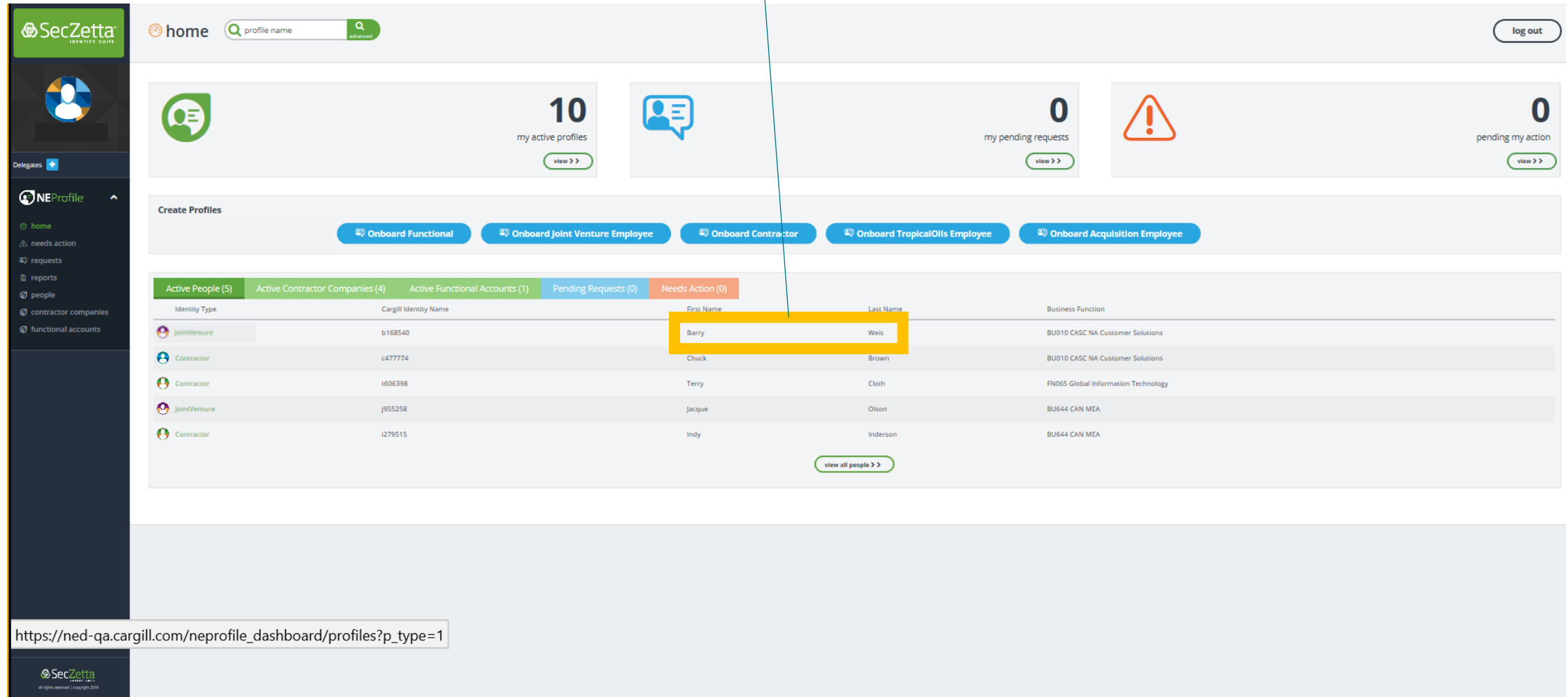
- Only the manager can validate

1

Go to NED.Cargill.com

2

Click on the person you want to validate



The screenshot shows the NEProfile dashboard with a sidebar on the left containing navigation links: home, needs action, requests, reports, people, contractor companies, and functional accounts. The main content area has a top bar with a search bar and a 'log out' button. Below this are three summary cards: 'my active profiles' (10), 'my pending requests' (0), and 'pending my action' (0). A 'Create Profiles' section contains five buttons: 'Onboard Functional', 'Onboard Joint Venture Employee', 'Onboard Contractor', 'Onboard TropicalOils Employee', and 'Onboard Acquisition Employee'. The 'Active People (5)' tab is selected, displaying a table with columns: Identity Type, Cargill Identity Name, First Name, Last Name, and Business Function. The first row, for Barry Weis, is highlighted with a yellow box. A 'view all people >>' button is at the bottom of the table.

| Identity Type | Cargill Identity Name | First Name | Last Name | Business Function |
|---------------|-----------------------|------------|-----------|-------------------------------------|
| JointVenture | b168540 | Barry | Weis | BU010 CASC NA Customer Solutions |
| Contractor | c477774 | Chuck | Brown | BU010 CASC NA Customer Solutions |
| Contractor | i606398 | Terry | Cloth | FN065 Global Information Technology |
| JointVenture | j955258 | Jacque | Olson | BU644 CAN MEA |
| Contractor | i279515 | Indy | Inderson | BU644 CAN MEA |

https://ned-qa.cargill.com/neprofile_dashboard/profiles?p_type=1

Validate a Joint Venture (JV) Employee

- Only the manager can validate

3

Click Validate Person

The screenshot displays the Cargill NEProfile interface for a user named Barry Weis (ID: b168540). The user's status is 'Active'. A yellow box highlights the 'Validate Person' button in the top navigation bar. The left sidebar contains a Cargill logo, a user profile icon, and a list of navigation links: home, needs action, requests, reports, people, contractor companies, and functional accounts. The main content area is divided into two sections: 'Personal Information' and 'Professional Information'. The 'Personal Information' section includes fields for First Name (Barry), Last Name (Weis), and Cargill Identity Name (b168540). The 'Professional Information' section includes fields for Person Type (JV Employee), Valid Manager (c357929 (CHERYL_CURTIS@CARGILL-THIRDPARTY.COM)), Business Function (BU010 CASC NA Customer Solutions), Department (+309966-0113904256-BU605 ENG FABRICA), Position Title (Malt Consultant), Position Description (Taste testing), Enter location by (Cargill Location), Cargill Location (CAN - WINNIPEG - 300-240 GRAHAM AVENUE), Last Validation Date (06/12/2019), and Next Validation Due Date (12/09/2019).

Cargill

Barry Weis b168540
status Active

Terminate Person Update Person **Validate Person**

Info Department Cargill Location Contractor Company Business Function Contributors History

Personal Information

First Name* Barry
Last Name* Weis
Cargill Identity Name b168540

Professional Information

Person Type* JV Employee
Valid Manager* c357929 (CHERYL_CURTIS@CARGILL-THIRDPARTY.COM)
Business Function* BU010 CASC NA Customer Solutions
Department* +309966-0113904256-BU605 ENG FABRICA
Department (legacy) -
Position Title* Malt Consultant
Position Description* Taste testing
Enter location by* Cargill Location
Cargill Location* CAN - WINNIPEG - 300-240 GRAHAM AVENUE
Last Validation Date 06/12/2019
Next Validation Due Date 12/09/2019

77

Validate a Joint Venture (JV) Employee

- Only the manager can validate

4

Verify information

5

Click Submit.
That's it!

Cargill

Request Form

show comments X

Personal Information

Cargill Identity Name
b168540

First Name*
Barry

Last Name*
Weis

Job Information

Business Function*
BU010 CASC NA Customer Solutions X

Department*
*309966-0113904256-BU605 ENG FABRICA X

Department (legacy)
n/a

Enter location by:*
☒ Cargill Location ☐ Other Location

Cargill Location*
CAN - WINNIPEG - 300-240 GRAHAM AVENUE X

Position Title*
Malt Consultant

Position Description*
Taste testing

Valid Manager*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) X

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

Submit

NEProfile

home

needs action

requests

reports

people

contractor companies

functional accounts

78

Acquisition Employee

Acquisition Employee

Onboard an Acquisition Employee... Pages 80-81

Approve the request... Pages 82-85

Terminate an Acquisition Employee... Pages 86-88

Approve the request... Pages 89-92

Update an Acquisition Employee... Pages 93-95

Approve the request... Pages 96-99

Validate an Acquisition Employee... Pages 100-102

Onboard an Acquisition Employee

- Anyone can submit an onboard request
- Only the manager can approve the request

1

Go to NED.Cargill.com

2

Click Onboard Acquisition Employee

The screenshot displays the NED.Cargill.com web application. At the top, a browser address bar shows the URL. Below it, a navigation bar includes the Cargill logo, a 'home' link, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. A left sidebar contains a user profile icon and a menu with links: 'home', 'needs action', 'requests', 'reports', 'people', and 'functional accounts'. The main content area features three summary cards: 'my active profiles' (0), 'my pending requests' (0), and 'pending my action' (0), each with a 'view >>' link. Below these is a 'Create Profiles' section with five buttons: 'Onboard Functional', 'Onboard Joint Venture Employee', 'Onboard Contractor', 'Onboard TropicalOils Employee', and 'Onboard Acquisition Employee'. The 'Onboard Acquisition Employee' button is highlighted with a yellow border. At the bottom, a table header shows counts for 'Active People (0)', 'Active Functional Accounts (0)', 'Pending Requests (0)', and 'Needs Action (0)'. The table has columns for 'Identity Type', 'Cargill Identity Name', 'First Name', 'Last Name', and 'Business Function'. A 'view all people >>' link is centered below the table.

https://ned.cargill.com

home profile name advanced log out

my active profiles 0 view >>

my pending requests 0 view >>

pending my action 0 view >>

Create Profiles

Onboard Functional Onboard Joint Venture Employee Onboard Contractor Onboard TropicalOils Employee Onboard Acquisition Employee

Active People (0) Active Functional Accounts (0) Pending Requests (0) Needs Action (0)

| Identity Type | Cargill Identity Name | First Name | Last Name | Business Function |
|---------------|-----------------------|------------|-----------|-------------------|
| none | | | | |

view all people >>

Onboard an Acquisition Employee

- Anyone can submit an onboard request
- Only the manager can approve the request

3

Complete all fields (everything highlighted below must be filled in)

4

Click Submit

5

Request is sent to manager for approval

Cargill

Onboard Acquisition Employee

profile name advanced

log out

Request Form

show comments X

Personal Information

First Name* Last Name*

Acquisition Company* profile name

Job Information

Business Function* Department (legacy) profile name

NonCargill Location* profile name

Position Title* Position Description*

Valid Manager* user name, email

Submit

Note: Just start typing and a list of options will appear

Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

Manager email

Manager receives an email asking them to approve the request.

In the case shown below, the manager is being asked to approve the request to onboard an Acquisition Employee named Barry Weis. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

c357929 submitted an Onboard Acquisition Employee request for Barry Weis that requires your approval.

YOUR ACTION: Go to the [Request](#) to see items pending your approval. Please approve or reject the request as soon as possible.

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

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If you are having problems viewing this email, or received it in error, please contact an NeProfile administrator.

Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

1


Manager sees they have a request that needs action.
Click view


The screenshot displays the Cargill NEProfile dashboard. At the top, there's a header with the Cargill logo, a 'home' link, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. Below the header, a dark sidebar on the left contains a user profile icon, a 'Delegates' button, and a 'NEProfile' menu with options: 'home', 'needs action', 'requests', 'reports', and 'people'. The main content area features a prominent orange alert bar stating 'You have requests that need your action.' Below this, three cards are displayed: 'my active profiles' with a count of 10, 'my pending requests' with a count of 1, and 'pending my action' with a count of 1. The 'pending my action' card is highlighted with a yellow border and contains a red warning triangle icon. Each card has a 'view >>' button. At the bottom, a 'Create Profiles' section offers five buttons: 'Onboard Contractor', 'Onboard TropicalOils Employee', 'Onboard Acquisition Employee', 'Onboard Functional', and 'Onboard Joint Venture Employee'. The footer includes the Cargill logo and the text 'all rights reserved | copyright 2019'.


Cargill™

home profile name advanced log out

You have requests that need your action.

 **10**
my active profiles
view >>

 **1**
my pending requests
view >>

 **1**
pending my action
view >>

Create Profiles

Onboard Functional Onboard Joint Venture Employee

Onboard Contractor Onboard TropicalOils Employee Onboard Acquisition Employee

Cargill
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Approving an Onboarding Request

- Anyone can submit an onboard request
- **Only the manager can approve the request**

2

Click on the person you want to onboard

The screenshot displays the SecZetta Identity Suite interface. On the left is a sidebar with the SecZetta logo, a user profile icon, and a menu with options: home, needs action, requests (highlighted), reports, and people. The main area is titled 'requests' and includes a search bar with 'profile name' and an 'advanced' search button. Below the search bar are tabs for 'pending (1)', 'completed (16)', and 'all (17)'. A table lists the requests with columns: date requested, request, First Name, Last Name, request by, status, and Valid Manager. The first row, representing a pending request, is highlighted with a yellow box around the 'Barry Weis' entry. A blue circle with the number '2' and an arrow points to this entry, accompanied by the instruction 'Click on the person you want to onboard'.

| date requested ^ | request ^ | First Name ^ | Last Name ^ | request by ^ | status ^ | Valid Manager ^ |
|-----------------------|------------------------------|--------------|-------------|--------------|------------------|---|
| 06/12/2019 - 04:12 PM | Onboard Acquisition Employee | Barry | Weis | c357929 | pending approval | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |

Approving an Onboarding Request

- Anyone can submit an onboard request
- Only the manager can approve the request

3

Review the information

4

Click Approve or Reject

OR

Click cancel request

The screenshot displays the 'Onboard Acquisition Employee' interface. The top navigation bar includes the SecZetta logo, a search bar for 'profile name', and a 'log out' button. The left sidebar shows a user profile and a menu with options like 'home', 'needs action', 'requests', 'reports', 'people', 'contractor companies', and 'functional accounts'. The main content area is titled 'Approval Form' and contains a yellow-bordered box with the following sections:

- Personal Information:** Fields for First Name* (Barry), Last Name* (Wels), and Acquisition Company* (1st Safety).
- Job Information:** Fields for Business Function* (BU010 CASC NA Customer Solutions), Department* (*309966-0113904256-BU605 ENG FABRICA), Enter location by* (Cargill Location), Location* (CAN - WINNIPEG - 300-240 GRAHAM AVENUE), Position Title* (Malt Consultant), and Position Description* (Taste testing).
- Valid Manager*:** Field with value c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM).

At the bottom of the form are buttons for 'Previous', 'Approve', and 'Reject'. To the right of the form are buttons for 'show comments', 'cancel request', and a close button (X). Arrows from the numbered steps point to these buttons: Step 3 points to the 'Approve' button, and Step 4 points to both the 'Reject' and 'cancel request' buttons.

Note: If cancelled, the person who submitted the request will get an email saying it was cancelled

Note: If rejected, the person who submitted the request will get an email saying it was rejected

Terminate an Acquisition Employee

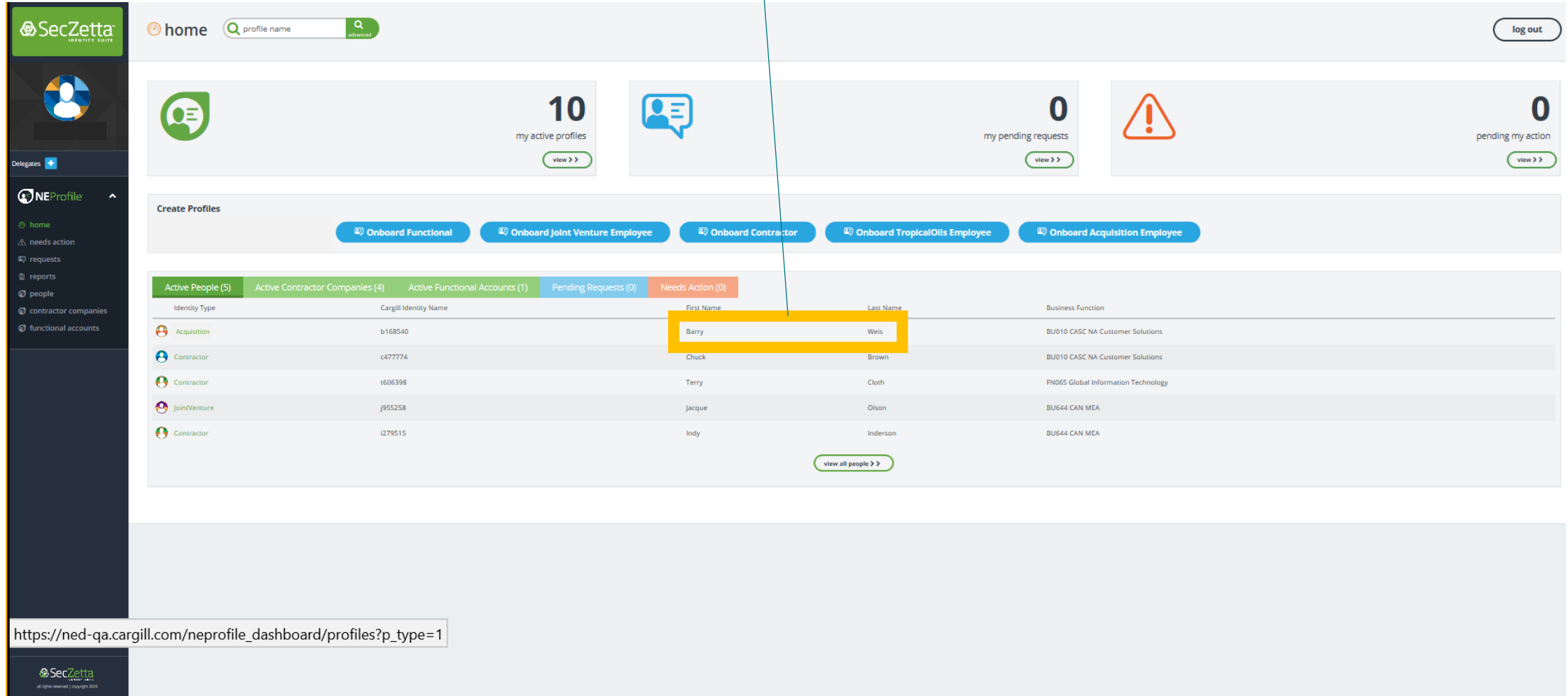
- Anyone can submit a termination request
- Only the manager can approve the request

1

Go to NED.Cargill.com

2

Click on the person you want to terminate



The screenshot shows the SecZetta NED.Cargill.com dashboard. The top navigation bar includes a 'home' link, a search bar, and a 'log out' button. The main dashboard area features three summary cards: 'my active profiles' (10), 'my pending requests' (0), and 'pending my action' (0). Below these is a 'Create Profiles' section with buttons for 'Onboard Functional', 'Onboard Joint Venture Employee', 'Onboard Contractor', 'Onboard TropicalOils Employee', and 'Onboard Acquisition Employee'. The 'Active People' table is displayed with columns for Identity Type, Cargill Identity Name, First Name, Last Name, and Business Function. The first row, 'Barry Weis', is highlighted with a yellow box. A 'view all people >>' link is at the bottom of the table.

| Identity Type | Cargill Identity Name | First Name | Last Name | Business Function |
|---------------|-----------------------|------------|-----------|-------------------------------------|
| Acquisition | b168540 | Barry | Weis | BU010 CASC NA Customer Solutions |
| Contractor | c477774 | Chuck | Brown | BU010 CASC NA Customer Solutions |
| Contractor | i606398 | Terry | Cloth | FN065 Global Information Technology |
| JointVenture | j955258 | Jacque | Olson | BU644 CAN MEA |
| Contractor | i279515 | Indy | Inderson | BU644 CAN MEA |

[view all people >>](#)

https://ned-qa.cargill.com/neprofile_dashboard/profiles?p_type=1

Terminate an Acquisition Employee

- Anyone can submit a termination request
- Only the manager can approve the request

3

Click Terminate Person

The screenshot displays the Cargill NEProfile interface for a user named Barry Weis (ID: b168540). The user's status is 'Active'. A yellow box highlights the 'Terminate Person' button, which is located next to 'Update Person' and 'Validate Person' buttons. The interface includes a sidebar with navigation links and a main content area with tabs for 'Info', 'Department', 'Cargill Location', 'Contractor Company', 'Business Function', 'Contributors', and 'History'. The 'Info' tab is selected, showing 'Personal Information' and 'Professional Information' sections. The 'Personal Information' section includes fields for First Name (Barry), Last Name (Weis), and Cargill Identity Name (b168540). The 'Professional Information' section includes fields for Person Type (Acquisition Employee), Acquisition Company (1st Safety), Valid Manager (c357929), Business Function (BU010 CASC NA Customer Solutions), Department (+309966-0113904256-BU605 ENG FABRICA), Position Title (Malt Consultant), Position Description (Taste testing), Enter location by (Cargill Location), Cargill Location (CAN - WINNIPEG - 300-240 GRAHAM AVENUE), Last Validation Date (06/12/2019), and Next Validation Due Date (12/09/2019).

Cargill

Barry Weis b168540
status Active

Terminate Person **Update Person** **Validate Person**

Info Department Cargill Location Contractor Company Business Function Contributors History

Personal Information

First Name*
Barry

Last Name*
Weis

Cargill Identity Name
b168540

Professional Information

Person Type*
Acquisition Employee

Acquisition *Company*
1st Safety

Valid Manager*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

Business Function*
BU010 CASC NA Customer Solutions

Department*
+309966-0113904256-BU605 ENG FABRICA

Department (legacy)
-

Position Title*
Malt Consultant

Position Description*
Taste testing

Enter location by*
Cargill Location

Cargill Location*
CAN - WINNIPEG - 300-240 GRAHAM AVENUE

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

NEProfile

home needs action requests reports people contractor companies functional accounts

87

Terminate an Acquisition Employee

- Anyone can submit a termination request
- Only the manager can approve the request

4

Click Submit

SecZetta IDENTITY SUITE

Terminate Person

Request Form

This will terminate the **JV Emp.** immediately. If a future termination is desired, cancel this request and perform an Update Person and change the contract end date instead.

Personal Information

| | |
|--|--------------------------|
| Cargill Identity Name b168540 | |
| First Name Barry | Last Name Weis |
| Acquisition Company 1st Safety | |

Job Information

| | |
|---|---|
| Business Function BU010 CASC NA Customer Solutions | Department *309966-0113904256-BU605 ENG FABRICA |
| Department (legacy) n/a | |
| Cargill Location CAN - WINNIPEG - 300-240 GRAHAM AVENUE | |
| Non-Cargill Location n/a | |
| Position Title Malt Consultant | Position Description Taste testing |
| Valid Manager c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) | |
| Last Validation Date 06/12/2019 | Next Validation Due Date 12/09/2019 |

NEProfile

- home
- needs action
- requests
- reports
- people
- contractor companies
- functional accounts

SecZetta IDENTITY SUITE

Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

Manager email

Manager receives an email asking them to approve the request.

In the case shown below, the manager is being asked to approve the request to terminate an Acquisition Employee named Barry Weis. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

c357929 submitted a Terminate Person request for Barry Weis that requires your approval.

YOUR ACTION: Go to the [Request](#) to see items pending your approval. Please approve or reject the request as soon as possible.

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

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it in error, please contact an NeProfile administrator.

Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

1

Manager sees they have a request that needs action.
Click view

The screenshot displays the Cargill NEProfile dashboard. At the top, there is a header with the Cargill logo, a 'home' button, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. Below the header, a dark sidebar on the left contains a user profile icon, a 'Delegates' button, and a 'NEProfile' menu with options: 'home', 'needs action', 'requests', 'reports', and 'people'. The main content area features a prominent orange banner stating 'You have requests that need your action.' Below this, three cards are displayed: 'my active profiles' with a count of 10, 'my pending requests' with a count of 1, and 'pending my action' with a count of 1. The 'pending my action' card is highlighted with a yellow border and contains a red warning triangle icon. A blue line connects the number '1' in the instruction box to the 'pending my action' card. At the bottom, a 'Create Profiles' section offers five buttons: 'Onboard Contractor', 'Onboard TropicalOils Employee', 'Onboard Acquisition Employee', 'Onboard Functional', and 'Onboard Joint Venture Employee'.

Cargill home advanced [log out](#)

You have requests that need your action.

| Icon | Count | Label | Action |
|------|-------|---------------------|-------------------------------|
| | 10 | my active profiles | view >> |
| | 1 | my pending requests | view >> |
| | 1 | pending my action | view >> |

Create Profiles

- [Onboard Contractor](#)
- [Onboard TropicalOils Employee](#)
- [Onboard Acquisition Employee](#)
- [Onboard Functional](#)
- [Onboard Joint Venture Employee](#)

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Approving a Termination Request

- Anyone can submit a termination request
- **Only the manager can approve the request**

2

Click on the person you want to terminate

The screenshot displays the SecZetta Identity Suite interface. On the left is a sidebar with the SecZetta logo, a user profile icon, and a menu with options: home, needs action, requests (highlighted), reports, and people. The main area is titled 'requests' and includes a search bar with 'profile name' and an 'advanced' search button. Below the search bar are tabs for 'pending (1)', 'completed (16)', and 'all (17)'. A table lists the requests with columns: date requested, request, First Name, Last Name, request by, status, and Valid Manager. One request is listed: '06/12/2019 - 04:12 PM Terminate Person' with First Name 'Barry', Last Name 'Weis', request by 'c357929', status 'pending approval', and Valid Manager 'c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)'. A yellow box highlights the 'Barry Weis' entry, and a blue circle with the number '2' points to it with the instruction 'Click on the person you want to terminate'.

| date requested ^ | request ^ | First Name ^ | Last Name ^ | request by ^ | status ^ | Valid Manager ^ |
|-----------------------|------------------|--------------|-------------|--------------|------------------|---|
| 06/12/2019 - 04:12 PM | Terminate Person | Barry | Weis | c357929 | pending approval | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |

Approving a Termination Request

- Anyone can submit a termination request
- Only the manager can approve the request

SecZetta IDENTITY SUITE

Terminate Person

log out

Approval Form

This will terminate the Acq. Emp. immediately. If a future termination is desired, cancel this request and perform an Update Person and change the contract end date instead.

Personal Information

| | |
|-----------------------------------|-------------------|
| Cargill Identity Name b168540 | |
| First Name Barry | Last Name Weis |
| Acquisition Company 1st Safety | |

Job Information

| | |
|--|--|
| Business Function BU010 CASC NA Customer Solutions | Department *309966-0113904256-BU605 ENG FABRICA |
| Department (legacy) n/a | |
| Cargill Location CAN - WINNIPEG - 300-240 GRAHAM AVENUE | |
| NonCargill Location n/a | |
| Position Title Malt Consultant | Position Description Taste testing |

Valid Manager
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

3

Review the Information.

Do you want to terminate this person?

4

Click Approve or Reject
OR
Click cancel request

Note: If cancelled, the person who submitted the request will get an email saying it was cancelled

Note: If rejected, the person who submitted the request will get an email saying it was rejected

Update an Acquisition Employee

- Only the manager can submit & approve the request

1 Go to NED.Cargill.com

2 Click on the person you want to update

SecZetta
IDENTITY SUITE

Delegates

NEProfile

home

needs action

requests

reports

people

contractor companies

functional accounts

home

profile name

advanced

log out

10
my active profiles
[view >>](#)

0
my pending requests
[view >>](#)

0
pending my action
[view >>](#)

Create Profiles

[Onboard Functional](#)[Onboard Joint Venture Employee](#)[Onboard Contractor](#)[Onboard TropicalOils Employee](#)[Onboard Acquisition Employee](#)

Active People (5)Active Contractor Companies (4)Active Functional Accounts (1)Pending Requests (0)Needs Action (0)

| Identity Type | Cargill Identity Name | First Name | Last Name | Business Function |
|---------------|-----------------------|------------|-----------|-------------------------------------|
| Acquisition | b168540 | Barry | Weis | BU010 CASC NA Customer Solutions |
| Contractor | c477774 | Chuck | Brown | BU010 CASC NA Customer Solutions |
| Contractor | i606398 | Terry | Cloth | FN065 Global Information Technology |
| JointVenture | j955258 | Jacque | Olson | BU644 CAN MEA |
| Contractor | i279515 | Indy | Inderson | BU644 CAN MEA |

[view all people >>](#)

https://ned-qa.cargill.com/neprofile_dashboard/profiles?p_type=1

SecZetta
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Update an Acquisition Employee

- Only the manager can submit & approve the request

3

Click Update Person

The screenshot displays the Cargill NEProfile interface for an employee named Barry Weis (ID: b168540). The interface includes a sidebar with navigation links and a main content area with tabs for 'Info', 'Department', 'Cargill Location', 'Contractor Company', 'Business Function', 'Contributors', and 'History'. The 'Update Person' button is highlighted with a yellow box. The form contains the following fields:

| Personal Information | | |
|-----------------------|---------|--|
| First Name* | Barry | |
| Last Name* | Weis | |
| Cargill Identity Name | b168540 | |

| Professional Information | | |
|--|--|---------------------|
| Person Type* | Acquisition Employee | |
| Valid Manager* | c357929 (CHERYL_CURTIS@CARGILL-THIRDPARTY.COM) | |
| Business Function* | Department* | Department (legacy) |
| BU010 CASC NA Customer Solutions | +309966-0113904256-BU605 ENG FABRICA | - |
| Position Title* | Position Description* | |
| Malt Consultant | Taste testing | |
| Enter location by* | | |
| Cargill Location | | |
| Cargill Location* | | |
| CAN - WINNIPEG - 300-240 GRAHAM AVENUE | | |
| Last Validation Date | Next Validation Due Date | |
| 06/12/2019 | 12/09/2019 | |

Update an Acquisition Employee

- Only the manager can submit & approve the request

4 Update information

5 Click Submit

Delegates

NEProfile

home

needs action

requests

reports

people

contractor companies

functional accounts

Request Form

show comments

X

Personal Information

Cargill Identity Name

b168540

First Name*

Barry

Last Name*

Weis

Acquisition Company

1st Safety

Job Information

Business Function*

BU010 CASC NA Customer Solutions

Department*

*309966-0113904256-BU605 ENG FABRICA

Department (legacy)

n/a

Enter location by:

Cargill Location

Other Location

Cargill Location*

CAN - WINNIPEG - 300-240 GRAHAM AVENUE

Position Title*

Malt Consultant

Position Description*

Taste testing

Valid Manager*

c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)

Last Validation Date

06/12/2019

Next Validation Due Date

12/09/2019

Submit

Approving an Update Request

- Only the manager can submit & approve the request

Manager email

Manager receives an email asking them to approve the request.

In the case shown below, the manager is being asked to approve the Update request for Barry Weis, an Acquisition Employee. The manager can click on the link to go to NED.Cargill.com

Note!

Click the link to go to NED.Cargill.com

c357929 submitted a Update Person request for Barry Weis that requires your approval.

YOUR ACTION: Go to the [Request](#) to see items pending your approval. Please approve or reject the request as soon as possible.

FOR MORE INFORMATION: To learn more about managing access for contractors, joint ventures, acquisitions/divestitures, or process/shared accounts, visit the [Access Management Resource Site](#) or contact the service desk.

all rights reserved | NeProfile copyright 2019

If you are having problems viewing this email, or received
it in error, please contact an NeProfile administrator.

Approving an Update Request

- Only the manager can submit & approve the request

1

Manager sees they have a request that needs action.
Click view

The screenshot displays the Cargill NEProfile dashboard. At the top, there is a header with the Cargill logo, a 'home' link, a search bar with 'profile name' and an 'advanced' filter, and a 'log out' button. Below the header, a dark sidebar on the left contains a user profile icon, a 'Delegates' button, and a 'NEProfile' menu with options: home, needs action, requests, reports, and people. The main content area features a prominent orange alert bar stating 'You have requests that need your action.' Below this, three summary cards are shown: 'my active profiles' with a count of 10, 'my pending requests' with a count of 1, and 'pending my action' with a count of 1. The 'pending my action' card is highlighted with a yellow border and contains a red warning triangle icon. Each card has a 'view >>' button. At the bottom, a 'Create Profiles' section includes five buttons: 'Onboard Contractor', 'Onboard TropicalOils Employee', 'Onboard Acquisition Employee', 'Onboard Functional', and 'Onboard Joint Venture Employee'. The footer shows the Cargill logo and 'all rights reserved | copyright 2019'.

Cargill

home

log out

You have requests that need your action.

10
my active profiles
[view >>](#)

1
my pending requests
[view >>](#)

1
pending my action
[view >>](#)

Create Profiles

[Onboard Contractor](#) [Onboard TropicalOils Employee](#) [Onboard Acquisition Employee](#) [Onboard Functional](#) [Onboard Joint Venture Employee](#)

NEProfile

home
needs action
requests
reports
people

Cargill
all rights reserved | copyright 2019

Approving an Update Request

- Only the manager can submit & approve the request

2

Click on the person you want to update

The screenshot displays the SecZetta Identity Suite interface. On the left is a sidebar with the SecZetta logo, a user profile icon, and a menu with options: home, needs action, requests (highlighted), reports, and people. The main area is titled 'requests' and includes a search bar with 'profile name' and an 'advanced' search button. A 'log out' button is in the top right. Below the search bar are tabs for 'pending (1)', 'completed (16)', and 'all (17)'. A table lists requests with columns: date requested, request, First Name, Last Name, request by, status, and Valid Manager. One request is shown: '06/12/2019 - 04:12 PM', 'Update Person', 'Barry', 'Weis', 'c357929', 'pending approval', and 'c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM)'. The 'Barry Weis' entry is highlighted with a yellow box. A blue circle with the number '2' and an arrow points to this entry, with the text 'Click on the person you want to update'.

| date requested ^ | request ^ | First Name ^ | Last Name ^ | request by ^ | status ^ | Valid Manager ^ |
|-----------------------|---------------|--------------|-------------|--------------|------------------|---|
| 06/12/2019 - 04:12 PM | Update Person | Barry | Weis | c357929 | pending approval | c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) |

Approving an Update Request

- Only the manager can submit & approve the request

Cargill Update Person profile name advanced log out

Approval Form

show comments cancel request X

Update Approval

The follow profile has been modified. Please confirm the information below is accurate before approving.

Personal Information

Cargill Identity Name
b168540

Acquisition Company
1st Safety

First Name*
Barry

Last Name*
Wels

Job Information

Business Function*
BU010 CASC NA Customer Solutions ✖

Department*
*309966-0113904256-BU605 ENG FABRICA ✖

Department (legacy)
n/a

Enter location by:*
☒ Cargill Location ☐ Other Location

Cargill Location*
CAN - WINNIPEG - 300-240 GRAHAM AVENUE ✖

Position Title*
Malt Consultant

Position Description*
Taste testing, Quality Control

Valid Manager*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) ✖

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

Approve Reject

3
Review the
information

4
Click Approve or Reject
OR
Click cancel request

Note: If cancelled, the person who submitted the request will get an email saying it was cancelled

Note: If rejected, the person who submitted the request will get an email saying it was rejected

Validate an Acquisition Employee

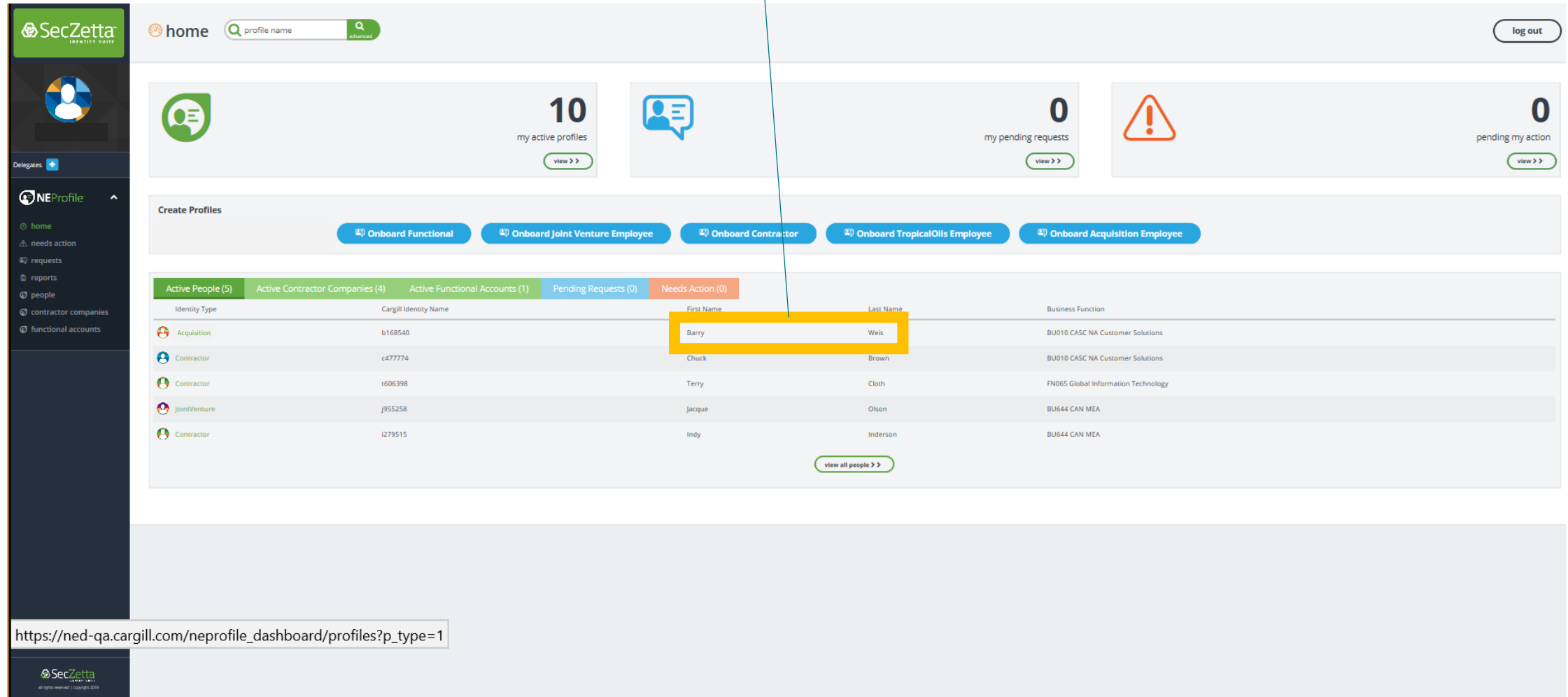
- Only the manager can validate

1

Go to NED.Cargill.com

2

Click on the person you want to validate



The screenshot shows the SecZetta NED.Cargill.com dashboard. The top navigation bar includes a 'home' link, a search bar for 'profile name', and a 'log out' button. The main dashboard area features three summary cards: 'my active profiles' (10), 'my pending requests' (0), and 'pending my action' (0). Below these is a 'Create Profiles' section with buttons for 'Onboard Functional', 'Onboard Joint Venture Employee', 'Onboard Contractor', 'Onboard TropicalOils Employee', and 'Onboard Acquisition Employee'. The 'Active People (5)' table is displayed, with a yellow box highlighting the first row (Barry Weis). The table columns are Identity Type, Cargill Identity Name, First Name, Last Name, and Business Function. A 'view all people >>' link is at the bottom of the table.

| Identity Type | Cargill Identity Name | First Name | Last Name | Business Function |
|---------------|-----------------------|------------|-----------|-------------------------------------|
| Acquisition | b168540 | Barry | Weis | BU010 CASC NA Customer Solutions |
| Contractor | c477774 | Chuck | Brown | BU010 CASC NA Customer Solutions |
| Contractor | i606398 | Terry | Cloth | FN065 Global Information Technology |
| JointVenture | j955258 | Jacque | Olson | BU644 CAN MEA |
| Contractor | i279515 | Indy | Inderson | BU644 CAN MEA |

https://ned-qa.cargill.com/neprofile_dashboard/profiles?p_type=1

Validate an Acquisition Employee

- Only the manager can validate

3

Click Validate Person

The screenshot displays the Cargill NEProfile interface for a user named Barry Weis (ID: b168540). The user's status is 'Active'. A yellow box highlights the 'Validate Person' button, which is part of a row containing 'Terminate Person' and 'Update Person' buttons. A blue callout bubble with the number '3' and the text 'Click Validate Person' points to this button. Below the buttons is a tabbed interface with 'Info' selected. The 'Personal Information' section includes fields for First Name (Barry), Last Name (Weis), and Cargill Identity Name (b168540). The 'Professional Information' section includes fields for Person Type (Acquisition Employee), Valid Manager (c357929), Business Function (BU010 CASC NA Customer Solutions), Department (+309966-0113904256-BU605 ENG FABRICA), Position Title (Malt Consultant), Position Description (Taste testing), Enter location by (Cargill Location), Cargill Location (CAN - WINNIPEG - 300-240 GRAHAM AVENUE), Last Validation Date (06/12/2019), and Next Validation Due Date (12/09/2019). A sidebar on the left shows navigation options like home, needs action, requests, reports, people, contractor companies, and functional accounts. The Cargill logo is at the top left, and a small 'x' icon is in the top right corner of the main content area.

Cargill

Barry Weis b168540
status Active

Terminate Person Update Person **Validate Person**

Info Department Cargill Location Contractor Company Business Function Contributors History

Personal Information

First Name* Barry Last Name* Weis

Cargill Identity Name b168540

Professional Information

Person Type* Acquisition Employee

Valid Manager* c357929 (CHERYL_CURTIS@CARGILL-THIRDPARTY.COM)

Business Function* BU010 CASC NA Customer Solutions Department* +309966-0113904256-BU605 ENG FABRICA Department (legacy) -

Position Title* Malt Consultant Position Description* Taste testing

Enter location by* Cargill Location

Cargill Location* CAN - WINNIPEG - 300-240 GRAHAM AVENUE

Last Validation Date 06/12/2019 Next Validation Due Date 12/09/2019

NEProfile

home needs action requests reports people contractor companies functional accounts

101

Validate an Acquisition Employee

- Only the manager can validate

4

Verify information

5

Click Submit.
That's it!

Cargill

Request Form

show comments X

Personal Information

Cargill Identity Name
b168540

First Name*
Barry

Last Name*
Weis

Acquisition Company
1st Safety

Job Information

Business Function*
BU010 CASC NA Customer Solutions X

Department*
*309966-0113904256-BU605 ENG FABRICA X

Department (legacy)
n/a

Enter location by:*
☒ Cargill Location ☐ Other Location

Cargill Location*
CAN - WINNIPEG - 300-240 GRAHAM AVENUE X

Position Title*
Malt Consultant

Position Description*
Taste testing

Valid Manager*
c357929 (CHERYL_CURTIS@CRGL-THIRDPARTY.COM) X

Last Validation Date
06/12/2019

Next Validation Due Date
12/09/2019

Submit

Assigning a delegate

Assigning a delegate

How a manager assigns
a delegate... Pages 105-106

What it looks like
AFTER a delegate
has been assigned... Pages 107-108

NED

Assign a delegate &

How to take action as a
delegate

Manager assigns a delegate

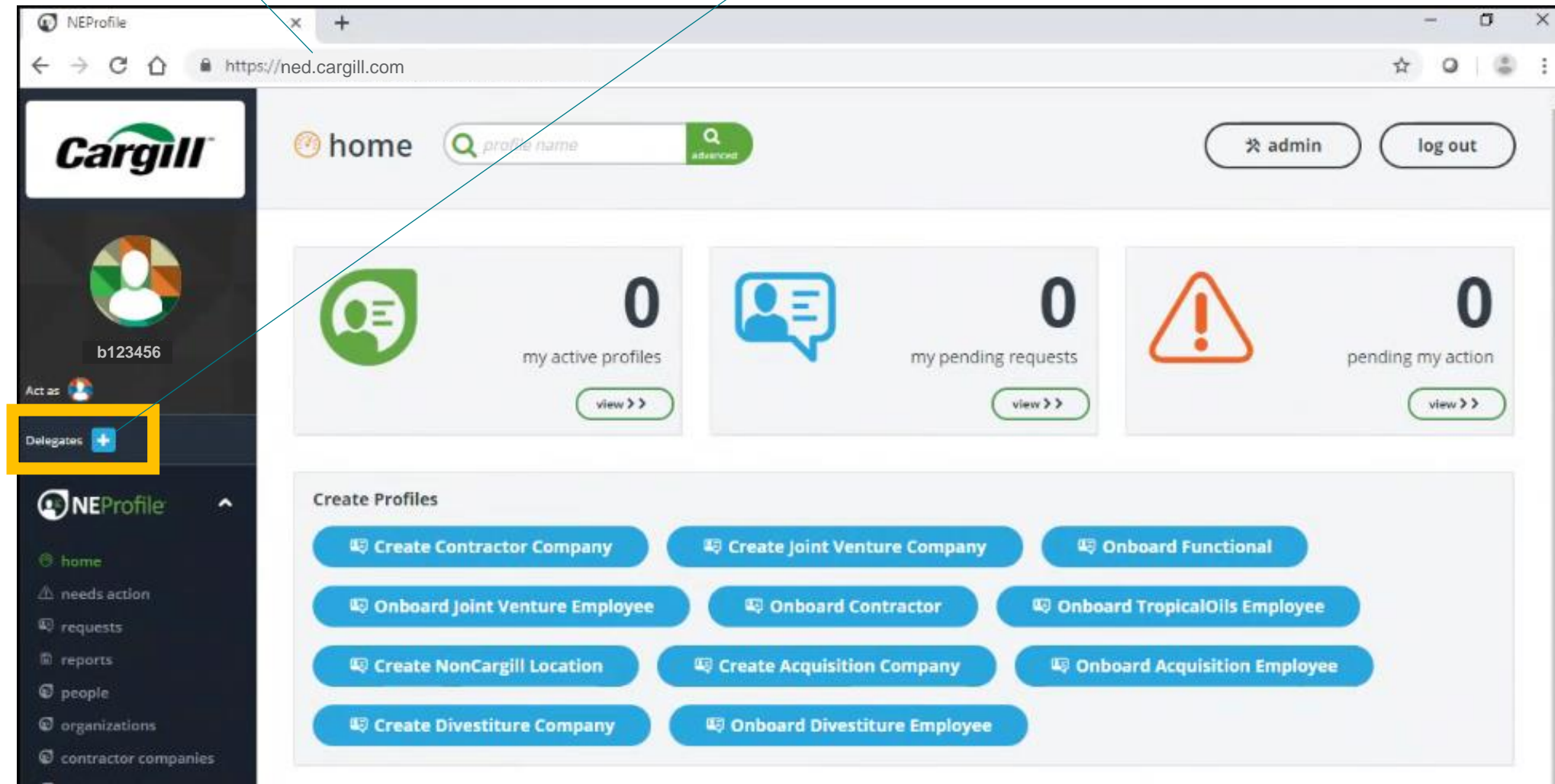
- Only a manager can assign a delegate

1

Go to NED.Cargill.com

2

Click Delegate +



Manager assigns a delegate

- Only a manager can assign a delegate

3

Enter the person who will be the delegate

4

Enter an expiration date

5

Click Delegate

The screenshot shows the NEProfile dashboard with a 'New Delegate' modal form open. The form contains the following fields and options:

- Delegate:** A text input field containing 'n184293 (NEPROFILE_AUDITORDEV@CRGL-THIRDPARTY.COM)' with a red 'x' icon to the right.
- Expires?:** Radio button options for 'No' and 'Yes'. The 'Yes' option is selected.
- Expiration date:** A date picker field showing '08/15/2019'.
- Delegate:** A green button at the bottom of the form.

The background dashboard includes a Cargill logo, a user profile section with 'b123456', a search bar, and a sidebar with navigation links like 'home', 'needs action', 'requests', 'reports', 'people', 'organizations', 'contractor companies', 'joint ventures', 'functional accounts', 'departments', 'cargill locations', and 'business functions'. The top right of the dashboard has 'admin' and 'log out' buttons.

After a delegate has been assigned

1

Delegate goes to NED.Cargill.com

2

Click Delegates and select your ID

The screenshot shows the NED.Cargill.com web application. The browser address bar displays 'https://ned.cargill.com'. The page features a top navigation bar with the Cargill logo, a 'home' link, a search bar, and 'admin' and 'log out' buttons. The main content area displays three summary cards: 'my active profiles' (0), 'my pending requests' (0), and 'pending my action' (0), each with a 'view >>' link. Below these is a 'Create Profiles' section with buttons for various actions like 'Create Contractor Company', 'Onboard Functional', etc. A sidebar on the left contains a list of navigation items. The 'Delegates' item, which includes a user icon and a plus sign, is highlighted with a yellow box. A line from the number '1' points to the browser address bar, and a line from the number '2' points to the 'Delegates' item in the sidebar.

NEProfile

home

profile name

admin

log out

b123456

Act as n184293

Delegates

NEProfile

home

needs action

requests

reports

people

organizations

contractor companies

joint ventures

functional accounts

departments

cargill locations

business functions

Create Profiles

Create Contractor Company

Create Joint Venture Company

Onboard Functional

Onboard Joint Venture Employee

Onboard Contractor

Onboard TropicalOils Employee

Create NonCargill Location

Create Acquisition Company

Onboard Acquisition Employee

Create Divestiture Company

Onboard Divestiture Employee

Active People (0)

Active Contractor Companies (0)

Active Joint Ventures (0)

Active Functional Accounts (0)

Active Departments (0)

Active Cargill Locations (0)

Active Business Functions (0)

Active NonCargill Locations (0)

Active Acquisition Companies (0)

Active Divestiture Companies (0)

Pending Requests (0)

Needs Action (0)

After a delegate has been assigned

3

You can see that the delegate is acting on behalf of the manager

4

Delegate can use NED on behalf of the manager

The screenshot shows the NEProfile web application interface. The browser address bar displays `https://ned.cargill.com`. The top navigation bar includes the Cargill logo, a 'home' button, a search bar with the placeholder 'profile name', and a 'log out' button. The main dashboard features three summary cards: 'my active profiles' with a count of 23, 'my pending requests' with a count of 0, and 'pending my action' with a count of 0. A yellow box highlights the user profile section on the left, showing 'n184293 acting as b123456' and a 'Back to my account' button. Below this, a sidebar lists navigation options: 'home', 'needs action', 'requests', 'people', 'functional accounts', and 'divestiture companies'. A yellow box highlights a table titled 'Active People (19)' which lists details for five users. The table has columns for Identity Type, Cargill Identity Name, First Name, Last Name, and Business Function. A 'view all people >>' button is located at the bottom of the table.

| Identity Type | Cargill Identity Name | First Name | Last Name | Business Function |
|---------------------|-----------------------|------------|-----------|-------------------------|
| AcquisitionEmployee | d121655 | DAH | TestO | BU625 CASC APAC Finance |
| AcquisitionEmployee | d205235 | DAH | TestO | BU625 CASC APAC Finance |
| JointVenture | d121655 | DAH | TestO | BU625 CASC APAC Finance |
| JointVenture | d121655 | DAH | TestO | BU625 CASC APAC Finance |
| JointVenture | e914879 | Emma | Zimmerman | BU026 Aqua Nutrition |