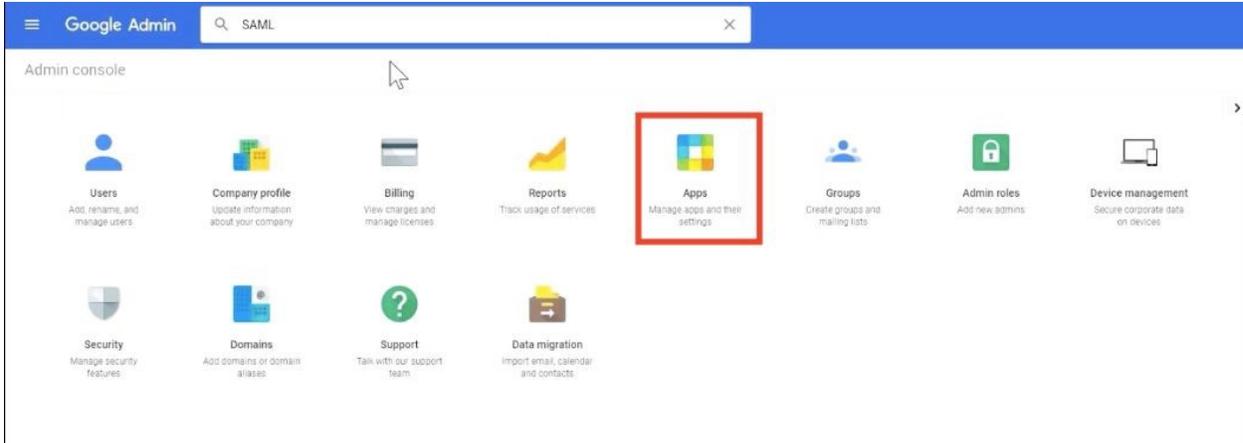


## SSO Setup with Google

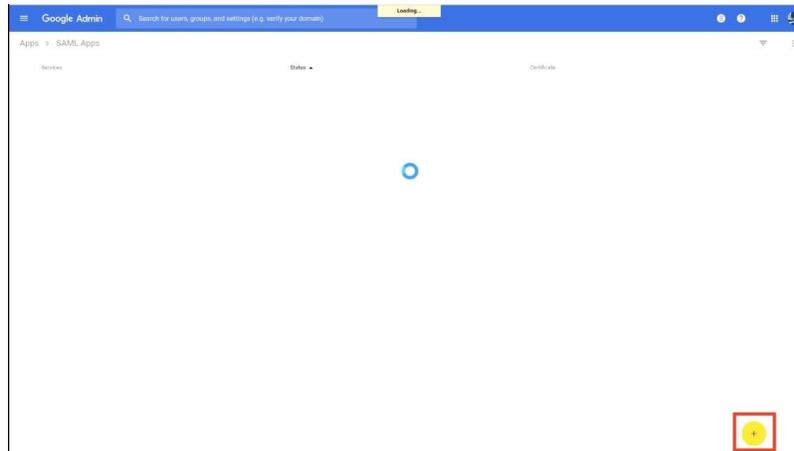
### 1. Google IdP Setup Instructions:

- a. Log into your Google Admin Portal
- b. Click on Apps

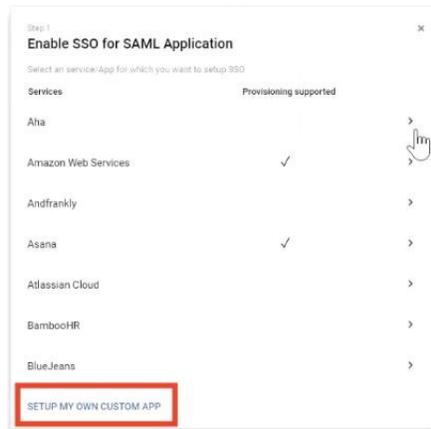


- c. Click SAML Apps
- d. Click the Yellow '+' button in the lower right hand corner

- i. *If the "+" button does not appear, that means this account needs to be configured to accept new SSO connections. Please reach out to your Google representative or help center to accomplish this task.*



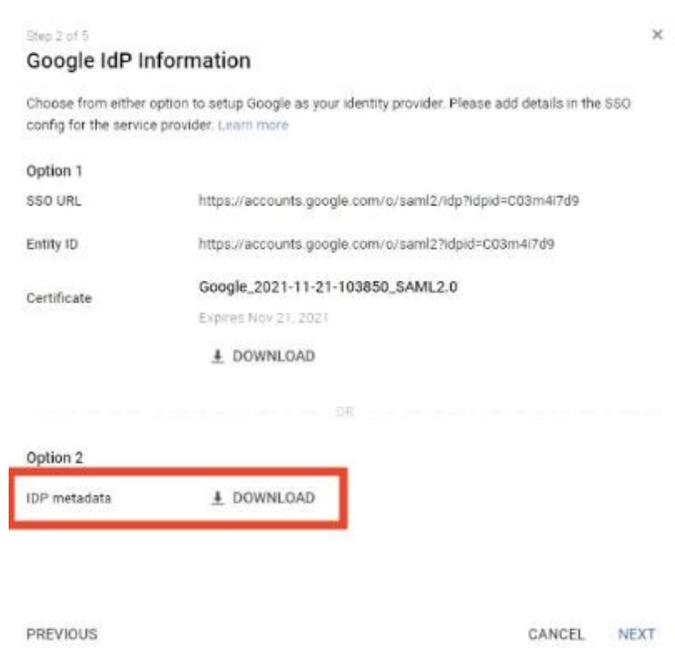
e. Click 'Setup My Own Custom App'



f. Setup Wizard Instructions:

i. **Google IdP Information**

1. Download the IDP Metadata file and **send to your ClearCompany representative** - this file includes the Redirect URL and the Certificate we need to input for your organization
2. Click 'Next'



ii. **Basic information for your Custom App**

1. Application Name: ClearCompany
2. Click Next

Step 3 of 5

### Basic information for your Custom App

Please provide the basic information needed to configure your Custom App. This information will be viewed by end-users of the application.

Application Name \* Clear Company sso-id: clear\_company

Description I

Upload logo CHOOSE FILE

This logo will be displayed for all users who have access to this application. Please upload a .png or .gif image of size 256 x 256 pixels.

PREVIOUS CANCEL NEXT

### iii. Service Provider Details

1. ACS URL: <https://api.clearcompany.com/v1/auth/sso/saml>
2. Entity ID: <https://api.clearcompany.com>
3. Start URL: leave blank
4. Signed Requests box: leave **unchecked**
5. Name ID:
  - a. First dropdown: Basic Information
  - b. Second dropdown: Primary Email
6. NameID Format: Unspecified

Step 4 of 5

### Service Provider Details

Please provide service provider details to configure SSO for your Custom App. The ACS url and Entity ID are mandatory.

ACS URL \*

Entity ID \*

Start URL

Signed Response

Name ID

Name ID Format

PREVIOUS CANCEL NEXT

#### iv. Attribute Mapping

1. Click 'Finish'

#### v. Setting up SSO for ClearCompany

1. Click 'OK'

#### g. Settings for ClearCompany

- i. When you are ready for testing... Turn 'ON' SSO for everyone by clicking the three vertical dots button in the left hand corner of the grey box.

Apps > SAML Apps > Settings for Clear Company

Clear Company  
OFF for everyone

ON for everyone  
OFF for everyone  
ON for some organizations

Service Provider Details  
Set up basic service provider (SP) details like the ACS URL, entity id and more

Attribute Mapping  
Configure additional parameters that need to be sent to the service provider along with the authentication token

## 2. Provide your ClearCompany Customer Success Manager with the following information:

- i. IdP login URL
- ii. PEM encoded x.509 certificate

**b. Both of these pieces of information can be located within the metadata file obtained in Step 6a. Above - please send this file to your ClearCompany representative.**

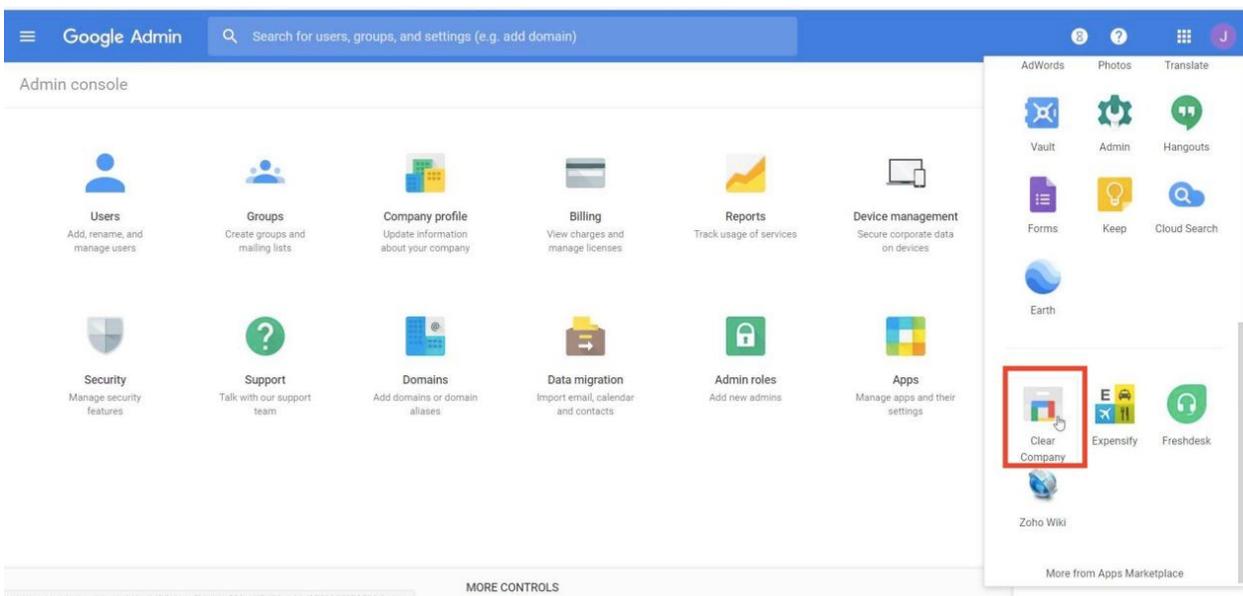
## 3. Testing

### a. Service Provider (ClearCompany)-initiated login

- i. Navigate to [https://\[shortname\].clearcompany.com](https://[shortname].clearcompany.com)
- ii. If you have already logged into your Google IdP in a valid session, it will automatically log you into ClearCompany
- iii. If you have not logged into your Google IdP in a valid session, it will redirect you to a Google login page
  1. Once your credentials have been accepted, you will be redirected and logged into ClearCompany

### b. Identity Provider (Google)-initiated login

- i. Log into your Google Admin console
- ii. At the top right of your screen, click on the Apps icon (9 squares)
- iii. Click on 'More'
- iv. Click on 'Apps Marketplace'
- v. Click on 'ClearCompany'
- vi. You will be automatically redirected and logged into your ClearCompany account



## 4. Things to Note:

### a. Usernames

- i. In ClearCompany - the value we use for matching user identification is the Employee Username - this can be found by going to Tools → Setup → Users
- ii. In Google - the value they use for matching user identification is the user's email address
- iii. In short, the email address entered for a user in Google IdP must be the same value as the ClearCompany Employee Username

### b. Email Links

- i. If your team needs to access the system through email links - for example, an approval to an Offer Letter - this should still work. The user will click on the link and go through the authentication process and be brought right to the Offer Letter Approval Page
- ii. Some clients have reported that they have to click this link once to go through the authentication process, and then they must click it again to be brought to the Offer Letter page. This typically happens because some IdPs cannot properly pass on a RelayState. If this occurs, please check if your IdP allows passing a RelayState.