

Employee VPN Setup Guide



Employee VPN Setup Guide

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Revision Number	1.1
Revision Date	1/16/2025

Introduction:

SelectQuote offers a Virtual Private Network (VPN) service for all employees. This enhanced security measure provides a secure and encrypted connection to our company network from your SelectQuote computer, allowing you to work remotely and access company resources safely from anywhere with an internet connection.

To provide additional resiliency for this critical service, SelectQuote offers two independent VPN connections from all SelectQuote computers. The following document outlines the necessary steps to configure both VPN connections from your computer.

Before you begin:

The following steps will guide you through reviewing the current VPN setup on your SelectQuote computer. Before proceeding with the steps below, please ensure that your computer can access the internet and you are not currently connected to the SelectQuote network. If you are in the office you will need to disconnect your computer from the corporate network and connect it to a public internet connection. (Move to guest WiFi if in the office)

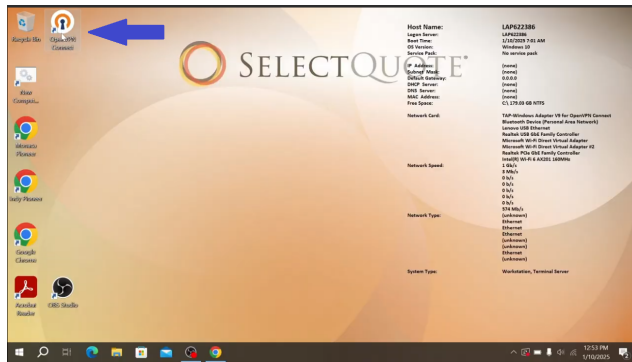
Please Note: SRx employees will use a separate OpenVPN solution dedicated to the SRx environment. If you are a SRx employee please refer to the following link for OpenVPN setup instructions specific to your environment.

[SelectRX OVPN Setup Video](#)

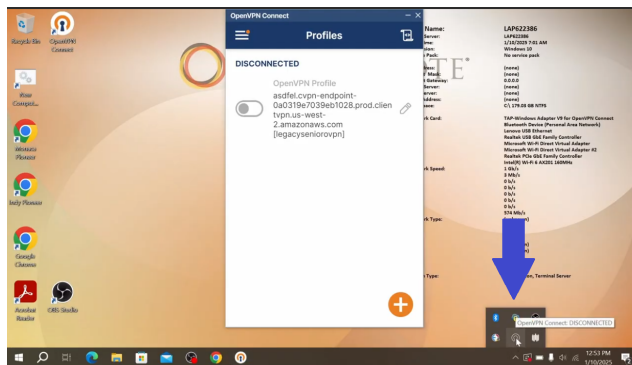
I. Review your current settings

The following section walks you through opening the OpenVPN application on your computer to review the current configuration for any missing profiles, as well as ensure you are not currently connected to the VPN.

1. Launch the “OpenVPN Connect” application using the shortcut on your desktop

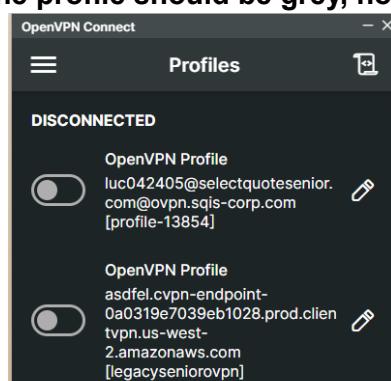


If you are unable to locate the OpenVPN shortcut on your desktop it can also be launched from your system tray near the clock in the lower right-hand corner of the screen.



2. When the OpenVPN application launches you should see two profiles displayed, one for primary and one for secondary.

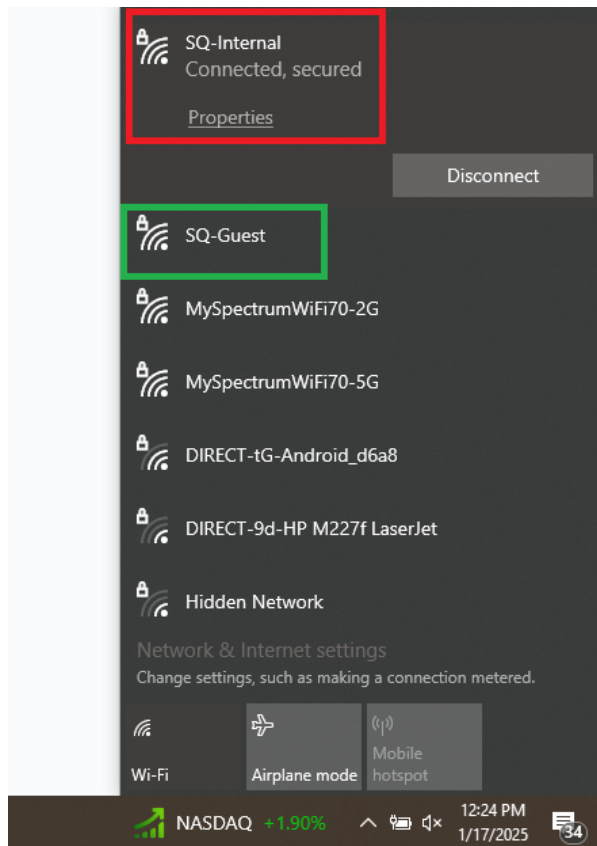
At this point, ensure neither profile is in the “Connected” state. (The slider next to the profile should be grey, not green).



Primary profile contains: @ovpn.sqis-corp.com
Secondary profile ends with: [legacy__ovpn]

3. If you do not see either one or both of the profiles listed above in step 2, complete [Section 'II. Identifying your login'](#) then proceed to the section for setting up the profile(s) which are missing.
 - a. [Missing Primary \(Section III. Setup the Primary VPN\)](#)
 - b. [Missing Secondary \(Section IV. Setup the Secondary VPN\)](#)
4. If both profiles exist you may skip to step straight to **V. Editing VPN Profiles** to edit the profile labels for easier recognition of primary and secondary connections.

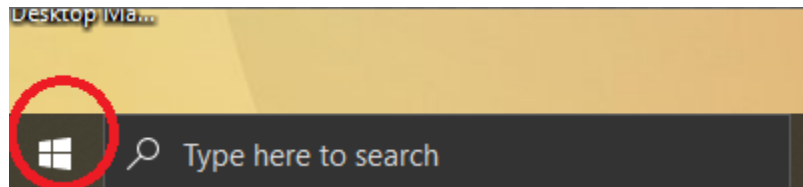
Please Note: If you are in office, please ensure the rest of the steps are taken while connected to the “Guest Wifi”.



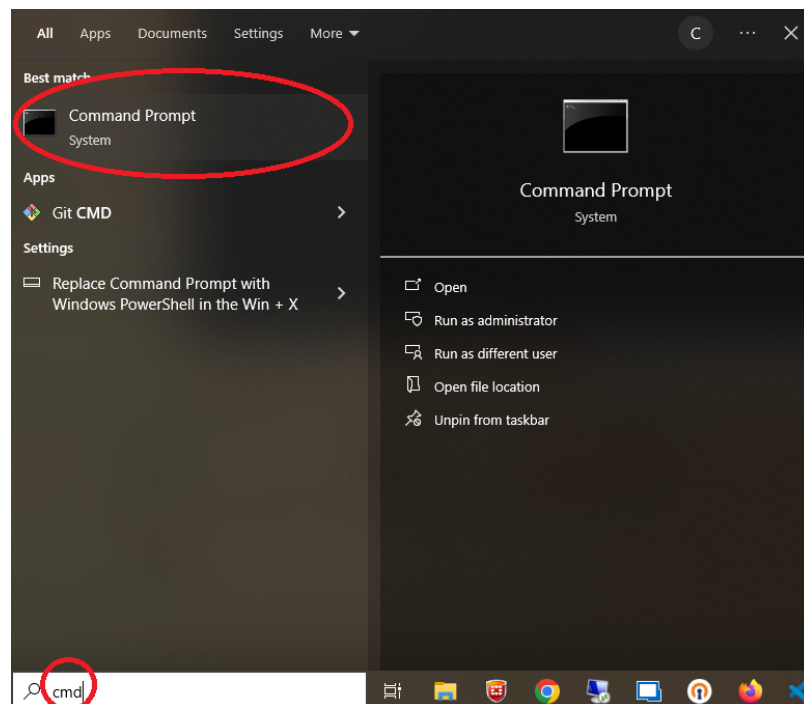
II. Identifying your login

The steps in sections III & IV of this document will require you to enter your username in the correct format. The following section will guide you through identifying your username in the correct format. Please complete this section and record the username for use later in the document.

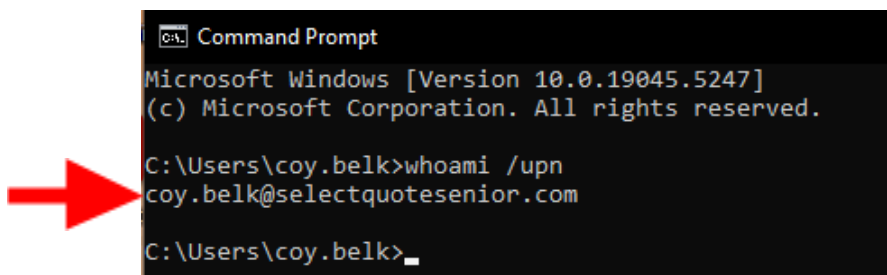
1. Press the windows start button



2. Start typing "CMD" And click the "Command Prompt" Application



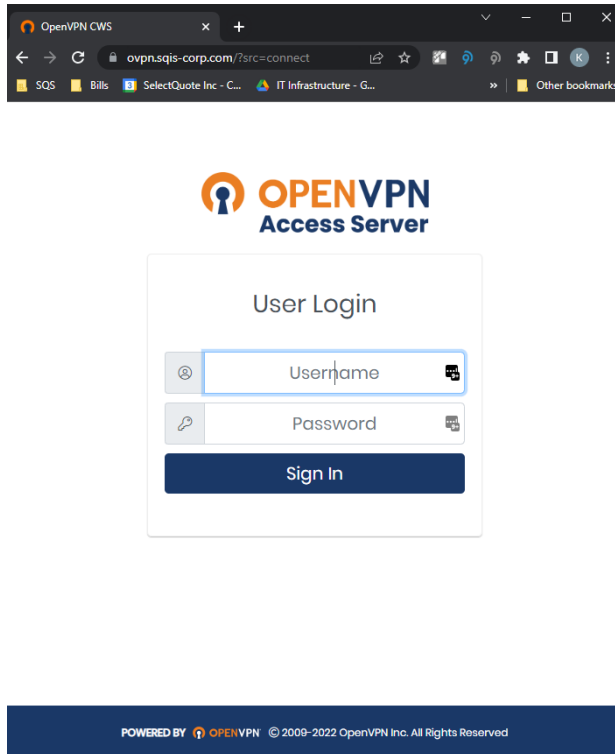
3. Type "whoami /upn" and press enter



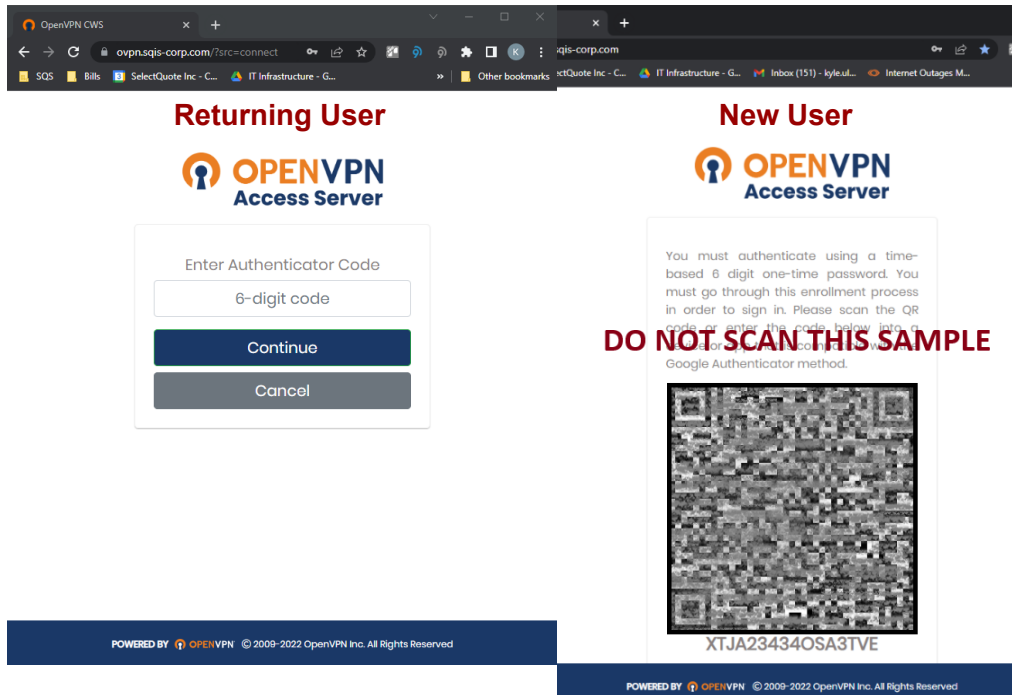
4. The returned value is the login name you will use for the OpenVPN Corporate Portal. Save this, and you may close the CMD window. (Example: `coy.belk@selectquotesenior.com`)
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III. Setup the Primary VPN (a.k.a. Corp VPN)

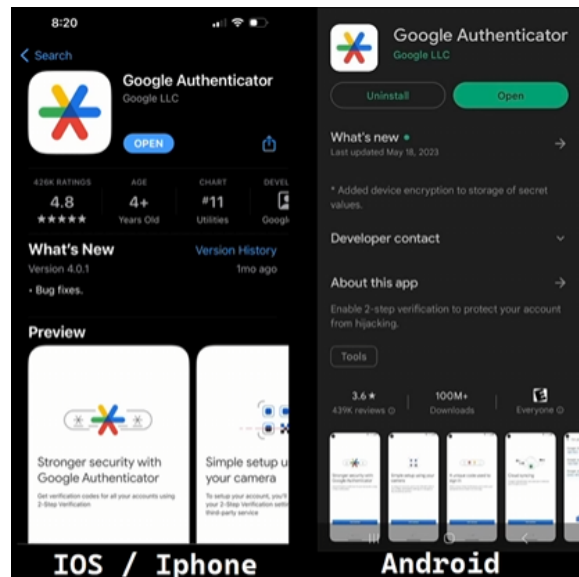
1. Navigate to <https://ovpn.sqis-corp.com/>
2. Enter your Domain login (Example: `coy041932@selectquotesenior.com`). **This is the login name you located in the above section - “II. Identifying your login” If you haven’t done it already, please do so now.**



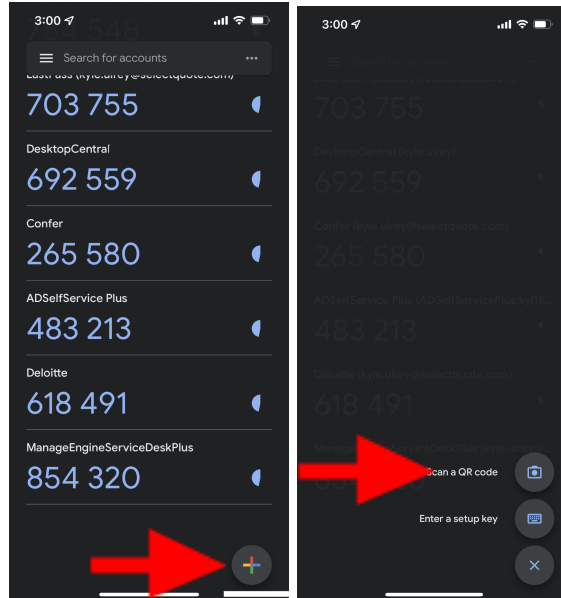
3. Retrieve your Google Multi-factor Authentication (MFA) code
 - a. If you have logged in before, proceed to step 4 to enter your saved Google MFA code and complete the login process.
 - b. If this is your first time logging in, continue with step 3c to set up your Google MFA.



- c. Open the Google Authenticator app on your Mobile phone. You can download it free from the Google Play or Apple App Store.



- d. Within the Google Authenticator Application, tap on the multicolor plus button on the lower right corner, and then tap "Scan a QR code"



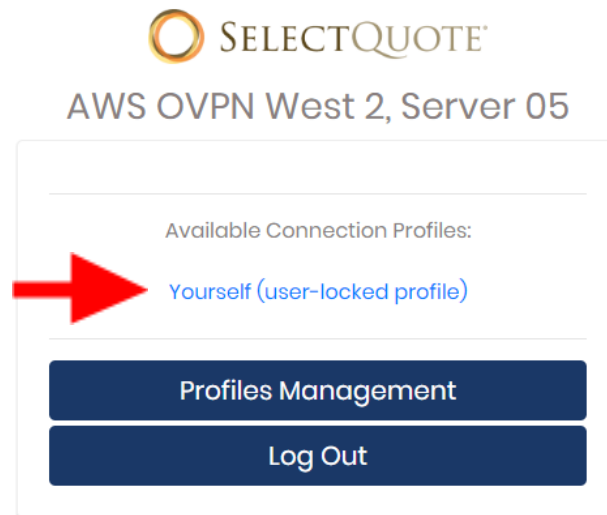
- e. Scan the QR code from the OpenVPN Login webpage and it will add the new code to the **bottom of your Authenticator**.

4. Return to the OpenVPN Web page, and enter the 6 digit code from the Google Authenticator app then click on “Confirm Code”.

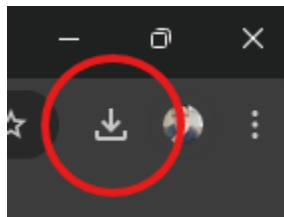
Note: If the process to generate the code took some time you may need to enter your login credentials again.



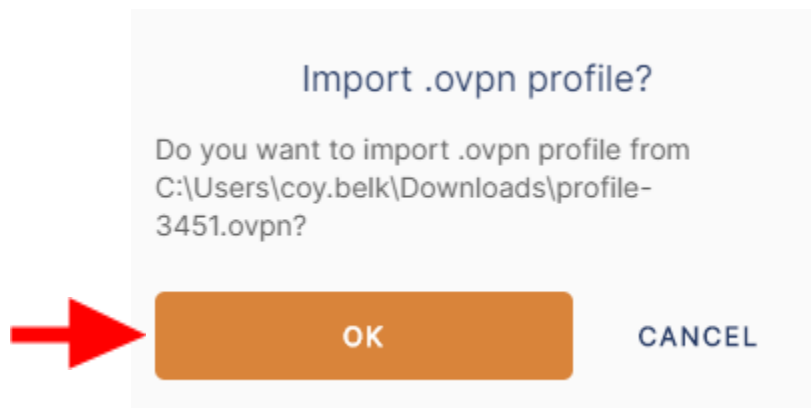
5. Now that you have signed in to the Corporate VPN Portal, you should see some blue text, and two buttons. To proceed, click the blue text titled “Yourself (User-locked Profile)”



6. After clicking the link, a download will appear in the upper-right corner of your browser. Once the download is complete, you may run the downloaded file by clicking this icon, and then clicking the file ending in “.ovpn”.



7. After launching the downloaded .ovpn file, the import profile dialogue will open on your OpenVPN Connect Software, it will look like this. Click “OK” to proceed.



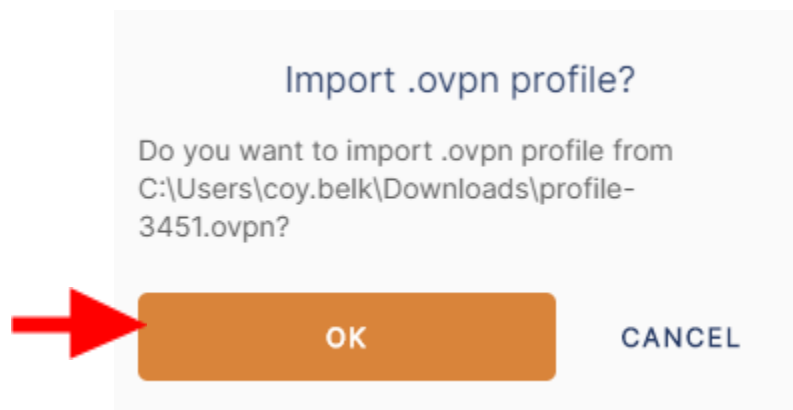
8. On the next window that appears, simply click “Connect”. It will then prompt you for Username, Password, and MFA code. Confirm, and you will connect to the Primary VPN.



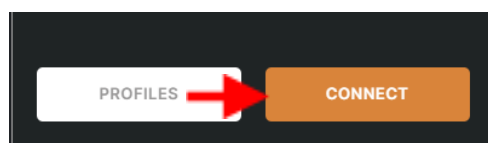
IV. Setup the Secondary VPN (a.k.a. Legacy VPN)

The legacy VPN profile comes pre-configured on all SelectQuote computers. The following section guides you through the setup of this profile should it not be present or it isn't functioning correctly.

1. To retrieve your Legacy profile, download it from [this link](#). Or, if you are a LIFE employee, click [this link](#) instead.
2. After downloading the profile, run the downloaded file to begin the import process.
 - a. After the profile is launched, the import profile dialogue will open on your OpenVPN Connect Software, it will look like this.



- b. On the next window that appears, simply click “Connect” - It will then prompt you for Username and Password and then connect to the Secondary VPN.

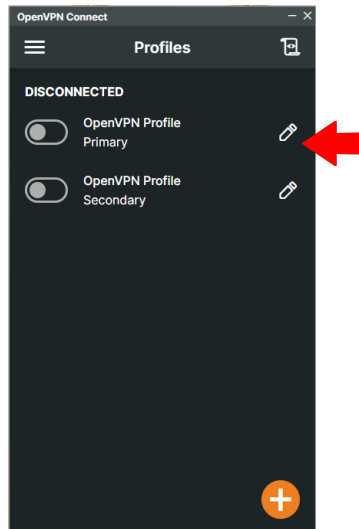


V. Editing VPN Profiles

For our OpenVPN Connect Application, it is much simpler to use when the profiles are named in an organized fashion. To assist with this, we advise following this section's steps to rename these.

The following steps will guide you through renaming the Primary and Secondary profiles to something more easily recognized:

1. Select the "Edit profile" Pencil next to your **CORP** Profile (ends in @ovpn.sqis-corp.com)
 - a. Set the "Profile Name" Field to "**Primary - Corp OVPN**"
2. Select the "Edit profile" Pencil next to your **LEGACY** Profile (ends in [legacy____ovpn])
 - a. Set the "Profile Name" Field to "**Secondary - Legacy OVPN**"



3. Once your profiles are both renamed, you have completed the Employee VPN Setup tasks.

Change Record

Revision	Change Date	Changes	Revision Author
1.0	1/16/2024	Initial revision from Corp doc	Coy Belk
1.1	11/3/2025	Added life profile download link	Coy Belk