



Consumer Portal Registration Quick Guide

If accessing from a mobile device, use the QR Code below to access:



Your credentials are Single Sign-On, meaning that you will use your organization's username and password to access.

1. This is the URL for the [Keystone Consumer Portal](#)
2. If accessing from a Mobile Device, the QR Code to the left may be helpful
3. Follow the directions to authorize your organization's account credentials. - Click "**Log In with Sodexo Connect SMS FM PROD**"

NOTE: Save this link for future use

FM Keystone Privacy Policy Purpose of this policy

This Privacy Policy ("Policy") describes how your personal data is used, by the Sodexo entity in your country ("we") on behalf of your employer, for the management of this app, providing services through the app, who will have access to it and for what purposes, what your rights are or to ask us any questions you might have concerning the protection of your personal data. If there is any conflict between this Policy and the data protection laws in your country, then such laws, where applicable, will prevail.

This policy may be amended, supplemented, or updated, in particular to comply with any legal, regulatory, case law, or technical developments that may arise. However, your Personal data will always be processed in accordance with the policy in force at the time of the data collection, unless a compulsory legal requirement otherwise applies and is enforced retroactively.

Identity and contact details of the Controller

application of the rules relating to the security of your Personal data.

Nevertheless, you also have a responsibility to ensure the security and confidentiality of your Personal data, so we invite you to remain vigilant, especially when using an open system such as the Internet.

How will you be notified if the uses of your Personal data change?

We may update or amend this Policy as and when needed. In this case, amendments will only become applicable after a period of 30 business days from the date of the amendment. Please consult this page from time to time if you want to be informed of any possible changes.

Latest update: July 2025

☒ Accept Privacy Policy

Next

4. A **FM Keystone Privacy Policy** message will appear, scroll to read through to the bottom of the page
5. Click within the **Accept Privacy Policy** checkbox
6. Click **Next**



* First Name

* Last Name

* Email

* Phone

* Time Zone

* Locale

* Language

* Site Code

Next

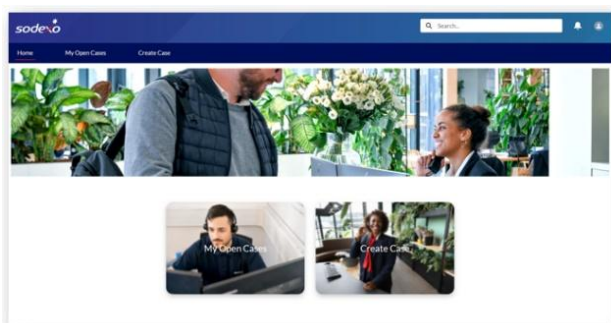
7. Complete all fields on the form using the following

Site Code: MULUS

Email: Use the version of your email that contains your first name and last name.

For example: **Bogey Bearcat** would be
bogey.bearcat25@mckendree.edu

- ✓ Click the **Next** button to continue



8. Congratulations, you are now in the **Keystone Consumer Portal**. You may **Create a Case** or check the status of your **Case(s)**