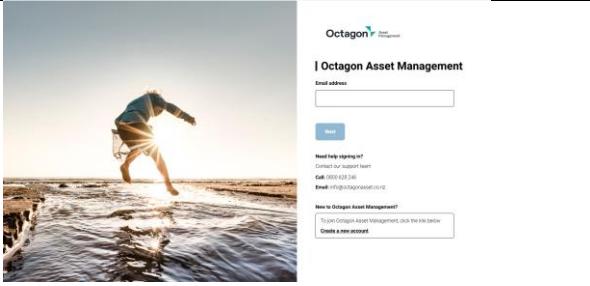
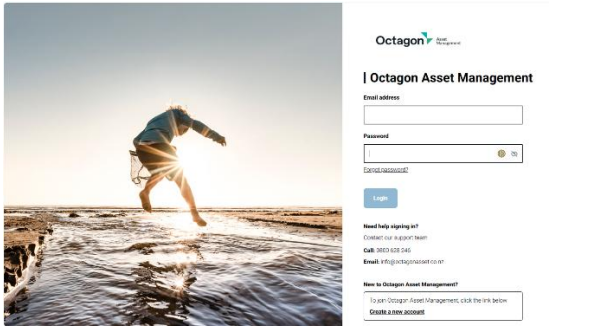
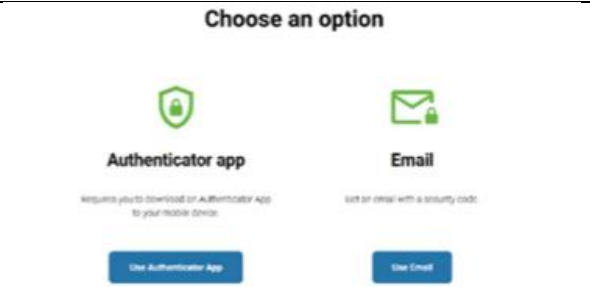


MULTI-FACTOR AUTHENTICATION (MFA) SET UP

We have rebuilt our authentication platform from the ground up using modern, industry-standard authentication protocols

What to expect

- Sign-in: Your existing MyAdminis username and password will continue to work.
- MFA setup: If you do not already use MFA, you'll be prompted to enrol at first sign-in after enablement. Enrolment only takes a few minutes.

STEP	SCREENSHOT
• Go to your normal log-in portal • Enter your email address and click 'Next'	
• Enter your password and click 'Login'	
• The first time you log in, you will be presented with the following options to set up: 1. Authenticator app; or 2. Email • Depending on your choice, you can follow the steps.	

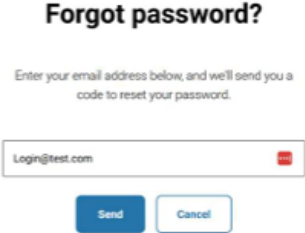
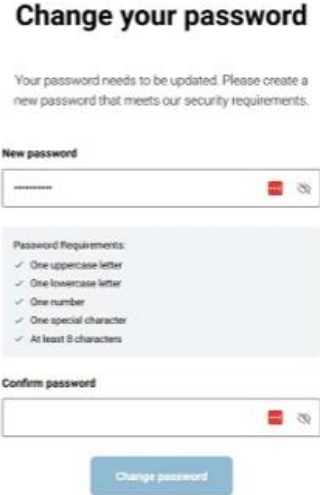
AUTHENTICATOR APP

• Select 'Authenticator App' • This page displays the QR code for the user to scan using their Authenticator app.	Set up steps Step 1: Open Authenticator App. Step 2: Add your account to the app by scanning this QR code.  Can't scan the QR code? Enter a setup key instead Enter code Back Need help with Authenticator setup?
• Once the QR code has been scanned into the authenticator app and the user has clicked 'Enter Code', they are presented with the 'Enter 6-digit Authenticator code' • Once the code has been entered, press 'Confirm'	Enter 6-digit code The 6-digit code is found in your authenticator app. Confirm Back Need help authenticating?

EMAIL SET-UP

• Select 'Use email' • At this point, an email is sent to your inbox	 The email interface shows a blue circular profile icon, the text 'MFA <support@adminis.co.nz>' and 'to me', followed by 'Your verification code is 673423'. At the bottom are buttons for 'Reply', 'Forward', and a smiley face icon.
• Then enter the 6-digit code that is displayed	Enter 6-digit code The 6-digit code is found in your email inbox. Confirm Back Need help authenticating?

PASSWORD RESET

On the log-in screen, click on forgot password	
Enter the email address that you want the reset password message to be sent to, and click send.	
- You will be presented with the Set New Password page. - This page requires your new password, along with a 6-digit code. The code is automatically sent to your email. - You will then be taken to the reset password page where you will enter that code and confirm your new password.	
Once new password is set, you will be redirected back to the log-in page to complete sign in with the new password.	

Notes:

- MFA codes expire after 3 minutes.
- You have the ability to 'Trust this device for 30 days'. This means that if selected after you have logged in, MFA can be skipped on this device for 30 days only.

Questions?:

- 0800 628 246, or, +64 9 243 1210 (if calling from overseas)
- info@octagonasset.co.nz

Monday to Friday 830am to 430pm