Auto-enrolment Manager for Employers

Two-Factor and Multi-Factor Authentication Guide

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Two-Factor and Multi-Factor Authentication for Auto-enrolment Manager for Employers

This guide explains how Two-Factor Authentication (2FA) and Multi-Factor Authentication (MFA) work in Auto-enrolment Manager (aeComply), including mandatory login steps for 2FA and the optional MFA upgrade.

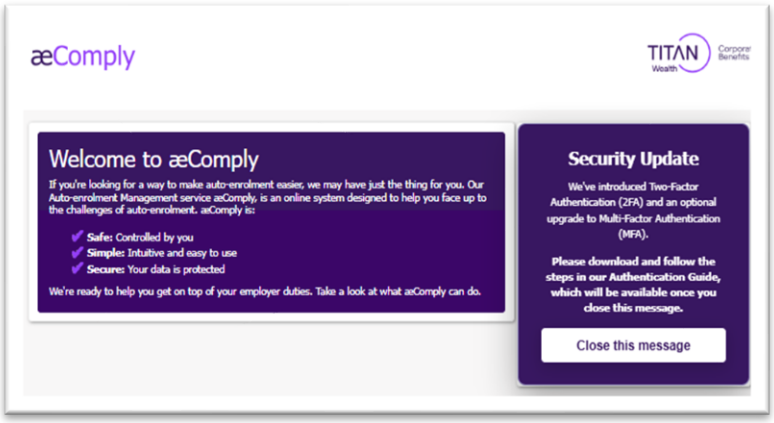
Why have we taken this action?

To help keep accounts secure, we have introduced 2FA and MFA for Auto-enrolment Manager for Employers. These measures add an extra layer of protection beyond a password, helping to prevent unauthorised access to your data and fraud.

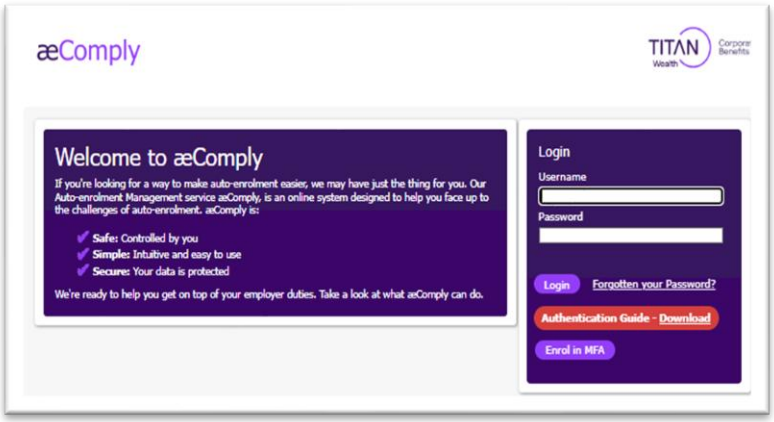
2FA is mandatory for all aeComply users. An optional upgrade to MFA is also available for organisations that require enhanced security controls.

Authentication Guide

Before logging in or selecting 'Enrol in MFA', please review the Authentication Guide accessible by download (as shown below):



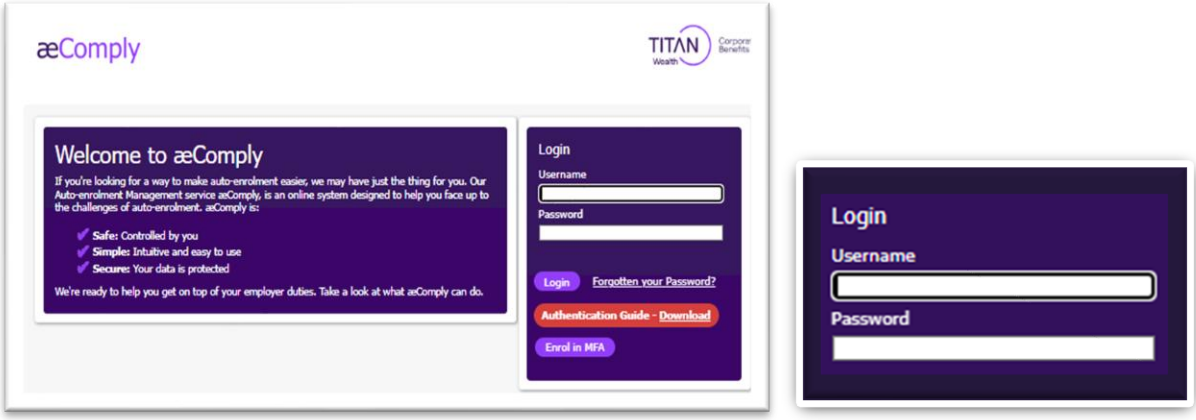




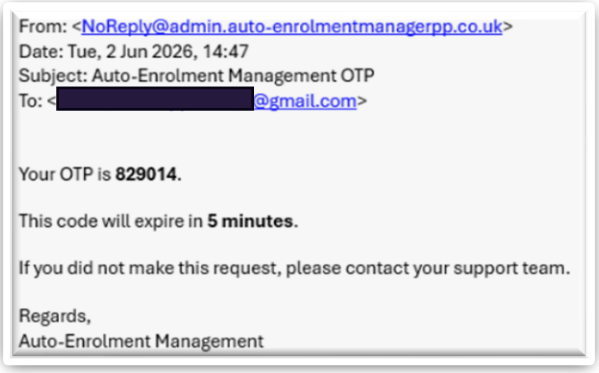


Two Factor Authentication (2FA) – Mandatory

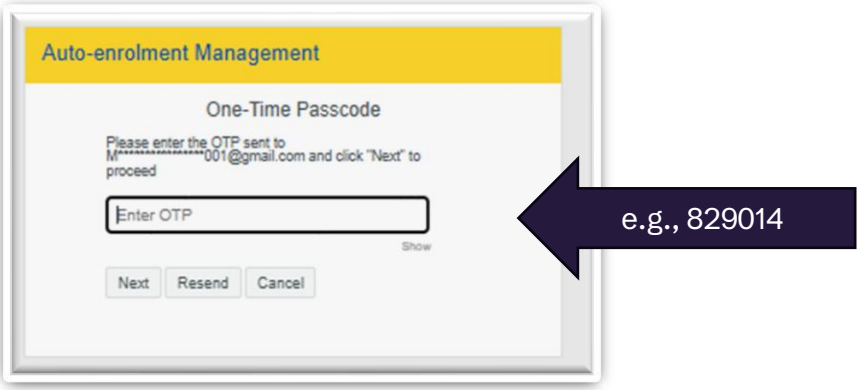
1. Enter your **'Username' (email address)** and **current 'Password'**, then select **Login**.



2. aeComply will send a **'One-Time Passcode'** to your registered email address:



3. Enter the **'OTP'** to complete your 2FA login.



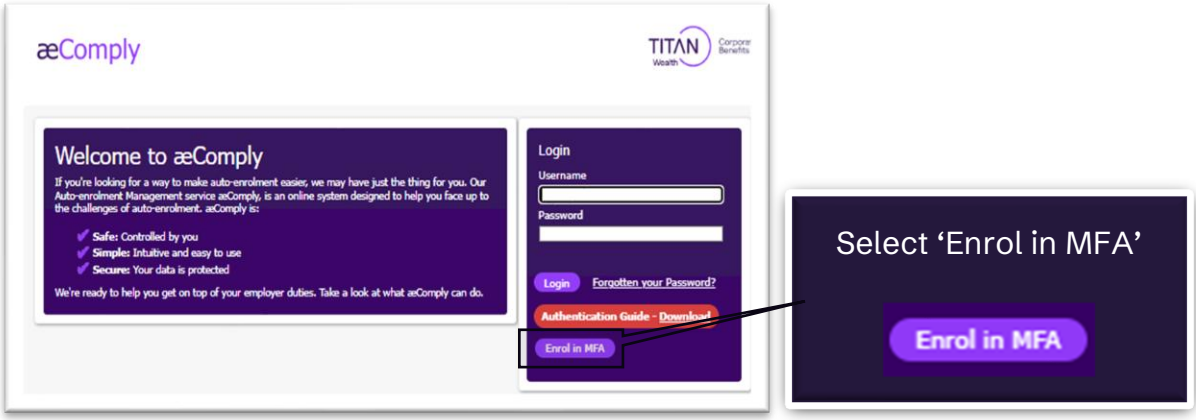
The OTP is **valid for 5 minutes**.

Please check your email inbox and your junk email folder. If you have not received your verification code within 30 seconds, please request a new code by clicking 'Resend'.

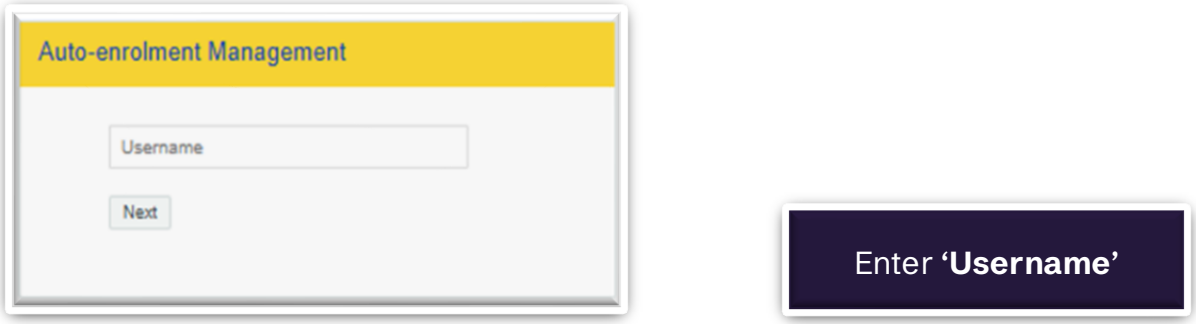
Multi-Factor Authentication (MFA) - Optional

1. Download and access your approved authenticator App. aeComply MFA works with Google Authenticator or Microsoft Authenticator, available from the Android/iOS store.

2. Select '**Enrol in MFA**', which will open a new window:



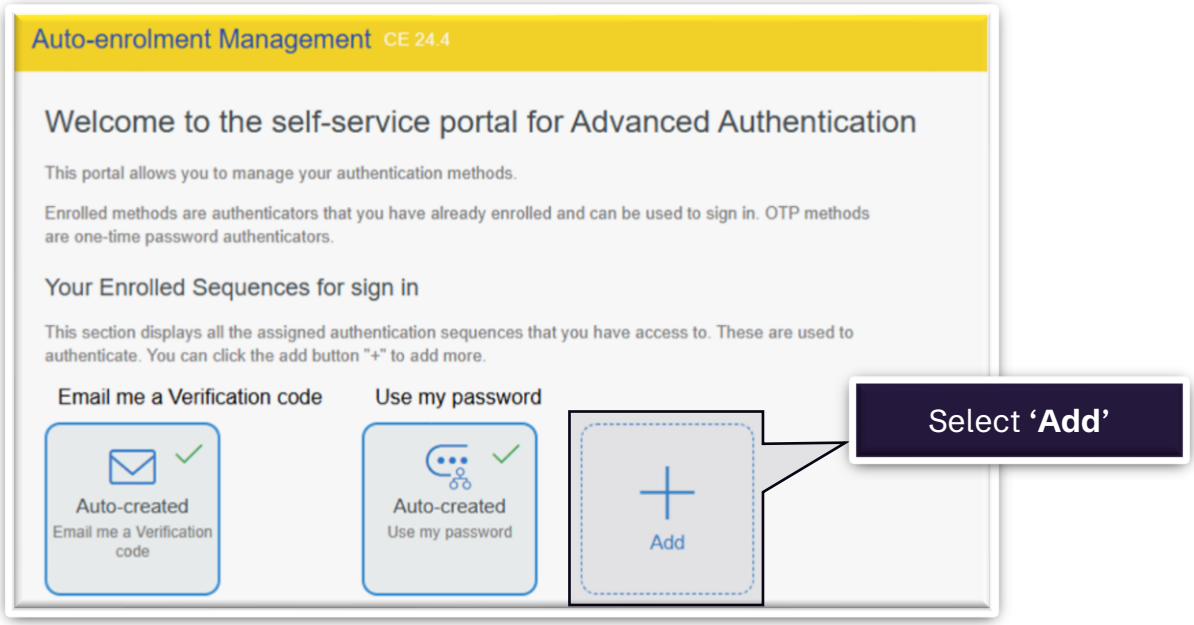
3. Enter your '**Username**' and click '**Next**':



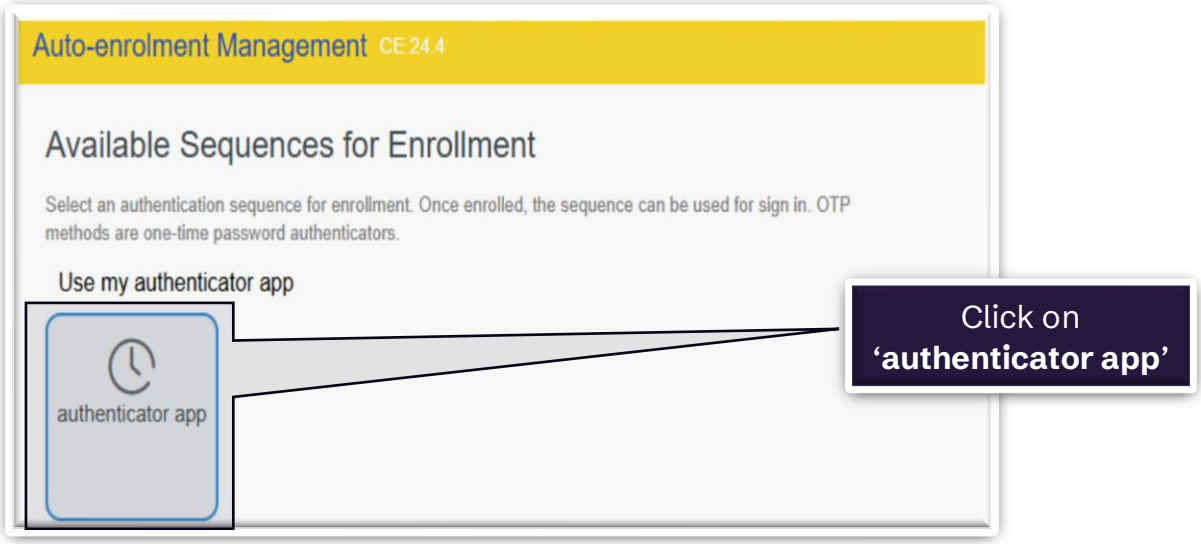
4. Enter your '**Password**' and click '**Next**':



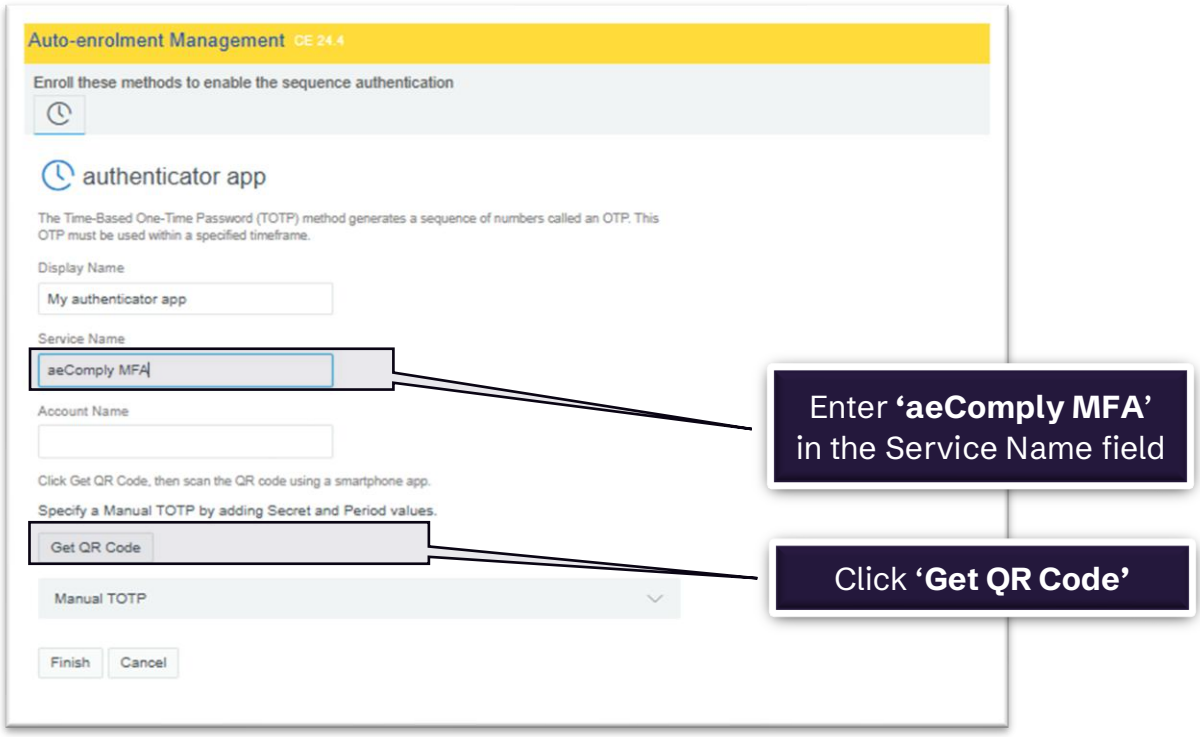
5. Select **'Add'** to set up your authenticator app:



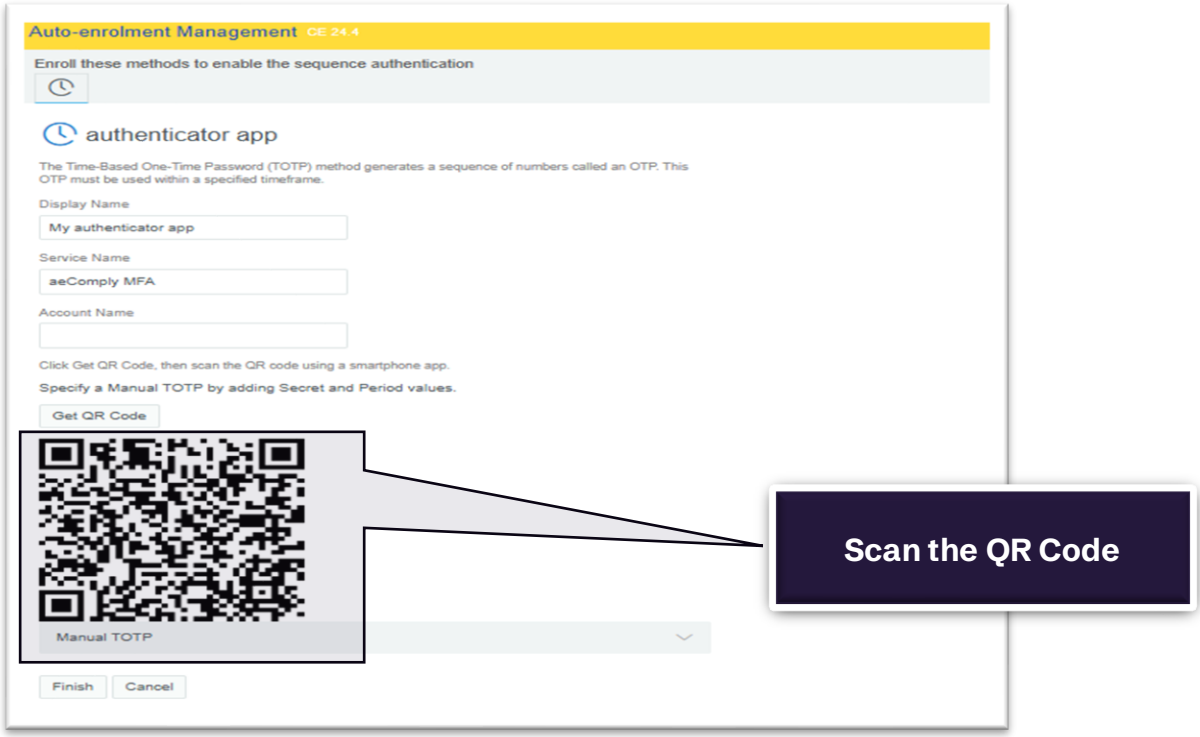
6. Select **'Use my authenticator app'**:



7. Enter **'aeComply MFA'** in the **'Service Name'** field and click **'Get QR Code'**:

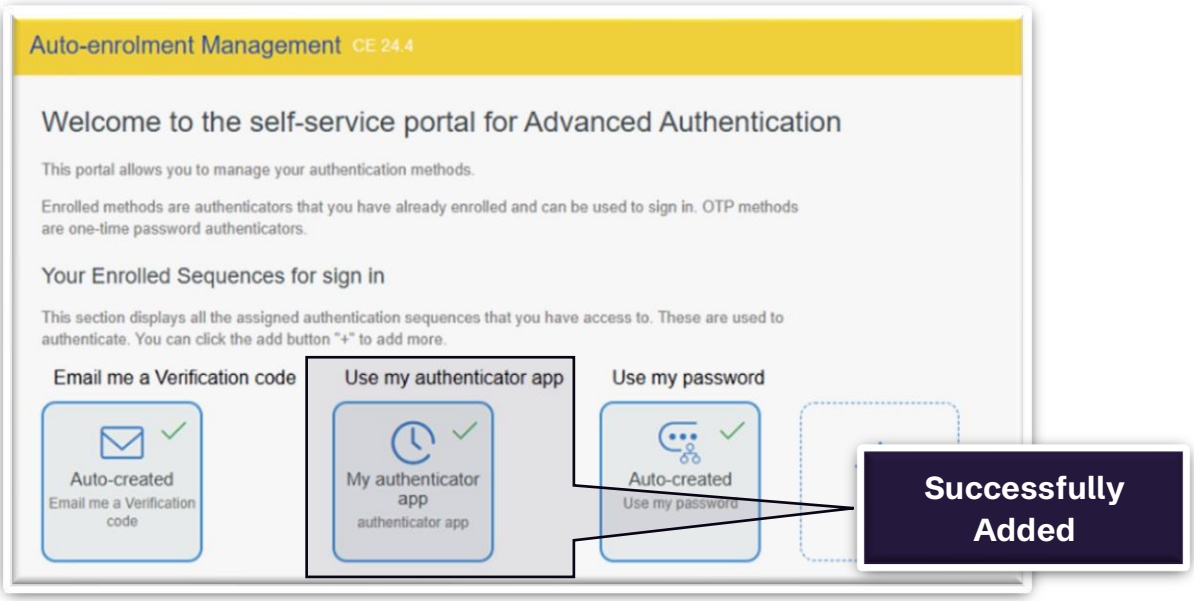


8. Scan the displayed **QR Code** using your selected **authenticator app**. Your app will inform you that your account has been added successfully:

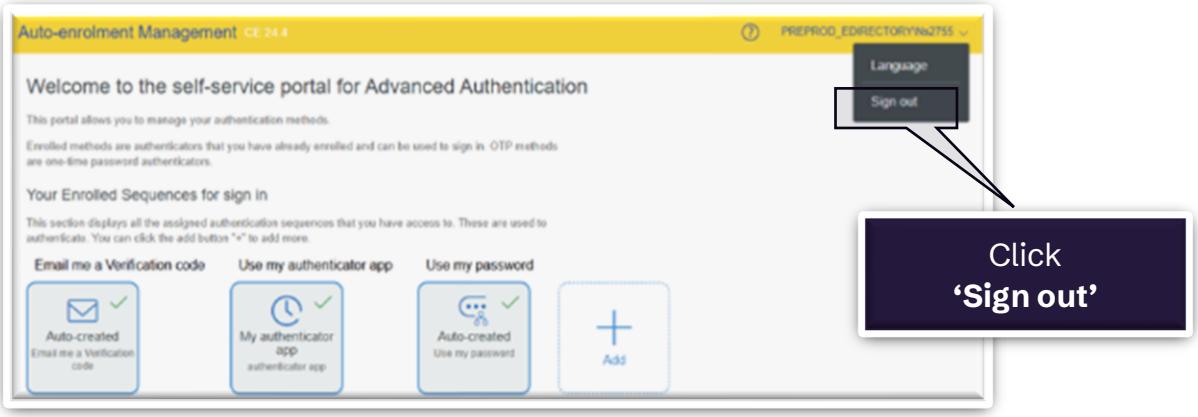


9. Click '**Finish**'.

10. Your screen will now show that you have successfully added the additional authentication method **'Use my authenticator app'**.



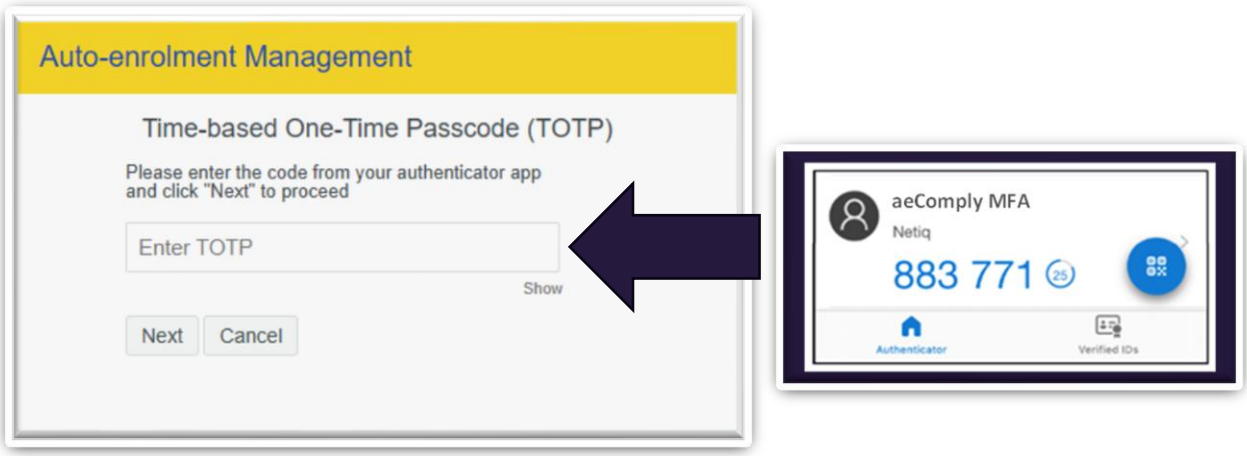
11. To close, select the drop-down menu in the far-right hand side of your screen and click **'Sign out'**, then **close** your window.



12. To **login** in, return to the aeComply login screen

13. Enter your **'Username'** and **'Password'**

14. aeComply will then request you to enter your **'Time-based One-Time Passcode (TOPT)'** which will be available in your Authenticator App:



15. Access the portal and proceed with running your compliance checks:

