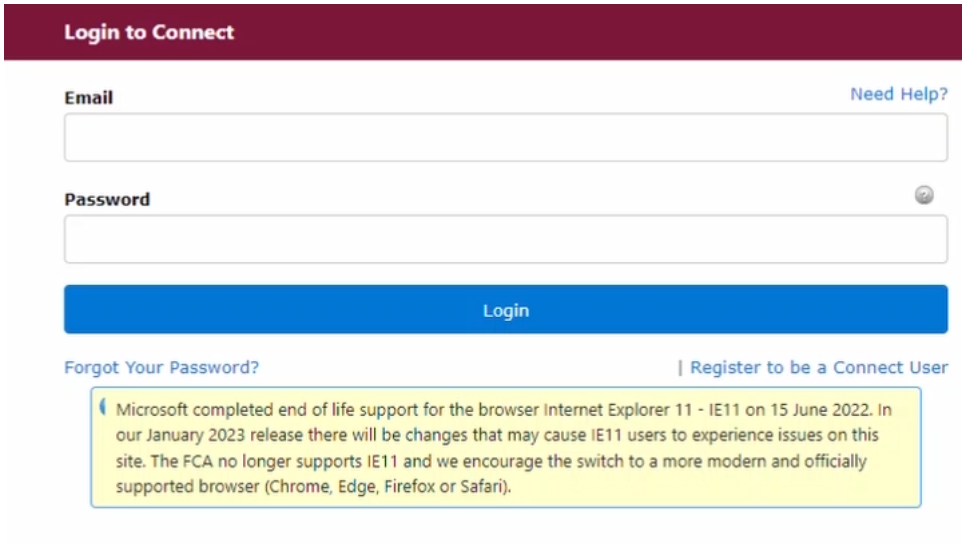
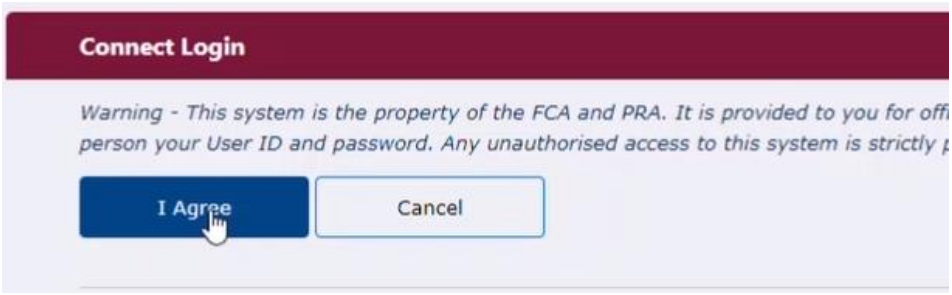
How to register using the Salesforce Authenticator app

Step 1 - Login using your FCA username and password

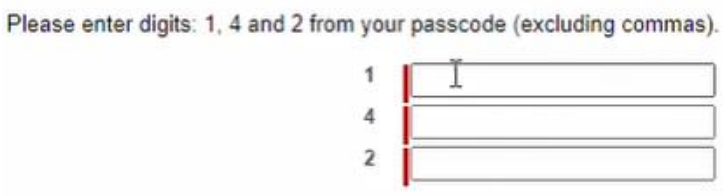


Step 2 - Select 'I Agree' to proceed

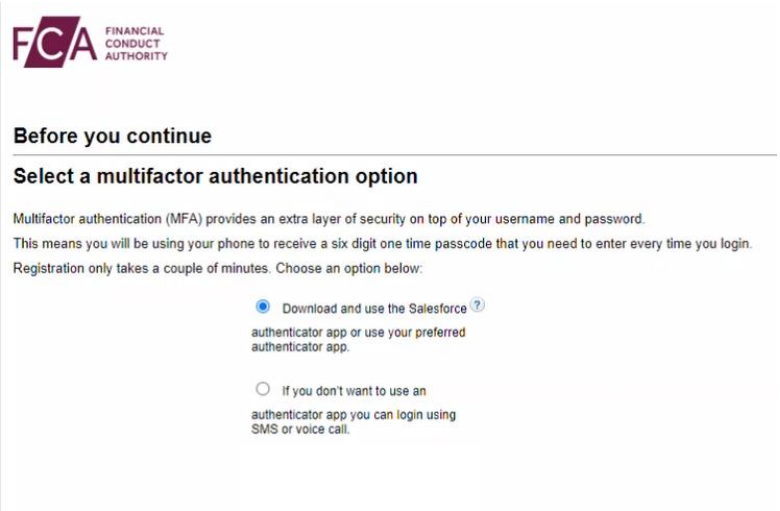


Step 3 – If you are logging into Connect, RegData or the Online Invoicing system enter your 3-digit passcode set up during your system registration and click on 'Continue'.

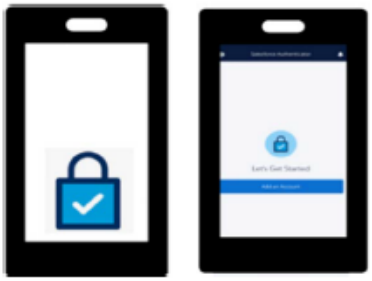
Note: if you are logging into the Electronic Submissions or SIS system, this step does not apply to you.



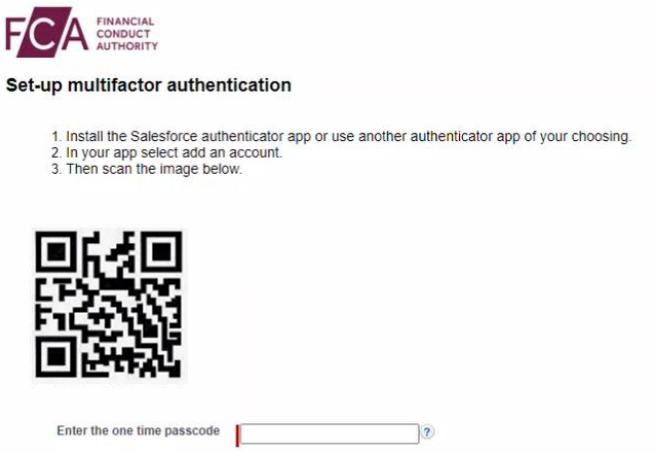
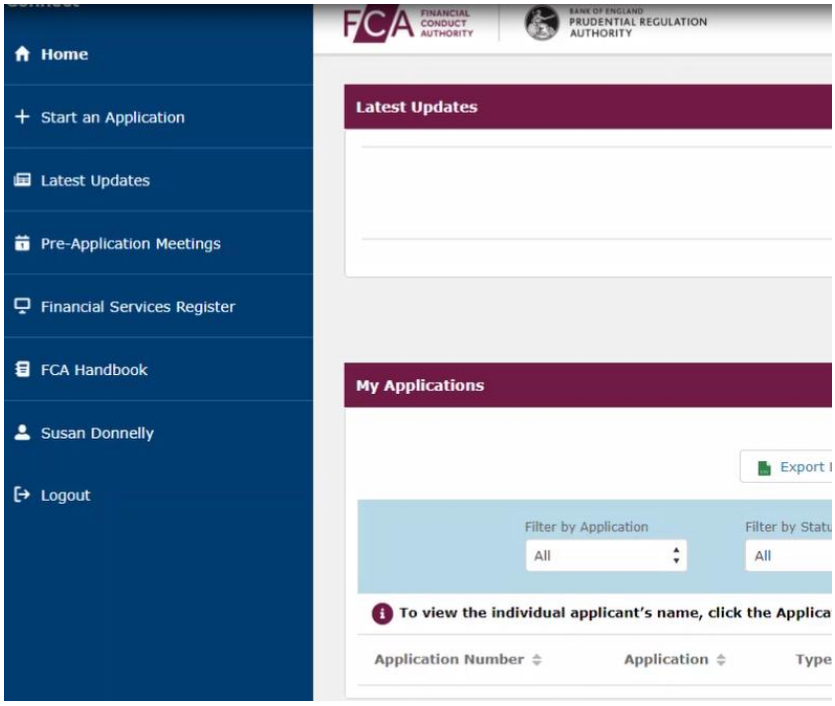
Step 4 – Choose the first option to set up the Salesforce Authenticator App (or another authenticator app)



Step 5 – Go to your mobile app store and search for the Salesforce Authenticator app and click 'Download'. You must then open the app and click on 'Add Account' and select scan QR code option and then hold the mobile device up towards the computer screen on step 4.



Step 6 – A 6-digit passcode will appear on your Salesforce Authenticator app. Enter the code here.



Step 7 – You have successfully registered and logged into your account. You will need to enter a 6-digit code from your phone at every login.