3

Login

- FIRST-TIME LOGIN
- REGULAR LOGIN

Section 3 Contents

First-Time Login

5-Step Process

1 Login set-up

2 Change password

3 Set security image

4 Set security question

5 Select second factor authentication method

First-Time Login

1 ## Login set-up

Log on to Corporate Republic*Online* with your USERNAME chosen at registration

Select **NEXT** to proceed to the password screen.

Enter the **TEMPORARY PASSWORD** sent via email when your user profile was created

Select **NEXT** to change the TEMPORARY PASSWORD sent to you, to a password that you create.

You will have the choice of using a virtual keyboard as an anti-key-login device.

First-Time Login

② **Change password**

Enter the TEMPORARY PASSWORD ········

Enter your NEW PASSWORD ········

Select CONFIRM

See Section 2 - Site Security, pg. 20 for Password Guidelines.

First-Time Login

3 **Set security image**

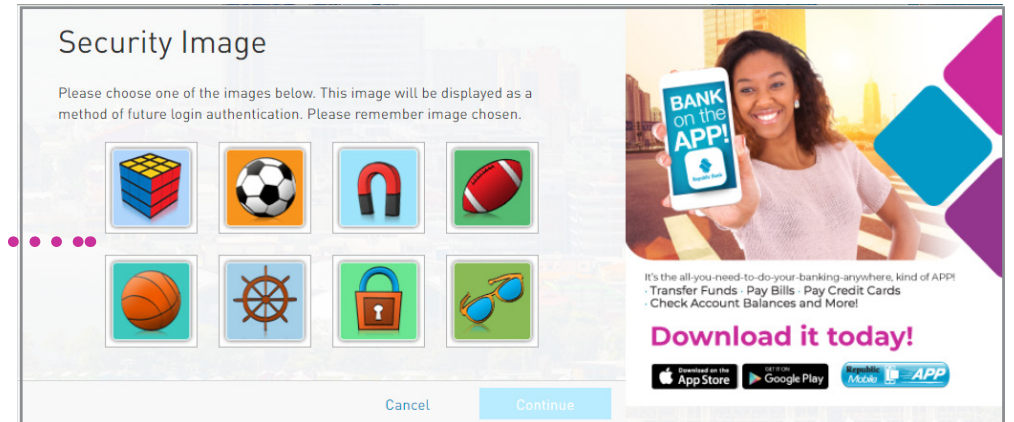The security image functions as an **anti-phishing device**. The image you select during the security set-up will **appear during all your future logins**. This is how you know you are logging in to your **correct Corporate Republic*Online* site**.

Select **ONE IMAGE** ••••••••••••••••••••••••••••••••••••

Select **CONTINUE**

> Your chosen image will not be saved until ALL the steps are completed.

First-Time Login

4 **Set secret question**

The **secret question** will be used as **a validation** to update personal data, security and user settings.
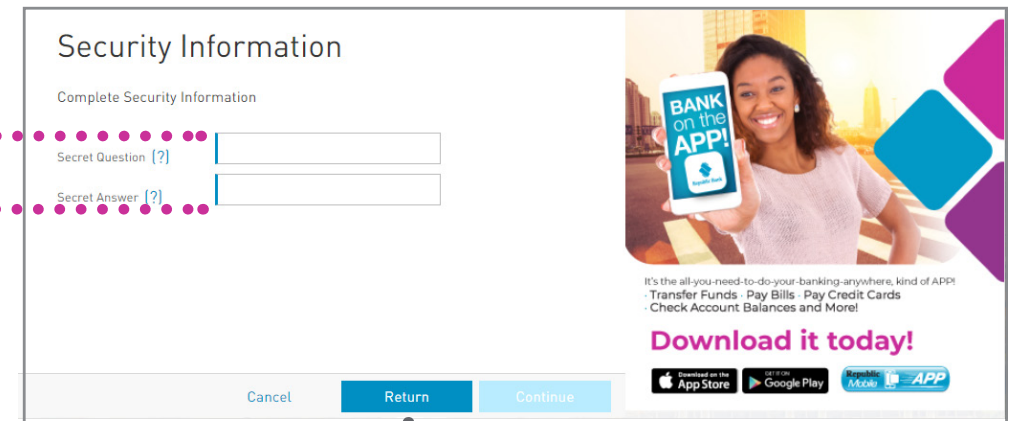
> You must create your own secret question. The system does NOT provide any options for the secret questions.

> Your secret question and answer are NOT case sensitive and special characters (e.g. !@#$%) are NOT permitted.

Enter a SECRET QUESTION ·····················

Enter the answer to your question in the SECRET ANSWER field ················

Select CONTINUE
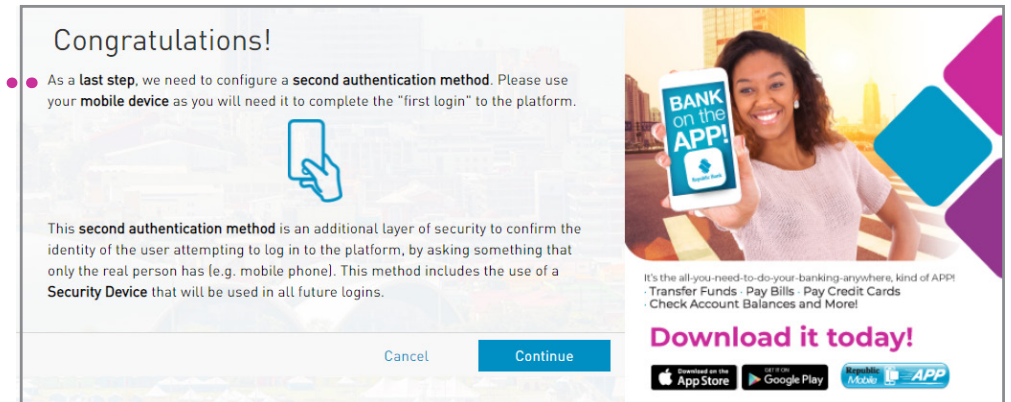
Security Information

Complete Security Information

Secret Question [?]

Secret Answer [?]

Cancel   Return   Continue

RETURN redirects you to the previous step

First-Time Login

Once you have completed the first 4 steps,
you will receive the following message

Select CONTINUE

First-Time Login

5 **Select second factor authentication method**

This is the **final step** in your First-Time Login
process!

The **second factor authentication method** gives
you an additional layer of security by using your
mobile device to validate your login.

Select one of the two options:
SMS or Republic*Mobile* App

First-Time Login

Select second factor authentication method

Option 1. SMS

Once the SMS option is selected, you must perform the following:

A Input mobile number

B Enter SMS code

C Confirm action

First-Time Login
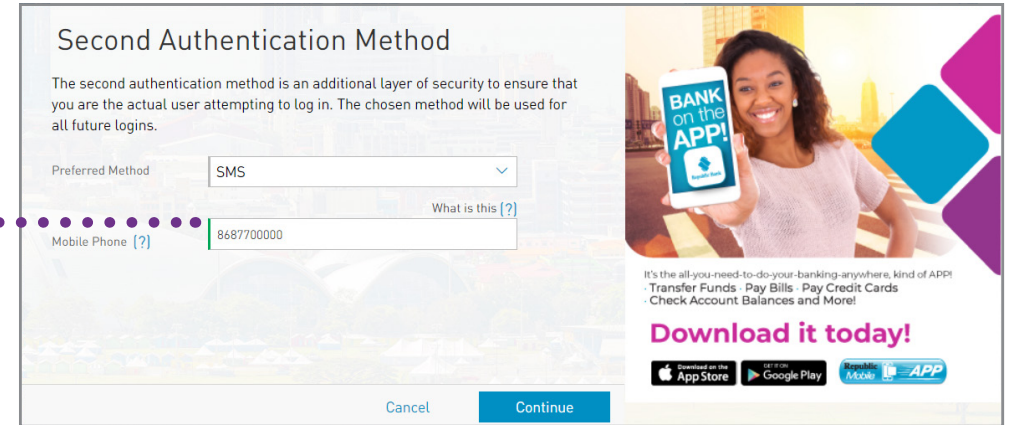
Select second factor authentication method

Option 1. SMS

The SMS option requires you to enter a local mobile number with the prefix (868).

A   **Input mobile number** you wish to enrol

Select CONTINUE

Second Authentication Method

The second authentication method is an additional layer of security to ensure that you are the actual user attempting to log in. The chosen method will be used for all future logins.

Preferred Method   SMS

What is this [?]

Mobile Phone [?]   8687700000

Cancel   Continue

First-Time Login

Select second factor authentication method

Option 1. SMS

An SMS code will be sent to the mobile number you entered

(B) **Enter SMS code** received ....

(C) **Confirm action**
Select CONTINUE

When this step is completed, you will be redirected to the Corporate Republic*Online* Home page.

> Each time an attempt is made to log in to Corporate Republic*Online*, you will receive a code via SMS.
> It is to be entered during login for authentication.
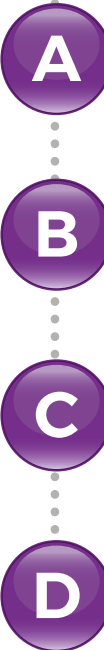
First-Time Login

Select second factor authentication method

Option 2. Republic*Mobile* App

When the Republic*Mobile* App option is selected, you will be instructed to complete the following:

A Download Republic*Mobile* App

B Select activate/activate with new user

C Scan/enter code

D Confirm action

First-Time Login

Select second factor authentication method

Option 2. Republic*Mobile* App

(A) **Download Republic*Mobile* App**
Go to the relevant app store, search
for Republic*Mobile* TT App and download

Select CONTINUE
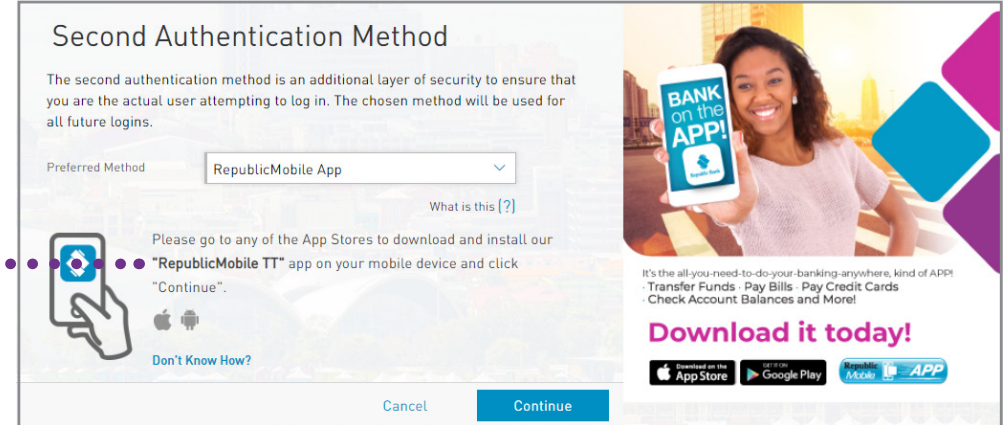
The Republic*Mobile* App is available on both
Android and Apple devices.

Second Authentication Method

The second authentication method is an additional layer of security to ensure that
you are the actual user attempting to log in. The chosen method will be used for
all future logins.

Preferred Method   RepublicMobile App

What is this [?]

Please go to any of the App Stores to download and install our
"RepublicMobile TT" app on your mobile device and click
"Continue".

Don't Know How?

Cancel   Continue

First-Time Login

Select second factor authentication method

Option 2. Republic*Mobile* App

Once the Republic*Mobile* App has been downloaded, launch the App

(B) **Select activate/activate with new user**

Select ACTIVATE/ACTIVATE WITH NEW USER

First-Time Login

Select second factor authentication method

Option 2. Republic*Mobile* App

C

Scan/enter code
Enter your USERNAME ••••••••••••••••••••••••••••••

You will see 2 prompts: ••••••••••••••••••••••
QR CODE and COUPON CODE
Select ONE

Phone screen content:
15:20 — ◁ My Security Devices   Activate

Enter your username
Test

Scan the QR code or type the Coupon code provided on the website

QR Code   Coupon Code

Scan QR Code   ›

By pressing "Confirm" you are:
• Accepting Terms and Conditions
• Approving login with Sync Approval

Cancel   Reset   Confirm

First-Time Login

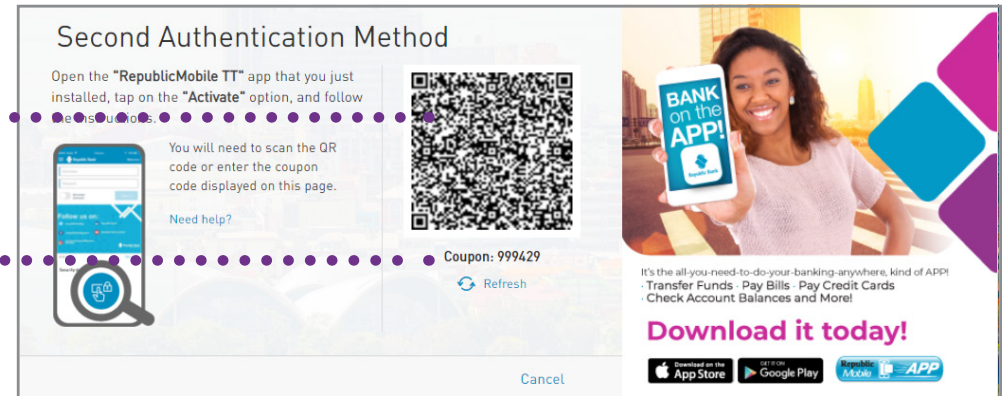## Select second factor authentication method

Option 2. Republic*Mobile* App

C **Scan/enter code**
At this stage the **website** will display
a **QR CODE** and a **COUPON CODE**

QR CODE ⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯

COUPON CODE ⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯

First-Time Login

Select second factor authentication method

Option 2. Republic*Mobile* App

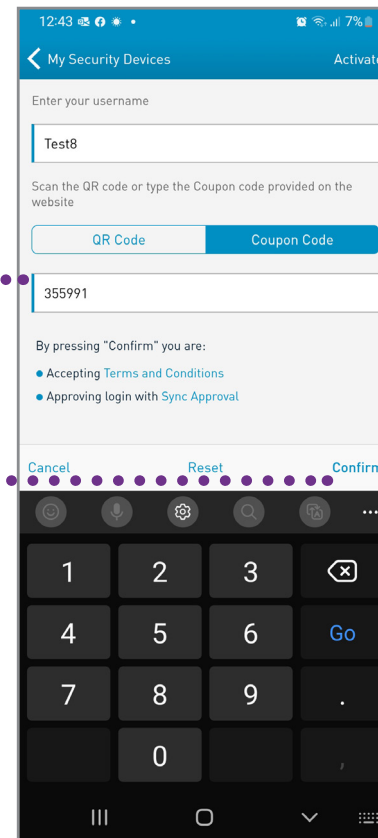**C** **Scan/enter code**
As per your selection, either
● Scan the **QR CODE** OR
● Enter the **COUPON CODE** ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●

D **Confirm action**
Once the code entered has been
successfully accepted, select **CONFIRM** ● ● ● ● ● ● ● ●

Your mobile device registration
is now complete granting access
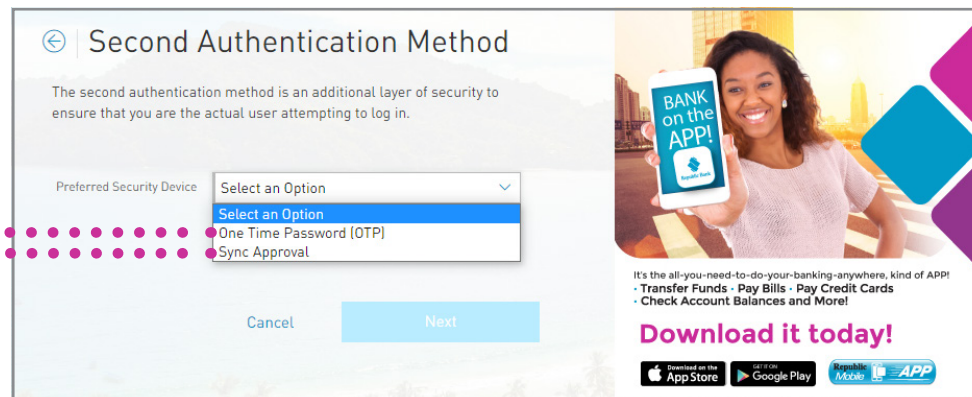to the site on the web.

First-Time Login

Republic*Mobile* App Security Devices

Each time an attempt is made to log in
to Corporate Republic*Online*, you can
select either:
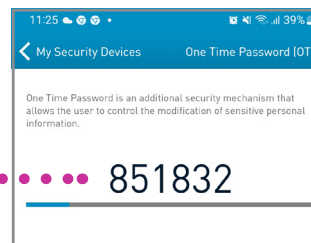**One Time Password (OTP)** or **SYNC**
to validate your login.

OTP
SYNC

First-Time Login

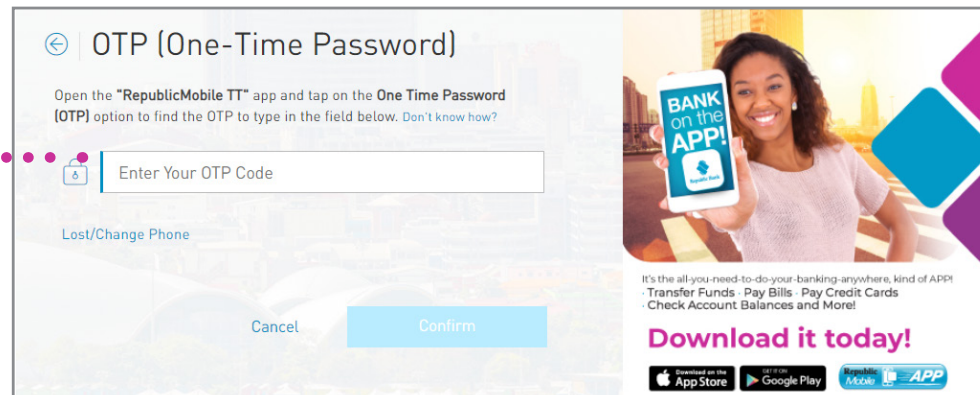## Republic*Mobile* App Security Devices

Selecting OTP

Open the Republic*Mobile* App
and select **OTP**.
An **OTP** will be displayed ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●

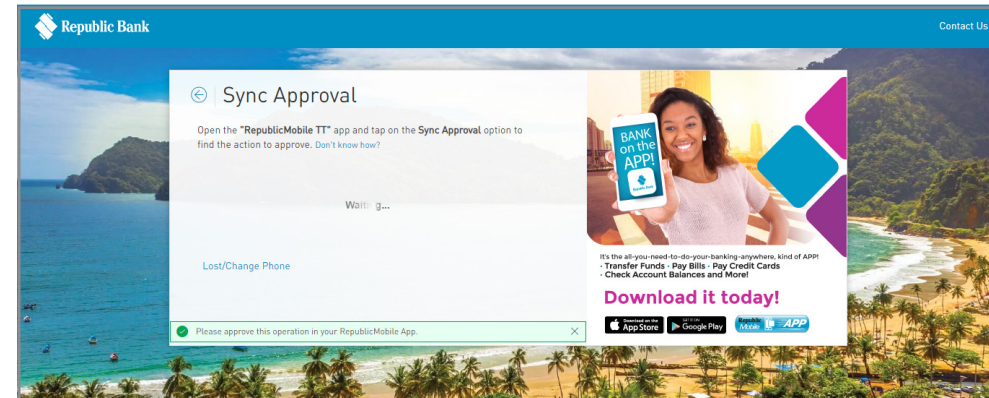Enter **OTP** ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●

Select **CONFIRM**

OTPs are set to **expire one minute** after being generated. If the incorrect OTP is entered or if it expires before being used, you must select OTP again and a new OTP will be sent to you.
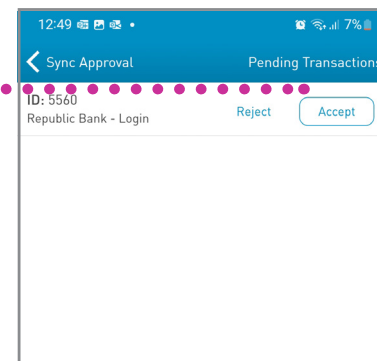
First-Time Login

Republic*Mobile* App Security Devices

Selecting Sync

The system will attempt to connect to the registered mobile device.

Open the Republic*Mobile* App and select SYNC APPROVAL, then either ACCEPT or REJECT the request.

Regular Login

4-Step Process

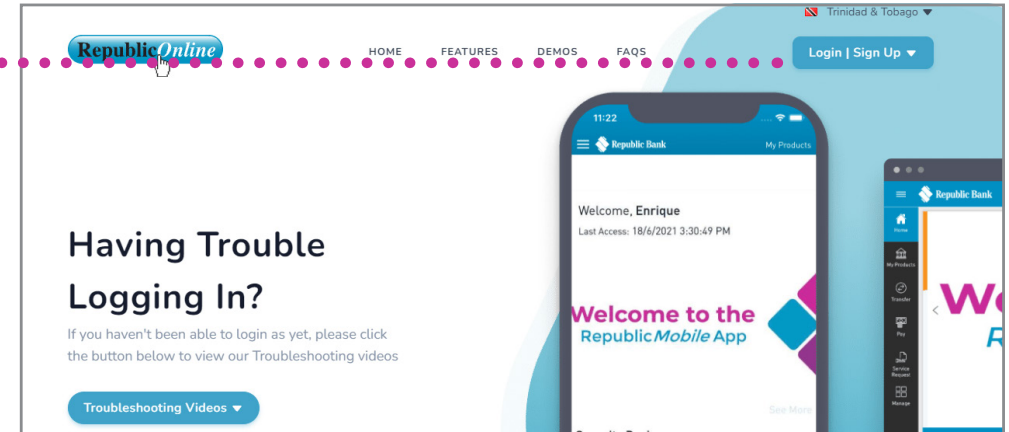**1**   **Access website**

2   **Enter your username**

3   **Enter your password**

4   **Second factor authentication method**

Regular Login

1 ## Access website

Select LOGIN ●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●

2 ## Enter your username

Enter your USERNAME ●●●●●●●●●●●●●●●●●●●●●●

Select NEXT
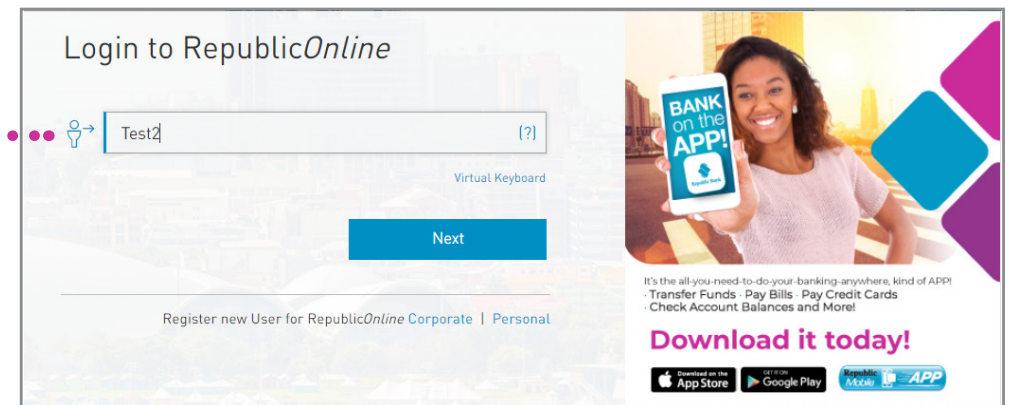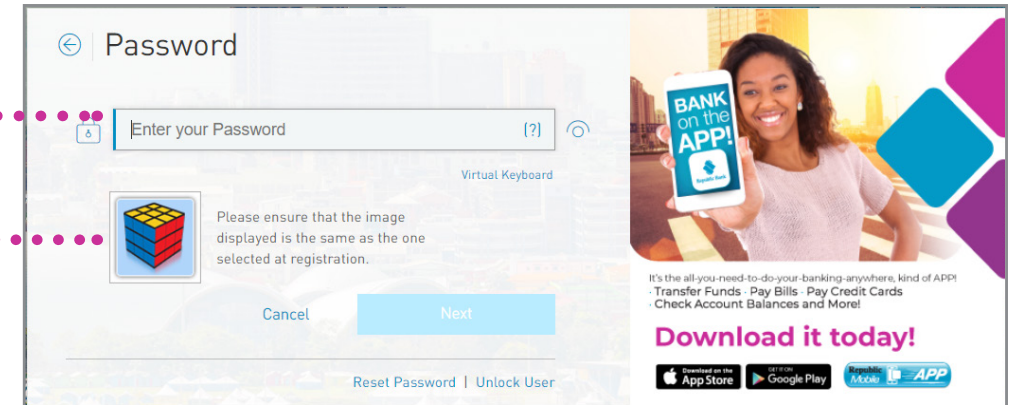
Regular Login

3 **Enter your password**

Enter **PASSWORD** ....

Ensure that the **image displayed is the** ....
one selected during the security setup

Select **NEXT**

4 **Second factor authentication method**

You would have previously selected your **second factor authentication method** from one of the following:

- SMS
- Republic*Mobile* App

Regular Login

4 **Second factor authentication method**

SMS

If SMS was selected, you will **receive a code via SMS** on the mobile device you registered.

Enter the **SMS CODE**

Select **CONTINUE**

Regular Login

④ Second factor authentication method

Republic*Mobile* App
If the Republic*Mobile* App was selected,
select either OTP or SYNC

OTP Retrieve the **OTP** on the **Republic*Mobile* App** and enter it in the field provided

Select **NEXT**

Second Authentication Method

The second authentication method is an additional layer of security to ensure that you are the actual user attempting to log in.

Preferred Security Device: One Time Password (OTP)

Cancel   Next

SYNC Go to the **Republic*Mobile* App**
Select **SYNC APPROVAL**

ACCEPT the request.

Once the Sync is complete, you will automatically proceed to the **Home Page.**

Sync Approval

Open the "RepublicMobile TT" app and tap on the **Sync Approval** option to find the action to approve. Don't know how?

Waiting...

Lost/Change Phone

Please approve this operation in your RepublicMobile App.