

QUICK START GUIDE

Email OTP (One Time Passcode) for Password Users

What is email OTP?

Email OTP is secure sign in method that sends a one-time passcode to users via email that enables the user to access secure items. Password users will convert to email OTP when access to a secure item has been approved.

Who will use email OTP?

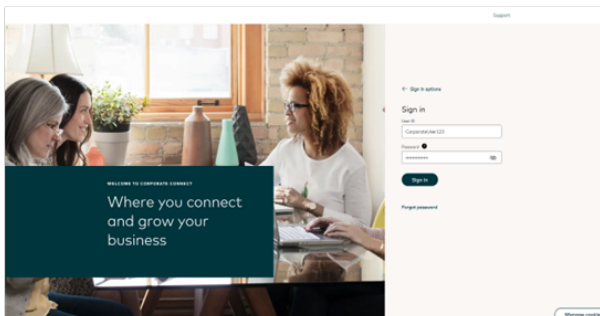
Any Corporate Connect user that does not have BankID will use email OTP to sign in to Corporate Connect.

When is email OTP used?

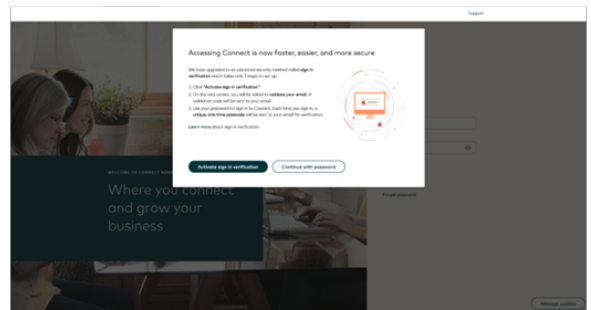
Email OTP is used every time you sign in to Corporate Connect if you have access to secure items.

Converting from Password to Email OTP

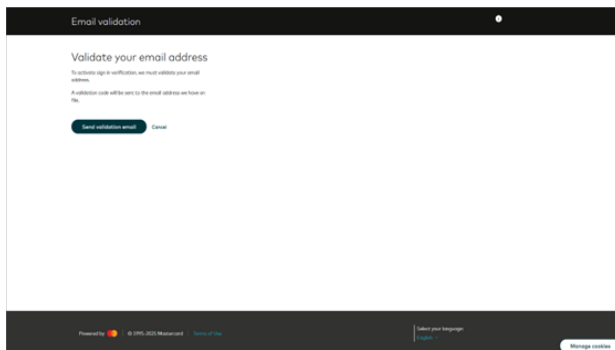
- 1 As a password user, you will sign in to Connect using your User ID and password.



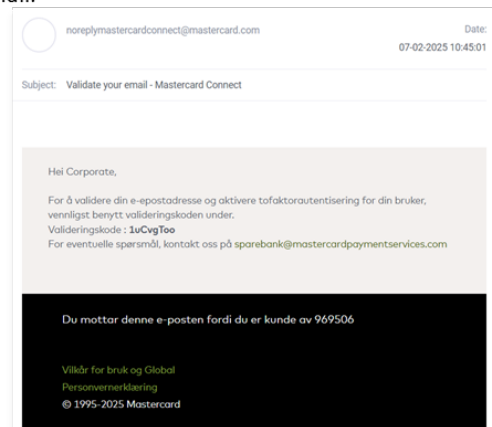
- 2 Once access to a secure item is approved, you will be presented with the option to convert to email OTP or continue using your User ID and password. NOTE: If you do not activate Email OTP you will not have access to any items.



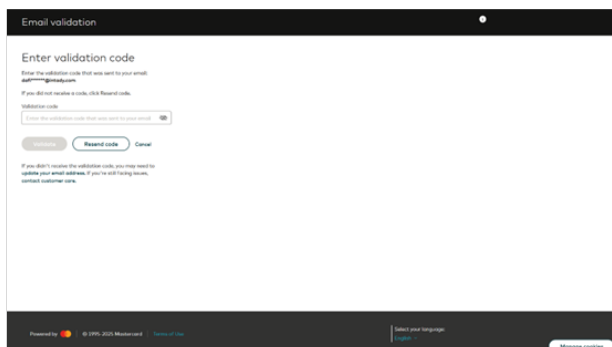
- 3 After you have chosen 'activate sign in verification' you will be asked to validate your email address to ensure the email OTP passcodes are sent to the correct email.



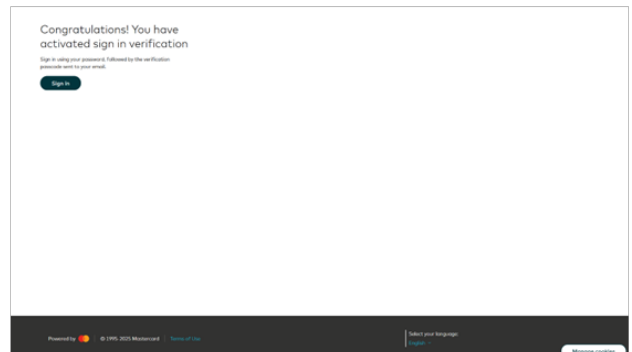
- 4 You will receive an email validation code via email.



- 5 Enter the validation code on the 'Email validation' screen.



- 6 You will receive an onscreen message confirming that email OTP has been set up successfully.

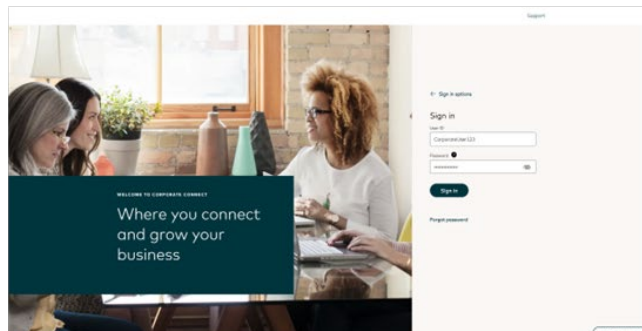


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Sign in to Corporate Connect with email OTP

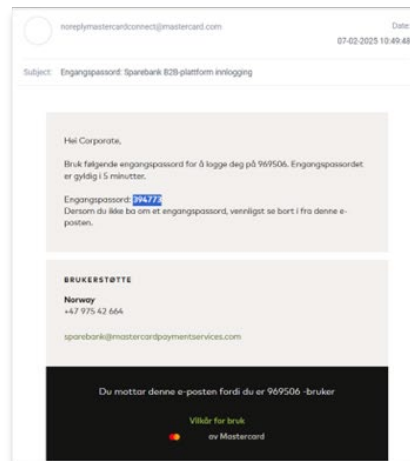
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Enter your User ID and password.



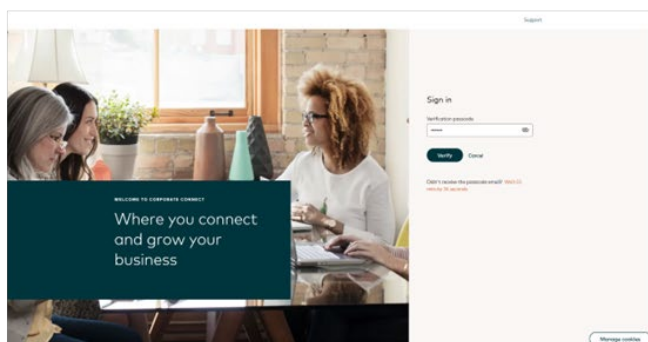
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A 6-digit passcode will be sent to you via email.



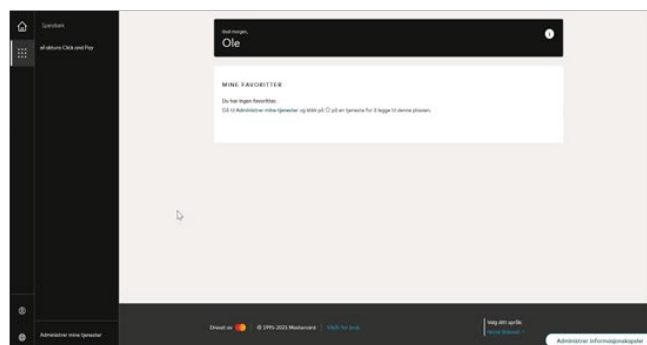
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Enter the code on the 'Sign In' screen and select verify.



4

You are now signed in to Corporate Connect.



KOM I GANG-GUIDE!

E-post OTP (One Time Passcode) for passordbrukere

Hva er e-post OTP?

E-post OTP er en sikker påloggingsmetode som sender en engangskode til brukerens e-post. Passordbrukere overgår til OTP ved godkjent tilgang til en tjeneste med tofaktorautentisering.

Hvem bruker e-post OTP?

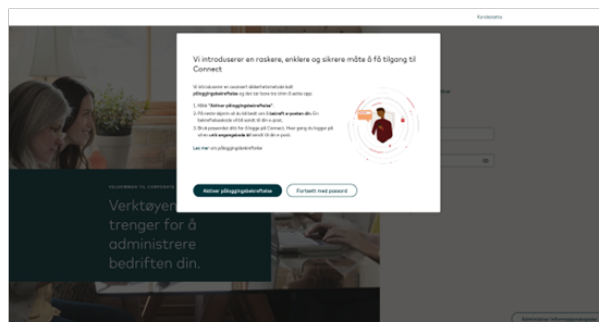
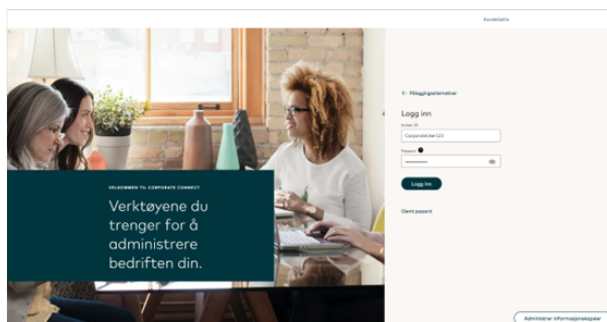
Alle Corporate Connect-brukere som ikke har BankID, vil bruke e-post OTP for å logge inn.

Når brukes e-post OTP?

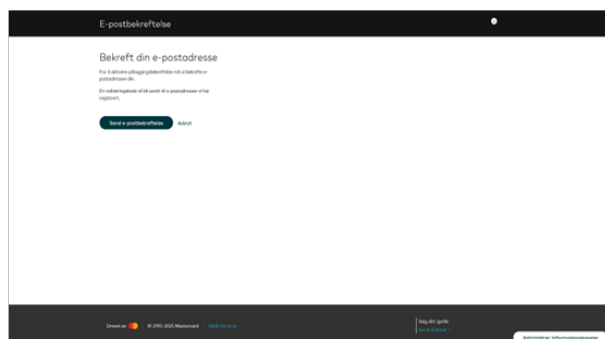
E-post OTP brukes hver gang du logger inn på Corporate Connect, hvis du har tilgang til sikre tjenester.

Fra kun passord til e-post OTP

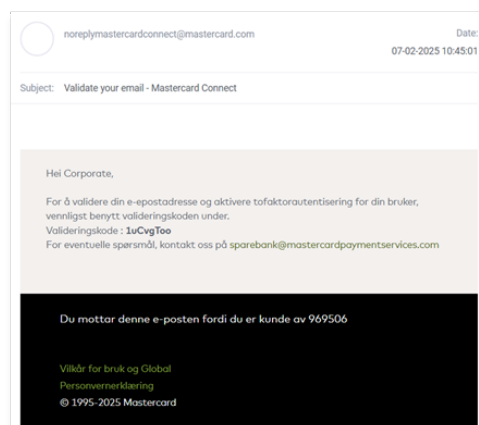
- 1 Som passordbruker logger du inn på Corporate Connect med ditt brukernavn og passord
- 2 Når tilgang til en sikker tjeneste er godkjent, vil du få muligheten til å bruke til e-post OTP eller fortsette å bruke brukernavn og passord hvis du velger å ikke få tilgang til den sikre tjenesten.



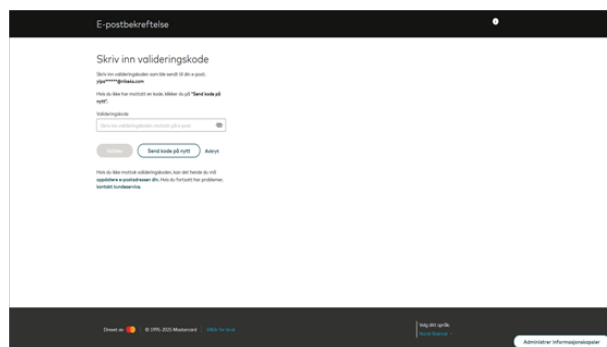
- 3 Hvis du velger å få tilgang til dine sikre tjenester, vil du velge alternativet «Aktiver påloggingsbekreftelse» og bekrefte e-postadressen din for å sikre at e-post OTP-kodene blir sendt til riktig e-post.



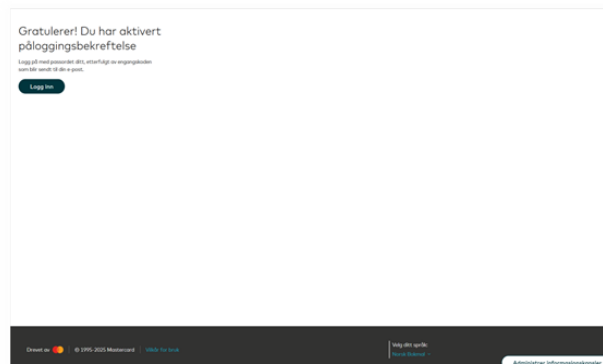
- 4 Du vil motta en valideringskode på e-post.



- 5 Skriv inn koden i feltet for valideringskode.



- 6 Du vil motta en melding på skjermen som bekrefter at e-post OTP er satt opp riktig.

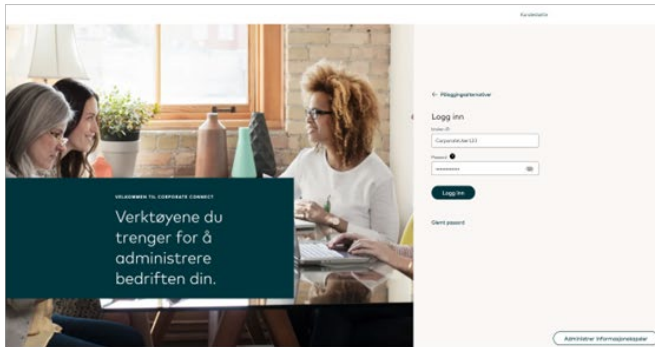


KOM I GANG-GUIDE!

Logg inn i Corporate Connect med e-post OTP

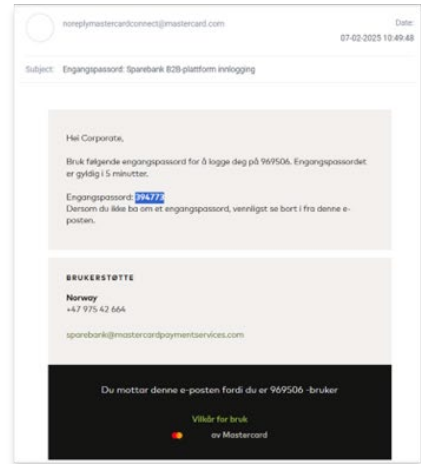
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Skriv inn brukernavn og passord.



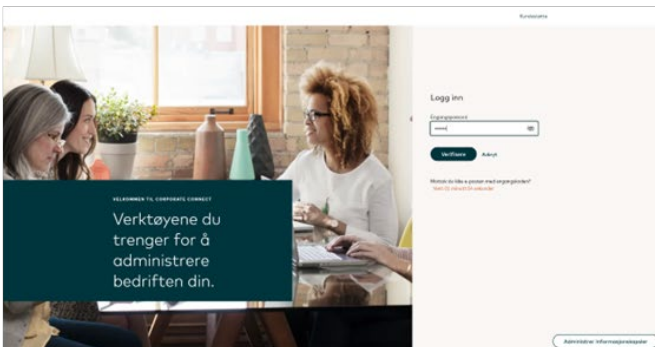
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En 6-sifret kode sendes til e-posten din.



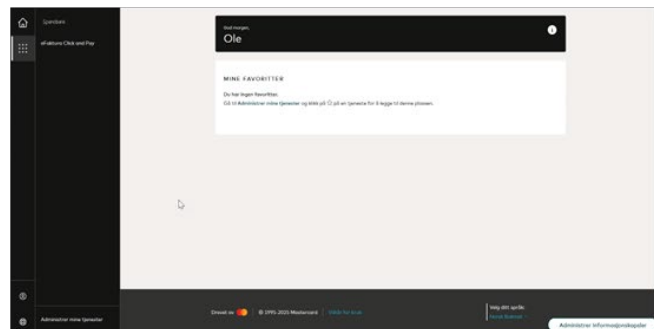
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Skriv inn koden på «Påloggings»-skjermen og velg «Verifisere».



4

Du er nå logget inn i Corporate Connect.



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Frequently Asked Questions

How long does it take to receive my email OTP?

We send the email OTP instantly, but it may take a few seconds for you to receive your OTP.

How long is my email OTP valid for?

Your email OTP is valid for 5 minutes.

How many attempts do I have to enter my email OTP?

You will have 3 attempts to enter your email OTP. You will need to wait for 15 minutes after the third failed attempt before requesting a new email OTP.

Do I have to activate email OTP?

If you do not have access to BankID you will have to activate email OTP before you will have access to any of our items.

KOM I GANG-GUIDE

Logg inn på Connect Nordics med e-post OTP

Ofte stilte spørsmål:

Hvor lang tid tar det å motta e-post OTP-en min?

Vi sender e-post OTP-en umiddelbart, men det kan ta noen sekunder før den kommer frem.

Hvor lenge er e-post OTP-en min gyldig?

E-post OTP-en din er gyldig i 5 minutter.

Hvor mange forsøk har jeg på å skrive inn e-post OTP?

Du har tre forsøk på å skrive inn e-post OTP. Etter det tredje mislykkede forsøket må du vente 15 minutter før du kan be om en ny OTP.

Må jeg aktivere e-post OTP?

Hvis du ikke har tilgang til BankID, må du aktivere e-post OTP for å få tilgang til våre tjenester.