



Bordereaux Web Portal Access & DUO Authentication Guide

Version	Date	Description
2.0	26 April 2023	New Flood Re Portal Access and MFA guide

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2 Introduction

To access the Flood Re Portal for bordereau validation and submission you must have completed the participant Onboarding process and received your login details.

The Portal will require you to complete the DUO authentication process before it can be accessed for bordereau uploading.

2.1 Document Audience

This document is for users belonging to an Industry Participant who has been through the Flood Re Onboarding process.

2.2 Document Purpose

This document provides a step-by-step high level Duo authentication set up guide for the intended users of the Flood Re Portal.

3 Portal Access

To access the Flood Re Portal you are first required to have gone through the Onboarding process, via which Flood Re authenticates your company and users. Only after this important step should you attempt to access the Portal.

3.1 Portal Access - Existing Participants

All users registered on our old system before the **3rd of April 2023** should have received an email with new login details. Please get in touch with our Service Desk on <u>support@floodre.co.uk</u> if you have not received your login details to the new portal. Once you receive these details, please use the URL: <u>Log in | Flood Re Portal</u> to log in.

Users are required to set up the **DUO authenticator** according to section 4 of this document when they login for the first time.

3.2 Portal Access - New Participants/Users

All new users trying to access the portal after the **3rd of April 2023** should contact our support team to complete the onboarding process or request new user access.

Our support team can be available via; support@floodre.co.uk

4 Setting up Duo Authentication

To access the Flood Re Portal, you must set up DUO Authentication and choose your preferred authentication method, i.e., either by Text Message as described in section 4.1 or by downloading the Duo App as described in section 4.2.

Steps
Step 1: Navigate to the following URL Log in Flood Re Portal and enter your Username and your password as shown above then Click the "Login" option
Hello! How can we help you today?
Broker Login Login Email ATsourapa Password Corgot Password? Login Need an account?
Step 2: On the displayed page, click the "Start setup" button

	Duo Authentication	
	Protect Your Watertrace Account	
Management Consulting	Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.	
<u>What is this?</u> 다 <u>Need help?</u>	This process will help you set up your account with this added layer of security.	
Secured by Duo	Start setup	
]
Select the option " I	Mobile phone " and then click the "Continue" button	
Select the option " I	Mobile phone" and then click the "Continue" button	
Select the option " I	Mobile phone" and then click the "Continue" button Duo Authentication	
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Select the option "I	Mobile phone" and then click the "Continue" button Duo Authentication What type of device are you adding? Mobile phone RECOMMENDED	
Select the option "I	Mobile phone" and then click the "Continue" button Duo Authentication What type of device are you adding? Mobile phone RECOMMENDED Tablet (iPad, Nexus 7, etc.)	
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		Duo Authentication
	What is this? C Need help? Secured by Duo	Enter your phone number United Kingdom +44 Example: 121 234 5678 Back Continue
Step 5: Or question. "Continue	nce your " Phone N Check if the numb " button You entered	Iumber" is populated, the following "Tick Box" will appear with a per is correct. If it is correct, please tick the box and click the 694 400 1627. Is this the correct number?
Step 6: Fro	m the displayed list	, select the software of your device and click the "Continue" button Duo Authentication
	What is this? C Need help? Secured by Duo	What type of phone is +30 694 400 1627? iPhone Android Windows Phone Other (and cell phones) Back Continue

Step 7: A QR code will appear on your screen. From this screen, users will be able to set up Duo by Text Message or by the Duo app.

• Please select your preferred method to continue.

Watertrace Management Consulting	Activate Duo Mob	1. Open Duo Mobile.	
		 Select Use QR code Scan this barcode. 	
What is this? 대 Need help?		Email me an activation link instead.	
Secured by Duo			
	Back Continue		

4.1 Authenticating with Text Message

Step 1: To authenticate by Text Message, please ignore the QR code and do not download the app

- Click the email me an activation link instead and enter your email address.
- o An email will be sent to you containing a code. Enter the code you received by e-mail

What is this? C ⁴ Need help? Secured by Duo	Activate Duo Mobile for Android 1. Open Duo Mobile. 2. Select Use QR code 3. Scan this barcode. Email me an activation link instead. Back Continue
rom your compu Ask me to choose Then click the "Co	ter, select the following from the dropdown list: an authentication method ontinue to Login" option
	Duo Authentication
Watertrace Management Consulting	Duo Authentication My Settings & Devices Android +30 694 400 JUSTADED
What is this? C Need help? Secured by Duo	Duo Authentication My Settings & Devices Android +30 694 400 JUST ADDED Default Device: Android +30 694 400 1627 When I log in: Ask me to choose an authentication method Saved Continue to Login
Watercroce Management Consulting What is this? Cf Need help? Secured by Duo	Duo Authentication My Settings & Devices

	Duo Authentication	
	Choose an authentication method	
water	Duo Push RECOMMENDED Send Me a Push	
Managemen	Passcode Enter a Passcode	
What is this Need help?	21	
Secured by E	Duo	
Enrollment	successful! This is the Duo login prompt that you'll normally see when logging in.	
		_
step 4: You will n	low have an option appear at the bottom right	
o Click 'Tex	xt me new codes'	
o You will i	receive a text message with a code	
البسمية الم		
o Enter thi	is into the field as per below and click 'Log In'	
o Enter thi	is into the field as per below and click 'Log In'	
o Enter thi	is into the field as per below and click 'Log In' Duo Authentication	
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O Enter thi Management of What is this? I Need help? Secured by Due Enter a passo	is into the field as per below and click 'Log In' Duo Authentication Choose an authentication method Duo Push RECOMMENDED Send Me a Push 1080137 Log In Code from Duo Mobile or a text.	
• Enter thi What is this? I Need help? Secured by Dud Enter a passor	is into the field as per below and click 'Log In' Duo Authentication Choose an authentication method Duo Push RECOMMENDED Send Me a Push 1080137 Log In O Code from Duo Mobile or a text. Text me new codes	
Enter thi	is into the field as per below and click 'Log In' Duo Authentication Choose an authentication method Duo Push RECOMMENDED Send Me a Push 1080137 Log In Ode from Duo Mobile or a text. Text me new codes	
Enter this	is into the field as per below and click 'Log In' Duo Authentication Choose an authentication method Duo Push RECOMMENDED Send Me a Push 1080137 Log In Oute from Duo Mobile or a text. Text me new codes	

4.2 Authenticating with the Duo App

Step 1: Navigate to the Play Store or App Store depending on your device and;

- Search and install the "DUO mobile" application
- o "Open" the application after the download has completed



	Duo Authentication
What is this? C Need help? Secured by Duo	My Settings & Devices
: Two Options will	be displayed as the authentication method. Duo Authentication
Watertrace Management Consulting	Choose an authentication method Duo Push RECOMMENDED Send Me a Push Passcode Enter a Passcode Option 2
What is this? 더 Need help? Secured by Duo	
Enrollment successful! Th	his is the Duo login prompt that you'll normally see when logging in.
1. If you select th	is option, a Push Notification will be sent to your mobile
1: If you select th . Click on "Approve	is option, a Push Notification will be sent to your mobile ?" to authenticate.

5 Contact Support

Should you have any questions regarding this document or need support during this process, please contact the Service Desk using one of the following methods:

- Telephone: +44 (0)330 912 7700
- Email: <u>support@floodre.co.uk</u>