

Mobile - Sign In

Last Modified on 02/02/2021 11:24 am GMT

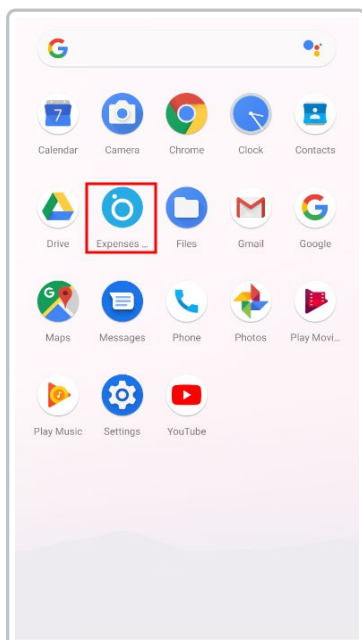
Permissions

You will require the following permissions:


- You will require an Access Role

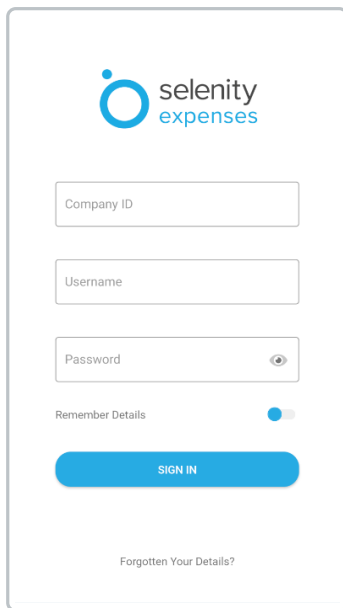
We're here to help explain each of the different methods for signing in to our app.

1. Tap **Selenity Expenses Mobile** on your device.



2. Enter the same credentials that you use to sign in to the web version of Selenity Expenses. The required credentials are:

- Company ID
- Username
- Password (press  to show what you have typed in the 'Password' field)

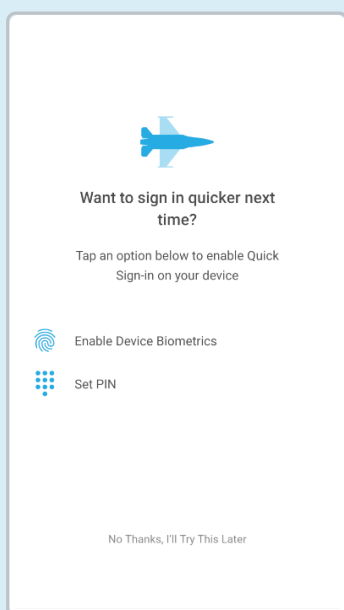


The login screen for Selenity Expenses features the company logo at the top. Below it are three input fields: 'Company ID', 'Username', and 'Password'. The 'Password' field includes a toggle icon for visibility. A 'Remember Details' checkbox is positioned below the password field. A prominent blue 'SIGN IN' button is centered below the checkbox. At the bottom, there is a link that reads 'Forgotten Your Details?'.

3. Tap **Sign In**. You will then be directed to the **Homepage**.

Tip: Select **Remember Details** to store your sign-in details. We will remember your Company ID and Username for the next time you sign in. We will not remember your password for security reasons.

Note: At this point, you will be asked if you would like to set up **Quick Sign-in**. Depending on your device, this will allow you to use Touch ID/Face ID or Device Biometrics. Alternatively, you can set up a 4-digit PIN which can be used instead of entering your credentials. For more information on this, view [Configure Quick Sign-In](#).

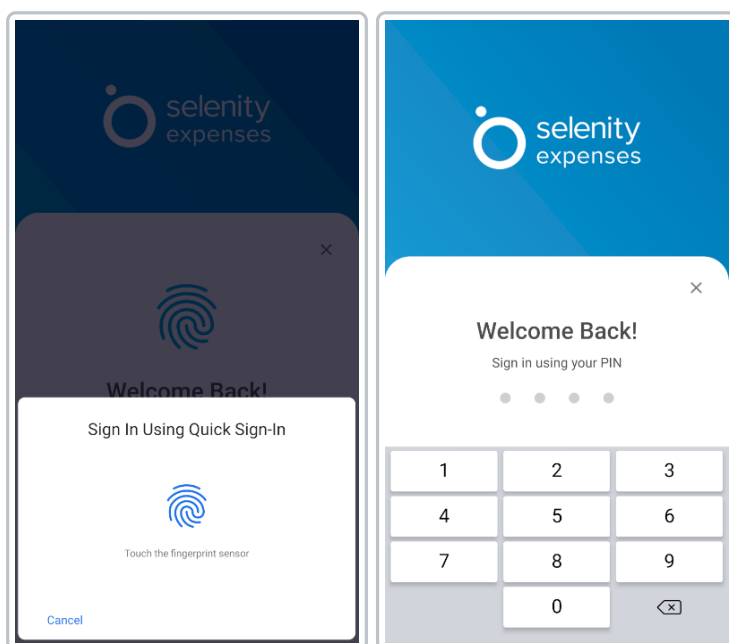


This screen prompts the user with 'Want to sign in quicker next time?'. It instructs the user to 'Tap an option below to enable Quick Sign-in on your device'. Two options are presented: 'Enable Device Biometrics' with a fingerprint icon, and 'Set PIN' with a grid icon. A link at the bottom states 'No Thanks, I'll Try This Later'.

Sign In Using Quick Sign-In

Note: You must have **Quick Sign-in** configured in order to use one of these methods to sign in.

1. Tap **Selenity Expenses Mobile** on your device.
2. You will be prompted to either enter your PIN, use Touch ID/Face ID, or use your device's biometrics.



- Tap **Cancel** or **X** to close the prompt and return to the 'Sign-in' page.

Note: If you have both Touch ID/Face ID/Device Biometrics and a PIN enabled, and you have an issue signing in with Touch ID/Face ID/Device Biometrics, you will be able to sign in using your PIN. Cancelling out of the PIN entry will take you back to the 'Sign-in' page.

You will have 3 attempts to enter your PIN correctly. If you use all of these attempts, you will be required to sign in using your Company ID, Username, and Password. Once successfully signed in, you can reset your PIN by navigating to **Settings | Setup Quick Sign-in**.

