Log In With Single Sign-On (SSO) and Multi-Factor Authentication (MFA)

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The Single Sign-On (SSO) and Multi-Factor Authentication (MFA) increase the security of your account and simplify the login process.

Note: Your customer account needs to be enabled in the system before you can use the Single Sign-On (SSO) and Multi-Factor Authentication (MFA) features. If your system has not been enabled for **Login with SSO**, you can still log in and authenticate by entering the**Company ID**, **Username**, and **Password**.

For more information on SSO and how it works, seeSingle Sing-On (SSO) - Feature Overview.

When your Expenses system is not enabled for Login with SSO

If you attempt to use **Login with SSO** when it has not been configured for your organisation, you will be redirected to your organisation's SSO logon page.

Assure Expenses
Welcome
Log in to RLDatix to continue
Email address
Continue

If you try to enter your corporate e-mail address and click**Continue**, you will get the following message:



When this happens, use the **Back** button on your browser to go back to the previous page and log in as usual with the **Company ID**, **Username**, and **Password**.

When your Expenses system is enabled for Login with SSO

1. Click Login with SSO.

Company ID	?	Assure
Username	?	Expenses
Password	?	
		login with SSO
Remember Details	?	forgotten details
We advise you not to select remember details if you are using a public or shared computer.	logon	register

You will be redirected to your organisation's logon page.

Assure Expenses
Welcome
Log in to RLDatix to continue
Email address*
Continue
OR
G Continue with Google

2. Enter your organisation e-mail address, then click Continue.

Note: When Single Sign-On (SSO) is enabled for your Expenses system, you will log in to Expenses using your organisation's SSO with your organisation's e-mail address for authentication. Where your organisation's SSO is configured for Multi-Factor Authentication (MFA), you will need to provide additional information to be authenticated to log in to Expenses.

Authenticate with Multi-Factor Authentication (MFA)

After you enter your organisation e-mail address, you will be required to further authenticate through your organisation's Multi-Factor Authentication (MFA), as in the following example.

	Sign in		
TT Nisk	firstname.lastname@rldatix.com		
	Can't access your account?		
	1	Next	
	🔍 Sign-in options		

- 1. Enter your corporate e-mail address, then clickNext.
- 2. Enter your password.



3. Click Sign in.

4. Choose one of the options to **Verify your identity**. The options for verification depend on your organisation's IDP provider requirements.

julie.	
Verify your identity	
Text +XX XXXXXXX	
Call +XX XXXXXXX	
More information	
Are your verification methods current? Check at https://aka.ms/mfasetup	
Cancel	

Enter code	
We texted your phone +XX XXXXXX Please enter the code to sign in.	se
044509	
Don't ask again for 30 days	
Having trouble? Sign in another way	
More information	
Verify	



After you have been authenticated, the ExpensesHome page opens.

Note: Once you have authenticated using Multi-Factor Authentication (MFA), you will be able to log in with your SSO account without MFA until such time as your organisation MFA configuration requires you to provide the additional details again.

Log In with SSO when your user account exists in Expenses but is not yet active

When you have an account in the Expenses system, but it has not yet been activated for you to claim your expenses, after the SSO authentication is completed, you will not be able to log in to the system. The 'Active' column in the **Company Select** page will not be ticked and the option to log in to the system in the 'Logon' column will not be available.

Assure Expenses			
Lagan/ Company Select			
Company Select Selecting an option below will allow	you to logon to that Company and Employee.		
Logon	Company ID	Usemanne a	Active
Logon vanilla, texting		Admin04	0
Lopon ex.mobile		Julie	0
Looon vanita, testing		Jule	0
vanila, hesting		Julie - Not Active	o 🔶 🚬 👘
(sancal)			

This can occur in two cases:

- If your account was created or imported by the administrator but hasn't been activated for use.
- If you have used **Self Registration** to create your Expenses account.

You will need to contact your system administrator to have your account activated in the Expenses

system.

Log In with SSO when you do not have a user account in Expenses

When you have not been set up with access to the Expenses system, but have a valid account for your organisation's login system, after the SSO and MFA authentication to your organisation's system, your Expenses access will be prevented.



Log In with SSO when your user account in Expenses has been archived

When your user account for Expenses has been archived, your Expenses login access will be prevented, even if your company email is still active and your account is authenticated through SSO.

	nses
俞 Logon / C	company Select
	Company Select Selecting an option below will allow you to logon to that Company and Employee. Your access is not set up for any company, please contact your Administrator to get this set up. cancel

Log In with SSO when your user account exists in more than one Expenses system

It is possible for an Expenses user to have an active account in more than one Expenses database. This may occur in three cases:

- If the organisation has both a live and a separate test system.
- If there are individual Expenses systems across the organisation for separate countries or entities.
- Where the user runs a payroll service for several related organisations.

If you log in with SSO, once you're authenticated, you'll be able to choose the system you want to access.

In the 'Logon' column, click the Logon link that corresponds to the Company ID you want.

Compa Selectin	a ny Select g an option below will allow you to logon to that Company and Employee.
Logon	Company ID
<u>Logon</u>	vanilla_testing
<u>Logon</u>	ex_mobile
<u>Logon</u>	vanilla_testing

The Expenses **Home** page opens for the company selected.

You can verify this through the organisation's logo visible on the page, if this has been set up in the system.

=	♠ Home	
リ 全 回	Add New Expenses Add new endies to current claims for any expenses you have incurred. If a current claim does not exist one will be created.	My Claims Create new claims, edit or delete existing ones. View current, submitted and previous claims. Submit finished claims into the represent process.
0 1 U	Claim Viewer View other user's claims.	My Details Update your basis details such as name and address. View details of your current car and vehicle journey rate. View the steps required to approve a claim you submit. Assign delegates to manage your account.
Ŀ	Help & Support Help & Support an unline service for education, guidance and support that enables you to find the best answers for your Expenses questions.	View My Company Policy View a copy of yout lizevel and expense company policy.
	View My Claimable Items Examine the expense items you are allowed to claim and view any associated limits.	Check & Pay Expenses (3) View and approve any claims you are responsible for checking.
	Reports Oreale new reports, edit, delete or view existing ones. Export data to Excel, CBV, flat file or create pivot tables.	Holidays Enter your upcoming holidays here so that any claims you are responsible for checking can be dealt with accordingly.
	Expenses Mobile App Download the new app that allows you to manage your expenses without the need to power up your computer.	My Team's Duty of Care Documents Manage your team's driving licence and vehicle documents.
	Log Out	

Note: The icon that appears is from your organisation's Single Sign-On (SSO) system.



If you have access to more than one Expenses system, your menu option allows you to switch between the systems.



If you only have access to one system, this option is not available.

When you click this option, the **Company Select** page opens.

ompany Comp Selectin	Select any Select g an option below will allow you to logon to that Company and Employee.
Logon	Company ID
<u>Logon</u>	vanilla_testing
<u>Logon</u>	ex_mobile
Logon	vanilla_testing

Log In with SSO for users with API access permissions

Users with API access are provided with additional options when logging in with SSO in order to use the API.

- 1. Log in to Expenses.
- 2. From the **Home** page, select **My Details**.
- 3. Select Change my Details.



API users need to generate a Personal Access Token (PAT) by using the**New PAT** option in **Page Options**. This generates a new token that you can use to access the publicly available APIs.

When the token is generated, copy the token and use it in the corresponding header**Auth Token** in the API request.

You'll be able to select how long the token will be valid for or you can revoke the token at any time by using the **Revoke** option.

Once the token is expired or revoked, in order to use the API, you will be required to generate a new personal access token via **New PAT**.