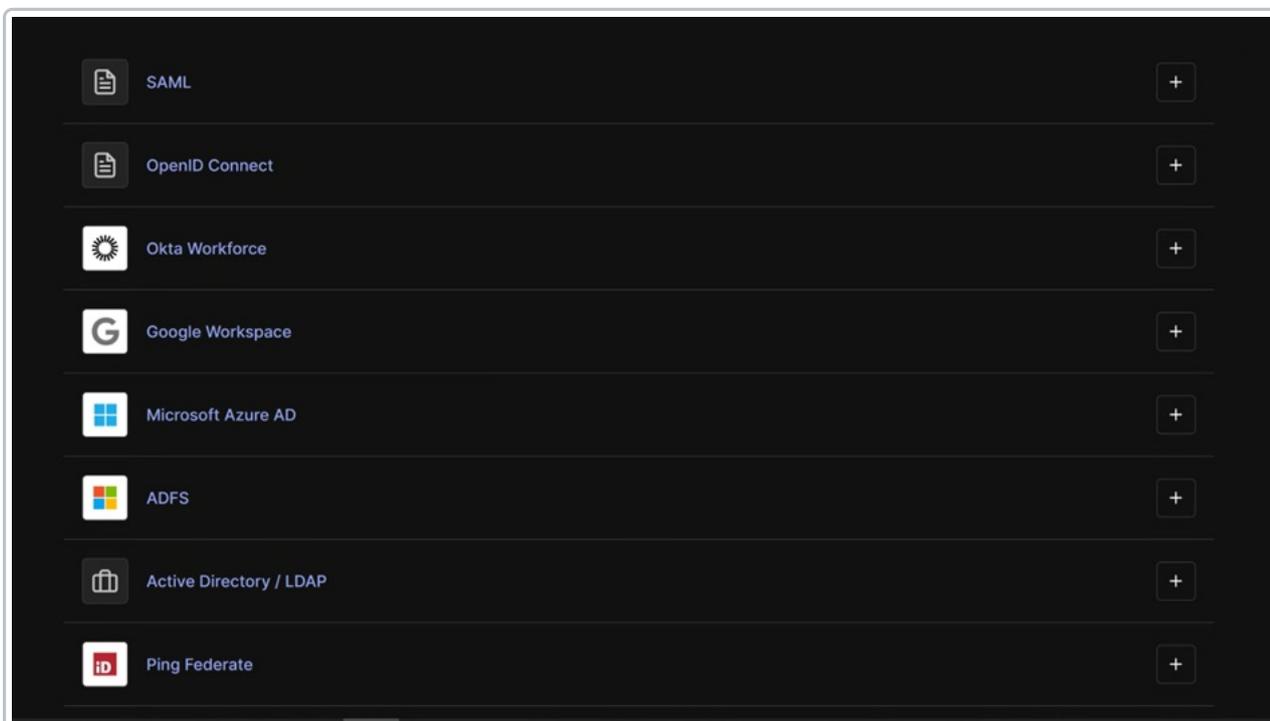


Enable Single Sign-On (SSO) and Multi-Factor Authentication (MFA)

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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. Until your system is enabled for **Login with SSO**, you can continue to log in and authenticate by using the **Company ID, Username, and Password**, or any previously configured SSO authentication method.

The **Login with SSO** functionality authentication is managed through Auth0 (an authentication and authorization service). You can choose the option you currently have configured for SSO at your organisation.



We've implemented MFA (provided by the identity provider) as a multi-step account login process that requires you to enter additional information besides the password when you configure your system for SSO.

Once we enable the SSO option for you, you can log in to Expenses web or the Expenses Mobile app using the **Login with SSO** option, and MFA.

Company ID ?

Username ?

Password ?

Remember Details ?

We advise you not to select remember details if you are using a public or shared computer.

logon

Assure Expenses

login with SSO

forgotten details

register

For a time, while you test the SSO and MFA options, you can log in with the usual method by entering the company ID, username, and password.

Once you have tested that the SSO and MFA options work correctly for your users, RLDatix will switch your system over to allow SSO login only, and the option to log in with the company ID, username, and password will then no longer be available to any of your users.

Note: Once you switch over to the SSO option, you can not go back to logging in with the company ID, username, and password. However, if you change your SSO option, RLDatix can assist you with the process.