

Intella Connect – Login Guide

We want to make sure our systems are as secure as possible. To gain access to our Intella Connect document review platform, two-factor security authentication is required. Our method includes the three following factors; a username, pin code and one-time password.

Outlined below are the steps you need to take to set up two-factor authentication and login to your Intella Connect user account. If you would prefer to watch a video demonstration, please [click here](#).

Step One: Receive User Account Credentials

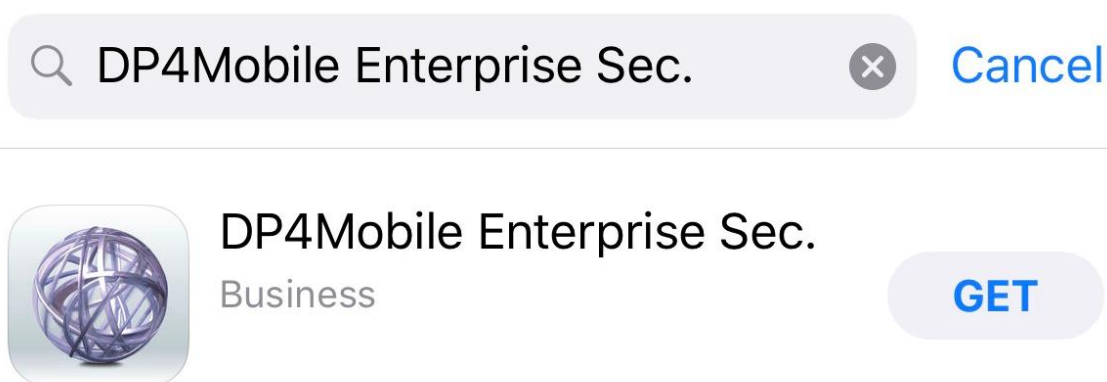
Once you have signed up to use our Intella Connect service, you will receive a registration email that contains a QR code that has been generated by IT Group UK. You will need to confirm receipt of this email to receive your username and pin.

Before you attempt to login with these credentials, you need to make sure that you have installed the one-time password application (Android OS, BlackBerry OS and IOS devices are supported) that acts as the second layer of security when logging in.

Step Two: Download and Install One-Time Password Application

Navigate to your device's application store and search for the following application: **DP4Mobile Enterprise Sec.** When you have found the correct mobile application (see screenshots below), download it. Once downloaded, open the application, click the QR code button and scan the QR code which is in the registration email.

This is how the one-time password application will appear on an IOS device:



Our Locations

Offices in London, Preston,
Paris, Dubai and Singapore

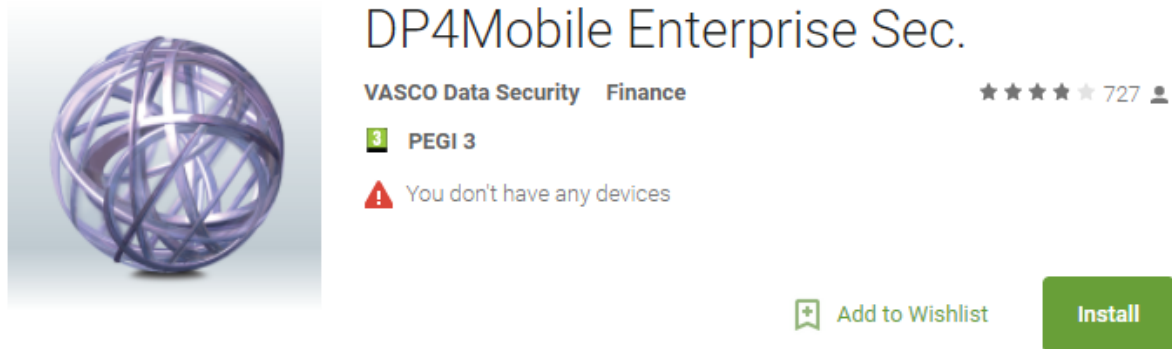
Tel: +44 (0)845 226 0331

Fax: +44 (0)203 318 4562

Email: enquiries@itgroup-uk.com

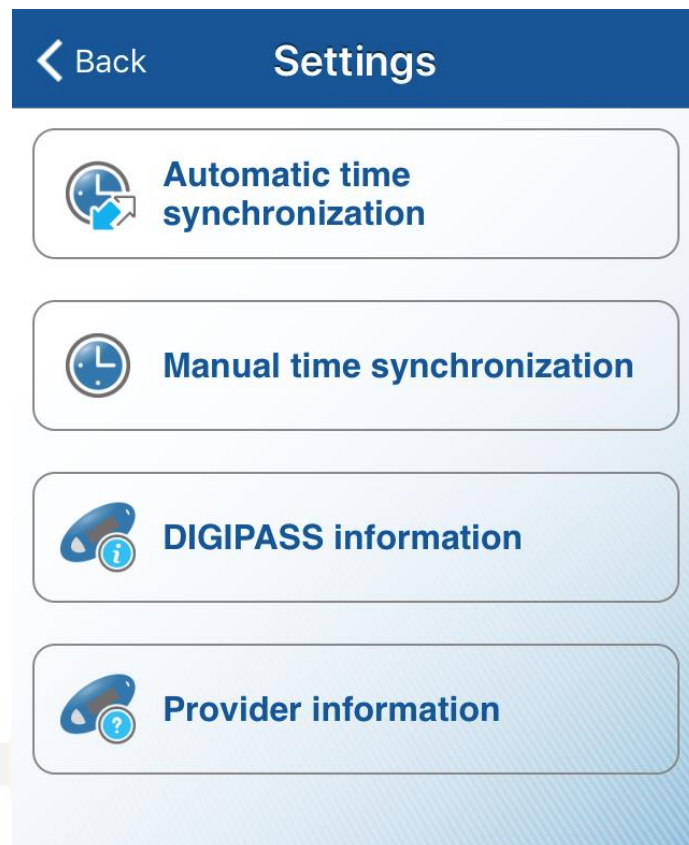
Web: www.itgroup-uk.com

This is how the one-time password application will appear on an Android OS device:



Step Three: Synchronise Time & Date Settings

When the application is installed, and you have scanned the QR code, you need to make sure that you sync the date and time on your device with the application. You can do this by opening the application, clicking on the Settings sprocket and clicking on the **Automatic time synchronisation** button (see screenshot below).



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Step Four: Authenticate User Account

Now you have the application installed, navigate to your browser on your computer or laptop, preferably Google Chrome, open a blank web page and type **https://intella-auth.itgroup-uk.com** into the search bar. You will see an authentication screen asking for your credentials in order to authenticate your user account (see screenshot below).



The screenshot shows a web-based authentication form. It has three input fields: 'Username:' with the value 'jsmith@1234', 'Password:' with the value 'pin+one-time password', and 'Domain:' with a dropdown menu set to 'RADIUS'. Below these fields are two buttons: 'Login' and 'Reset'. The form is centered on a light gray background, with dark gray bars above and below it.

Make sure that the **Domain** is set to **RADIUS** and then enter your username in the username text box and the 4-digit pin in the password text box. Before clicking **Login**, open the one-time password application, and click the **one-time password** button – at which point you will be presented with a 6-digit number.

Go back to the authentication screen and type in the 6-digit number generated by the one-time password application immediately after the 4-digit pin in the password text box and click **Login**.

Note: When accessing the one-time password application, you can see a time bar along the bottom – this indicates how long you have left to enter the 6-digit number into the password text box on the authentication screen before it times out. If you run out of time, simply click the one-time password button again and a new 6-digit number will be generated.

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Step Four: Login to Intella Connect

Once you have successfully authenticated, you will be presented with the Intella Connect login screen (see screenshot below). On this login screen enter your username in the username text box and the 4-digit pin in the password text box then click **Login**. No one-time password is required on this screen.



The screenshot shows the Intella Connect login interface. At the top, the Intella Connect logo is displayed in green, followed by the itgroup logo and the text 'PART OF BLACKROCK EXPERT SERVICES'. Below the logos, there are two input fields: the first for the username, containing 'jsmith@1234', and the second for the password, containing four dots. A green 'Login' button is positioned below the password field. In the bottom right corner, it says 'Created by Vound'.

You have now successfully logged in and have access to the Intella Connect document review platform.

Further Support

For user and technical support please direct your enquiries to intellasupport@itgroup-uk.com or call 0845 226 0331.

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