## Log in

1. Supply needed information in the Log in page (e.g. Username, Password and Captcha).



2. If user is new in the facility, the user will be asked to create security question.



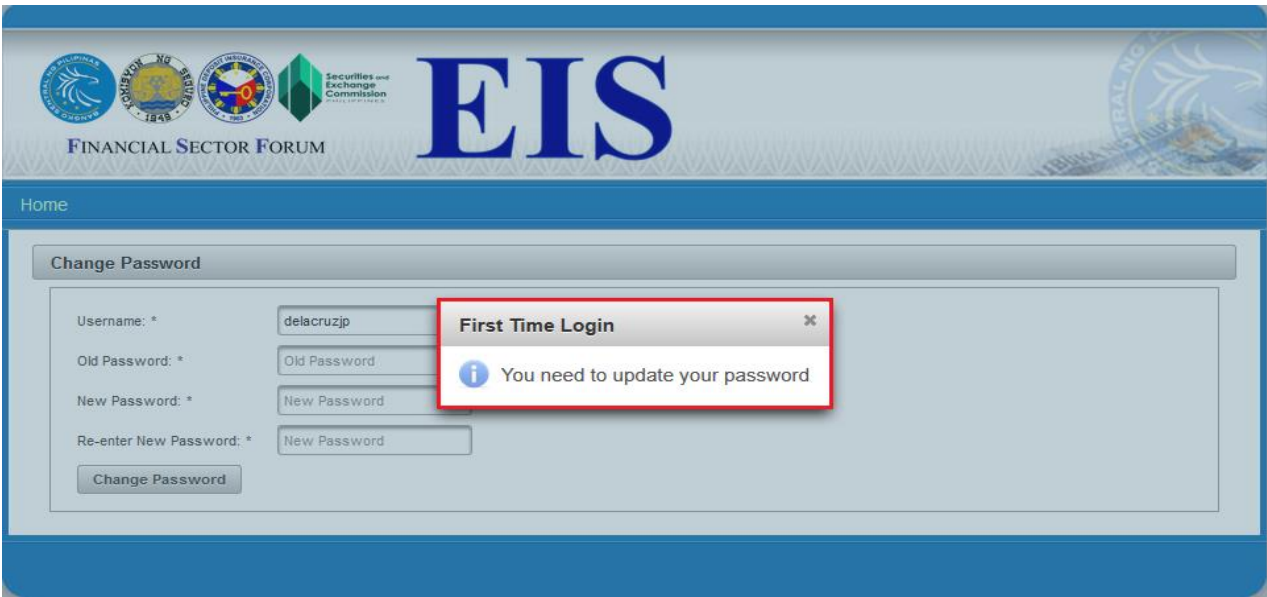3. After answering the security question, click "Save".

4. If user is new in the facility, the user will be asked to update the initial password provided.



5. After supplying the old and creating a new password, click "Change Password" button. Take note that the new password should at least have 10 characters containing upper/lowercase letters digits and symbols.

6. A message will prompt after successfully changing the password.
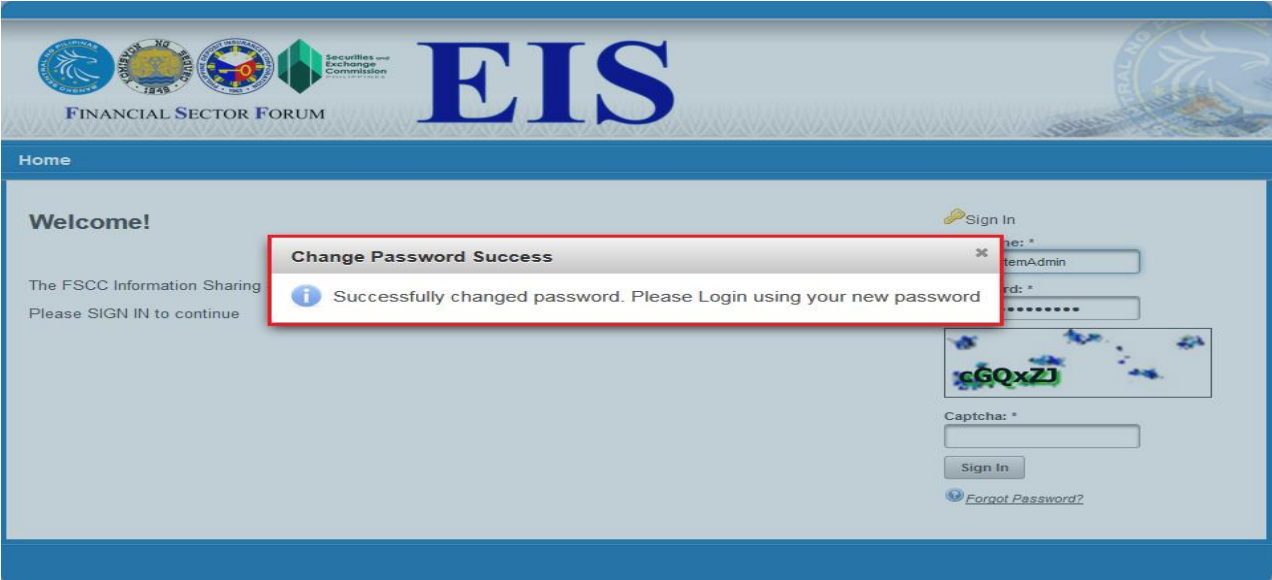


7. The user will be asked to log in again, using the new password created.



8. The user has now successfully logged in the facility. For security purposes, user should not remember his/her password upon logging in.
9. Next will be the Two-Factor Authentication. he Two-Factor authentication page will appear when a valid user id, password, and captcha code is entered. The authentication code can be generated using Entrust Identity Application.

   a) On your mobile phone, open Entrust Application.

      i.  **ENTRUST**

b) On the Identities dashboard, tap the identity assigned to FSF-EIS.
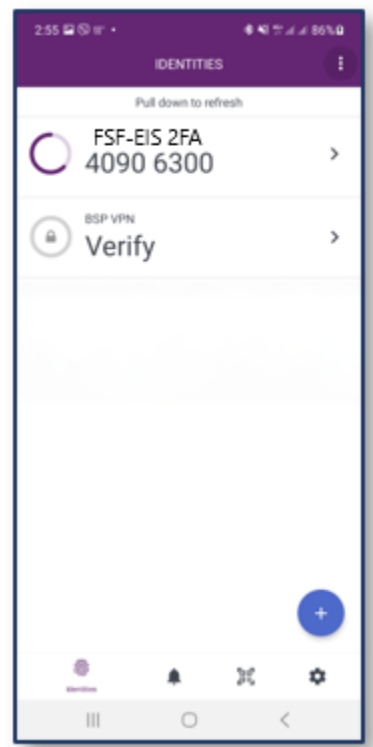


    i.

c) When prompted for PIN, input the PIN assigned for the app. For biometrics, use the designed biometrics to access the app.

d) Input the generated eight (8) digit code, then click **Authenticate**.

10. Two-Factor Authentication (For New User).
   a) Login to FSF-EIS.
   b) Perform Login and Captcha validations.
   c) When the Two-Factor Enrollment page appears, click Generate button.
   d) The fields Serial Number and Activation Code will be populated with values.
   e) On your mobile phone, open Entrust App.
   f) Click the "+" button as shown below.
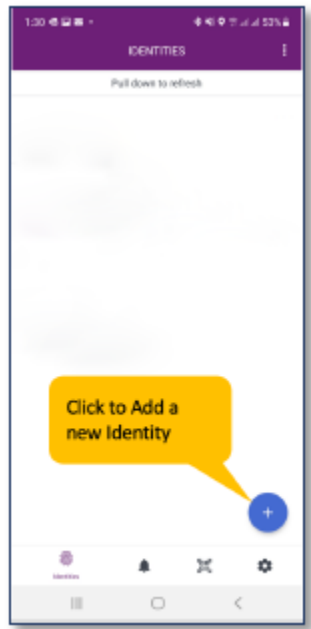


   g) Click the ✎ button to proceed.
   h) Fill the fields Identity Name and Identity Provider with values as shown below

i) Fill the fields *Serial Number* and *Activation code* with values from the Two-factor authentication page.
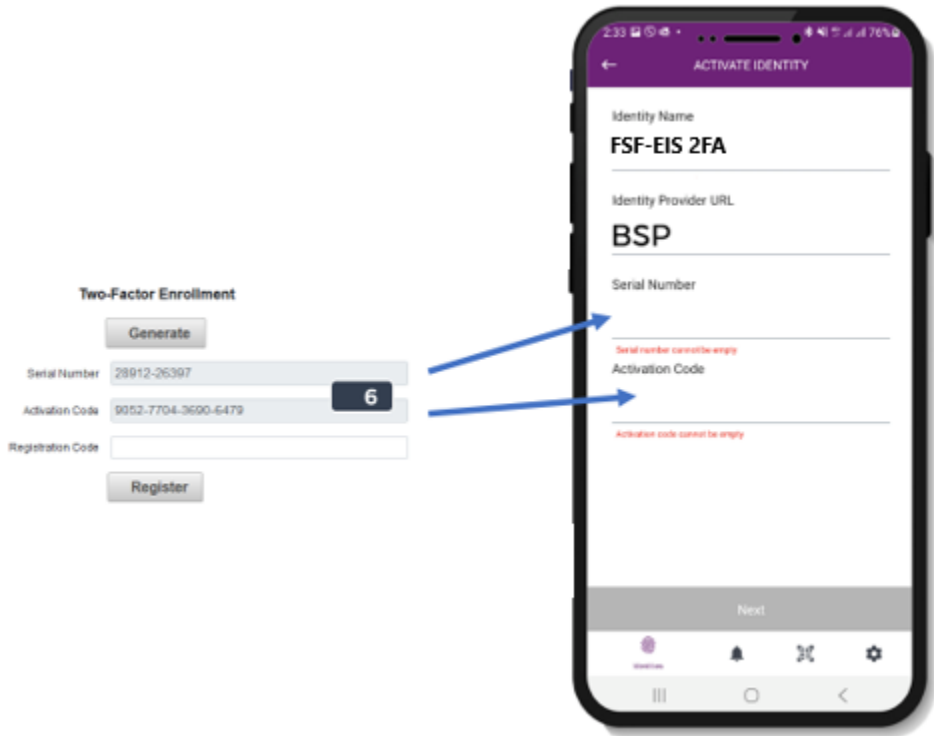


j) Click Next to proceed.
k) The app will generate the registration code as shown below.
l) Input the generated registration code on the Registration Code field in the Two-Factor Enrollment Page.
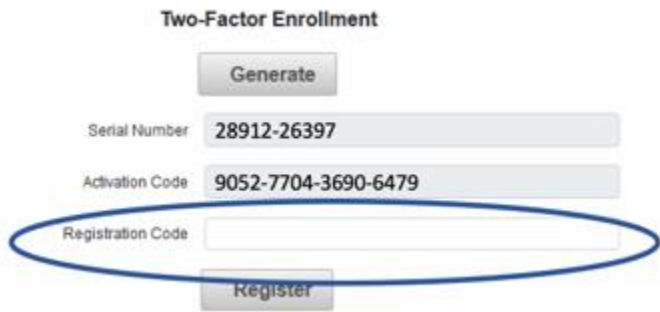


m) On the mobile App, click **Activate** to proceed.
n) On the Two-Factor Enrollment page click **Register**.
o) When the system has successfully registered the account, you will be re-directed to the Change Password Page.

p) In the page above, input your current password (your initial, system generated password)
q) Input the new password and confirm the new password
r) Click **OK** to proceed.
s) When password has been successfully changed, you will be re-directed to the LOGIN Page.
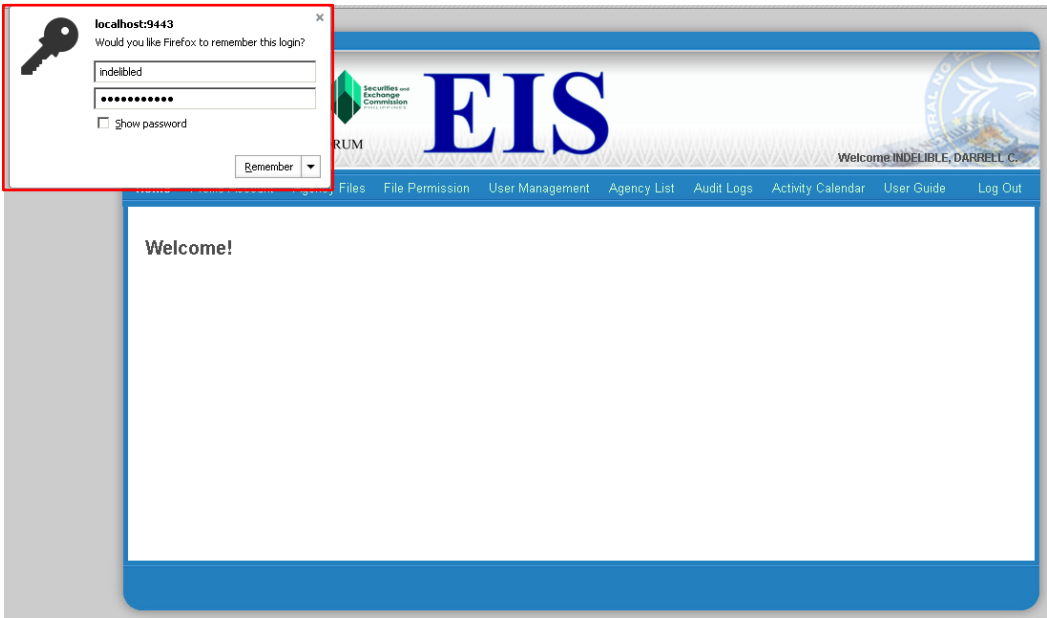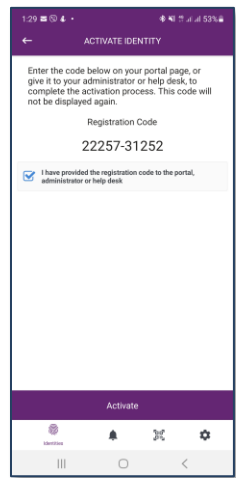




Note: Steps 2- 7 will only apply to first time users.

**Disable Firefox Remember Login Popup**

1. This step is for Firefox Browser users only. Press "F10" or "right click" the upper part of the browser and be sure that Menu Bar is checked if Menu Bar is not visible.
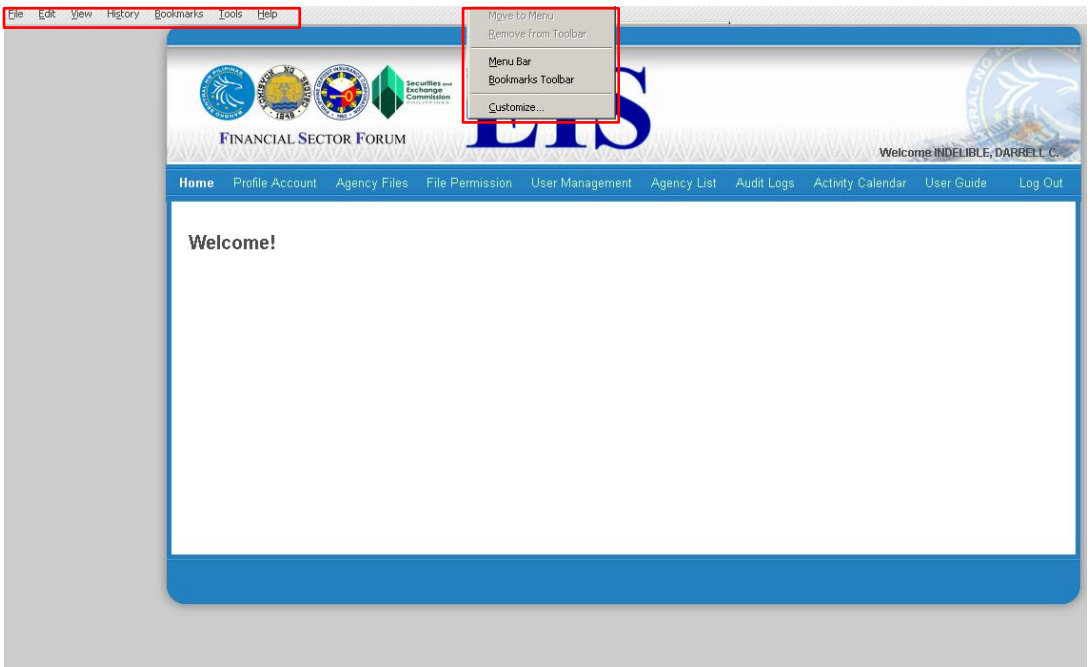


2. Click "Tools" and select "Options". When options screen is displayed, choose "Privacy & Security" tab. In "Logins", uncheck "Remember logins and password for websites". Doing the following step will force the browser to ask the user if he/she wants to remember its login credentials.
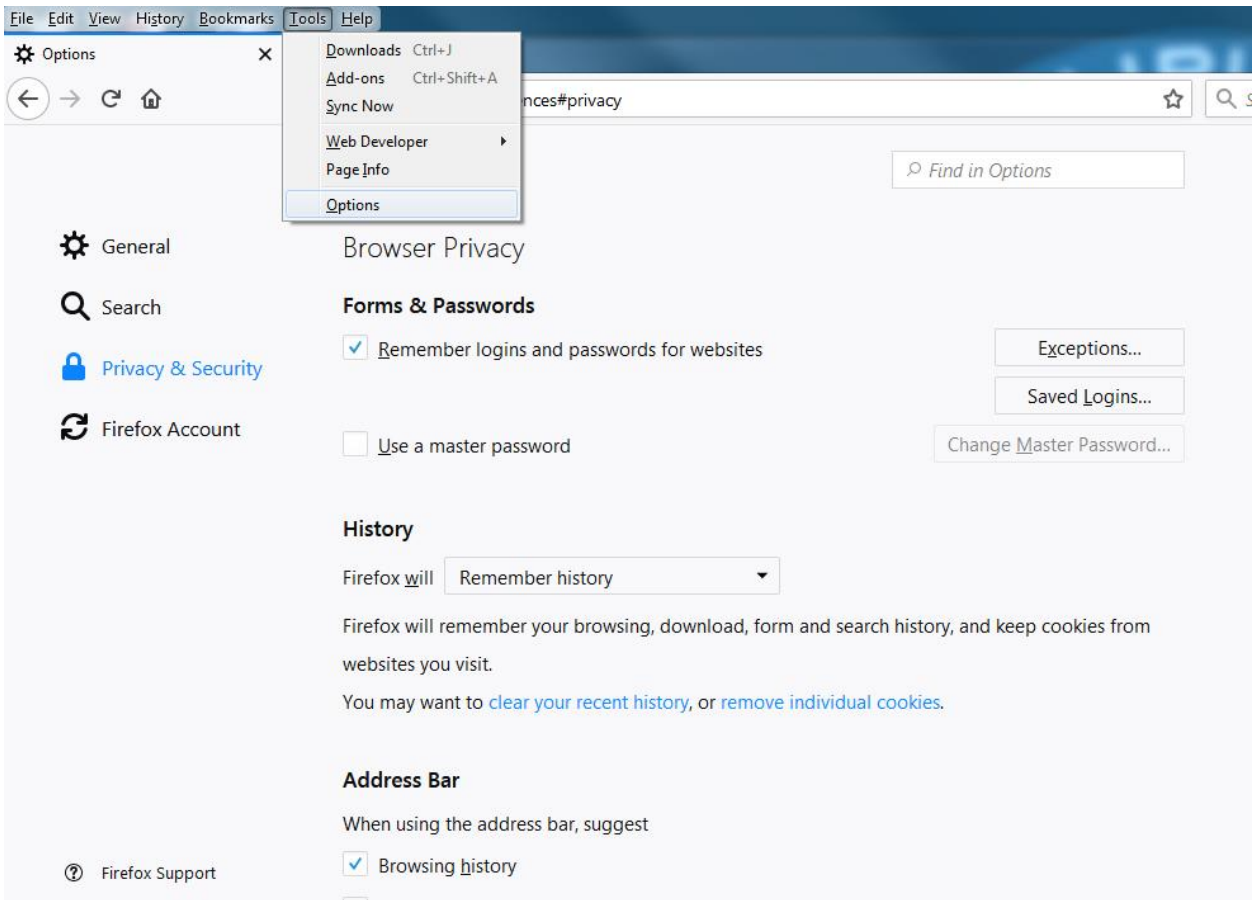
## Forgot Password

1. User who forgot their password can be reset on their own. Input "Username" and click "Forgot Password" link to reset password. For security purposes, user should not remember his/her password.



2. System will ask the user to input the answer to their security question. Input "Answer" to the field provided, input the series of characters displayed as image in "Captcha" text field and click "Submit". Change password screen will be displayed.
(*Note: Click the Captcha image to display different set of characters.*)



3. Input "New Password" and "Re-enter New Password". Password should have at least 10 characters containing upper and lower case with digits and symbols (ex: @Aaaa12345). Be sure that "New Password" and "Re-enter New Password" are the same. Click "Change Password" to update password. User will be redirected to login screen.

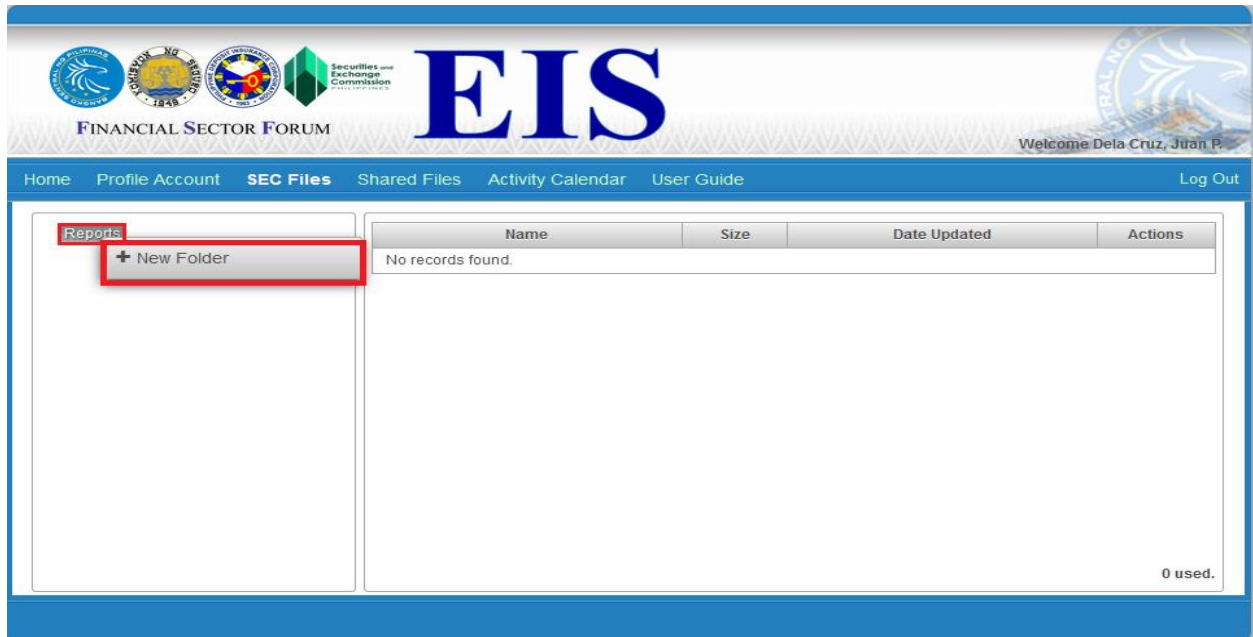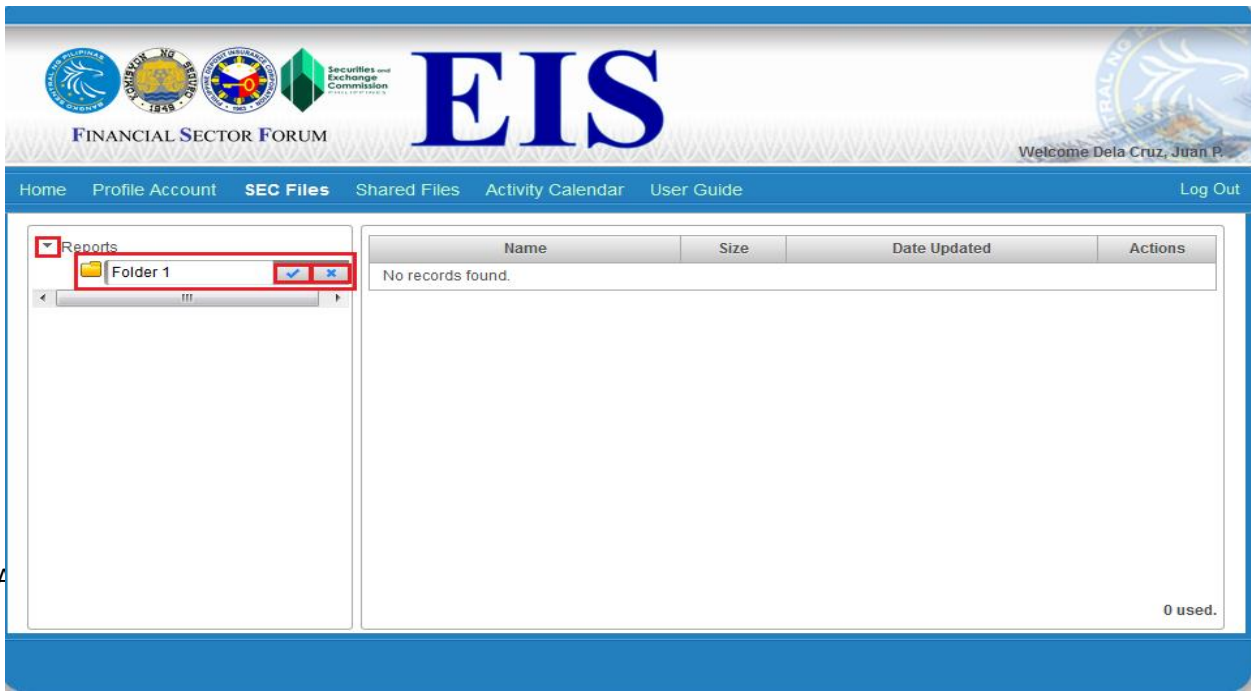4. A message will prompt after successfully changing the password
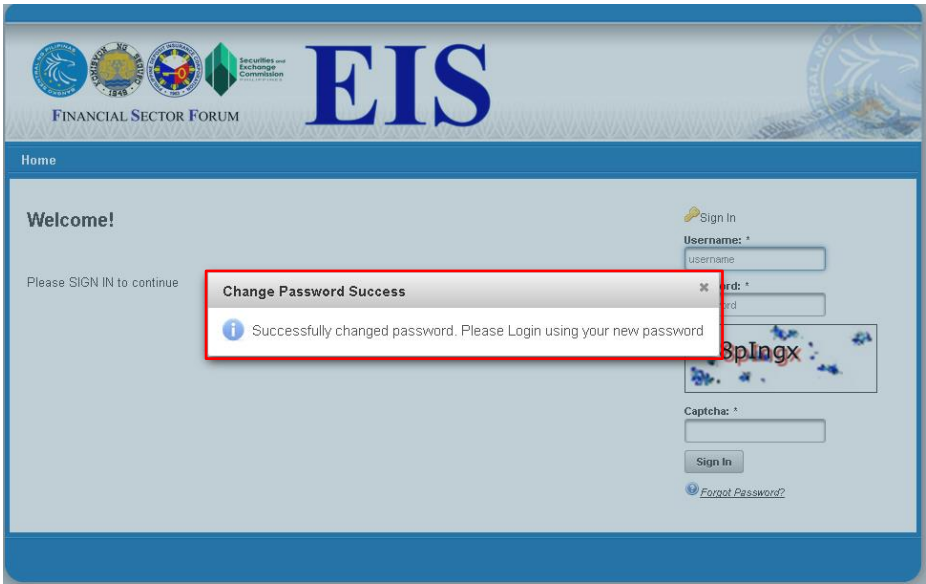
**Upload**

1. To upload a file click Agency Files tab (e.g. SEC File).
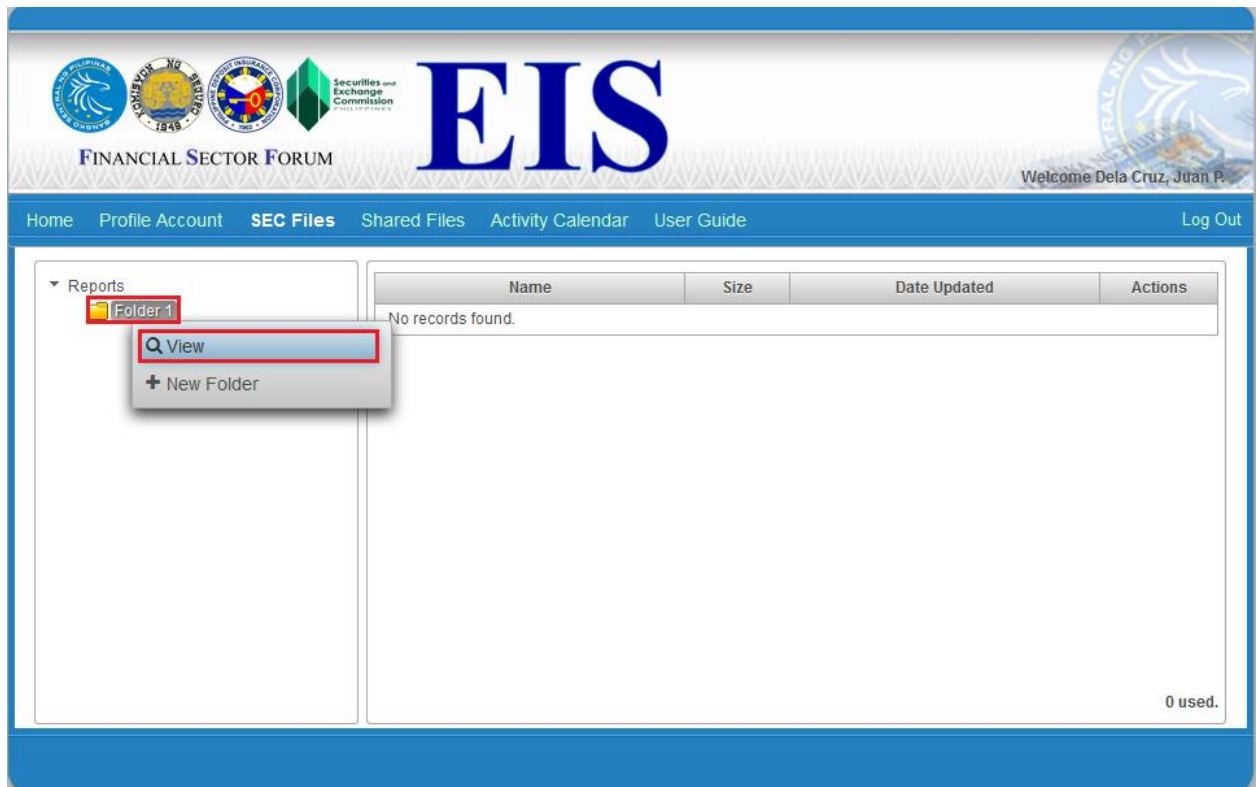


2. Left click "Report" and "New Folder" to add folder.



3. Click arrow to expand selection and to view folder/s created. To rename folder name, double click the folder, typed the desired name and click "check" mark to save changes. Otherwise, click
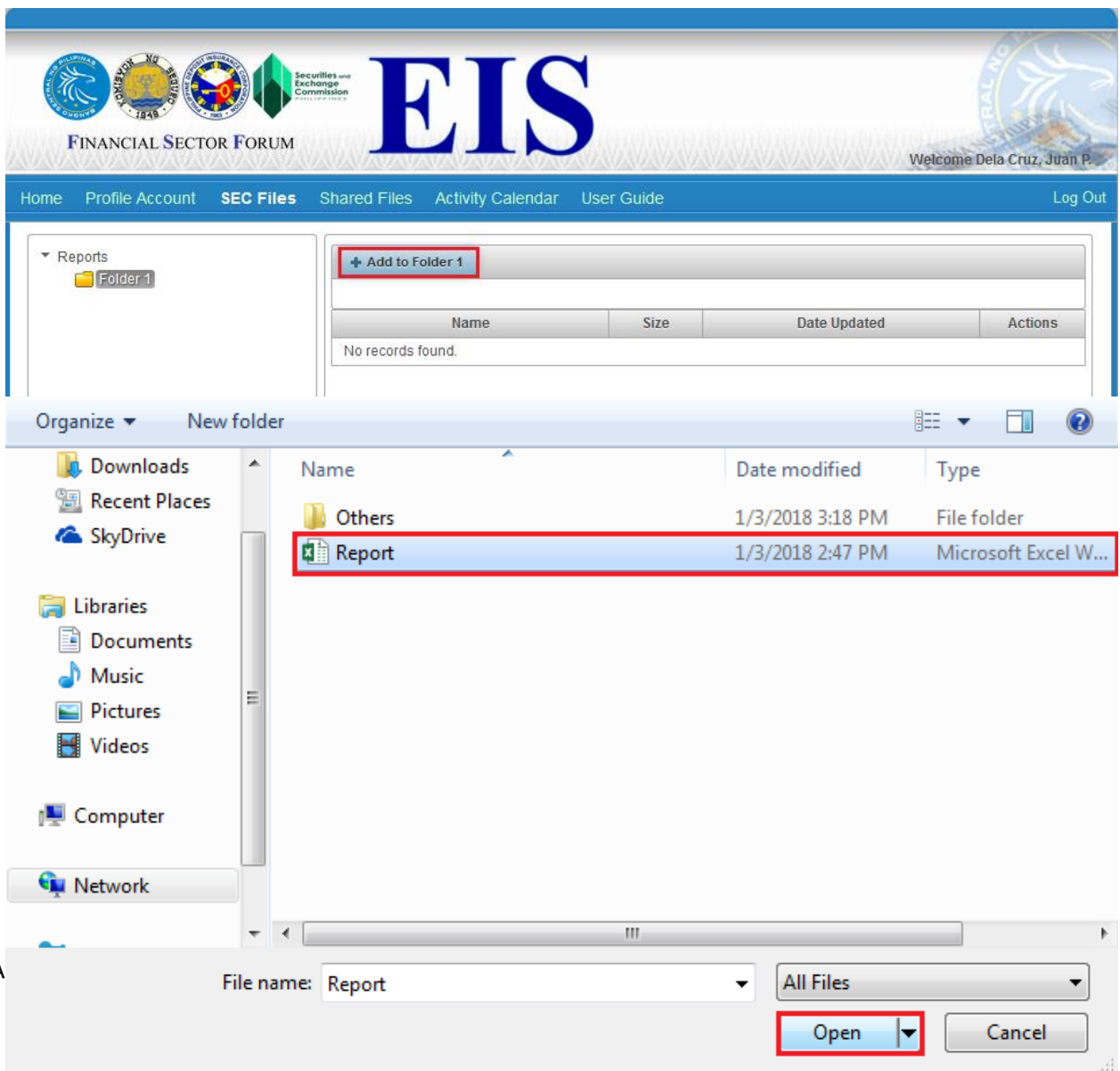
k.

4. To add files in the created folder, click folder and click "View".



5. Click "Add to Folder" button, select the file to be uploaded and click "Open"

6. The file is now successfully uploaded in the facility.



### Download

1. To download files from the facility, go to "Shared Files" tab.

2. Click desired folder and choose the file to be downloaded. Click download button under.
"
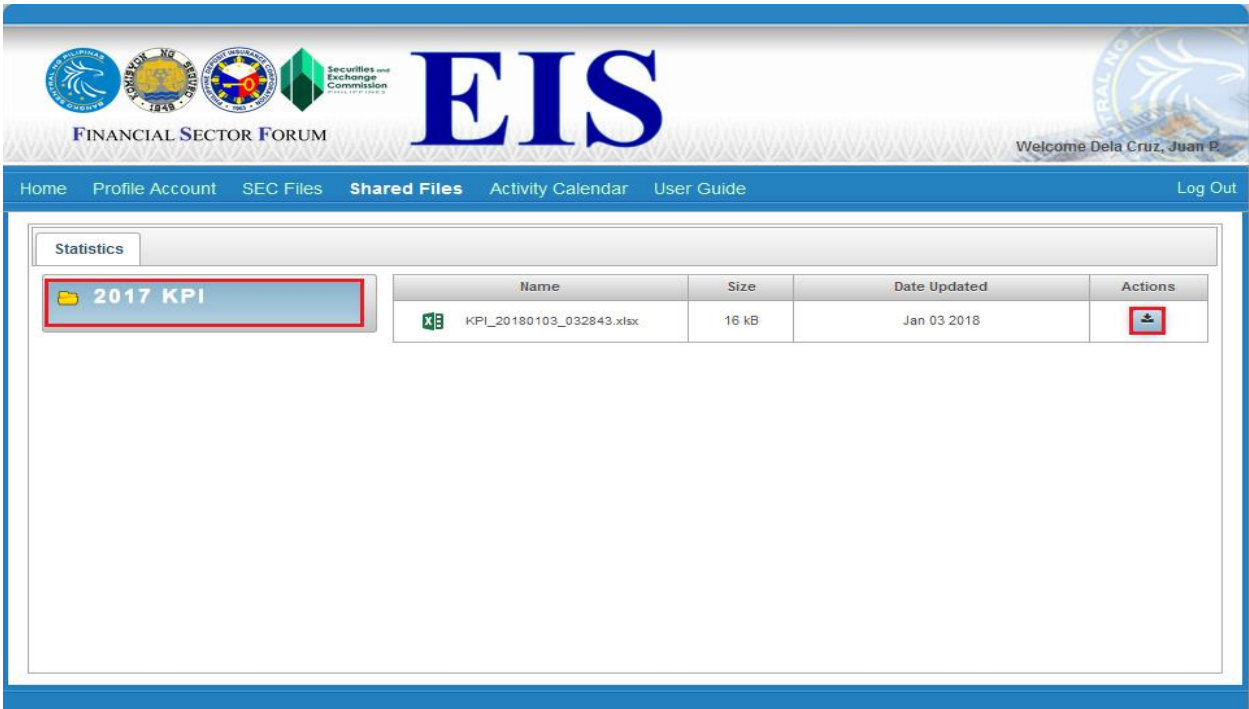


3. A window will appear, click "Save File" and then click "OK" to save and download the file.