

Clinician User Guide

How to Enable Two-Factor Authentication for Existing GP Practice Users of Optimise BP

Two-factor authentication (2FA) adds an extra layer of security to your account. You may be asked to re-authenticate if you:

- Use a new browser
- Delete cookies
- Change computers

Step 1: Sign In

- Go to the Optimise BP login page.
- Enter your email address and password.
- If you have forgotten your password, click Forgot Password and follow the instructions.

Clinician Sign in

Email

Password

New user? Setup Forgotten password?

Step 2: Activate Two-Factor Authentication

- Download a two-factor authenticator app (e.g., Microsoft Authenticator, Google Authenticator).
- Follow the instructions shown on the screen:

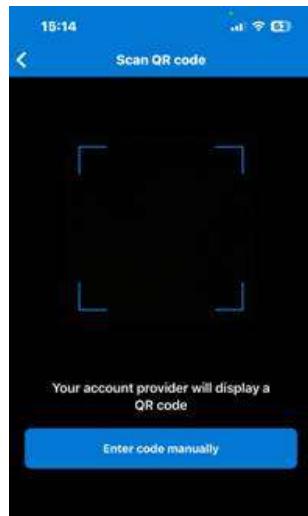
- Scan the QR code OR Enter the secret key manually into the Authenticator App both outlined in step 3 below.



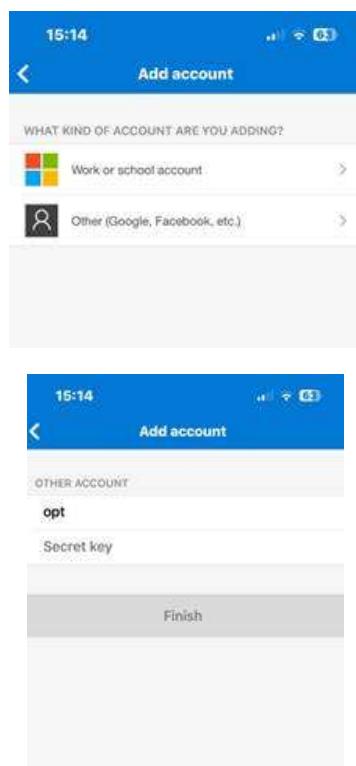
Step 3: Set Up in an Authenticator App

- Open the Authenticator eg Microsoft Authenticator app.
- Tap the blue round button to add an account by Scanning the QR Code





- Alternatively, press “Enter Code Manually” and choose Other (Google, Facebook, etc.).
- Enter a name for your account (suggested: Optimise BP).
- Paste or type the secret key you copied earlier.

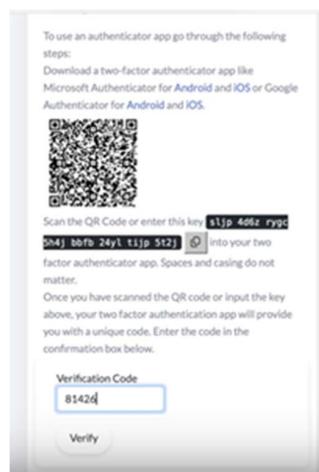


Step 4: Verify Your Account

- In the Authenticator app, you will see a time-limited six-digit code for your Optimise BP account.



- Return to the Optimise BP website.
- Enter the six-digit code in the Verification Code field.
- Click Verify.



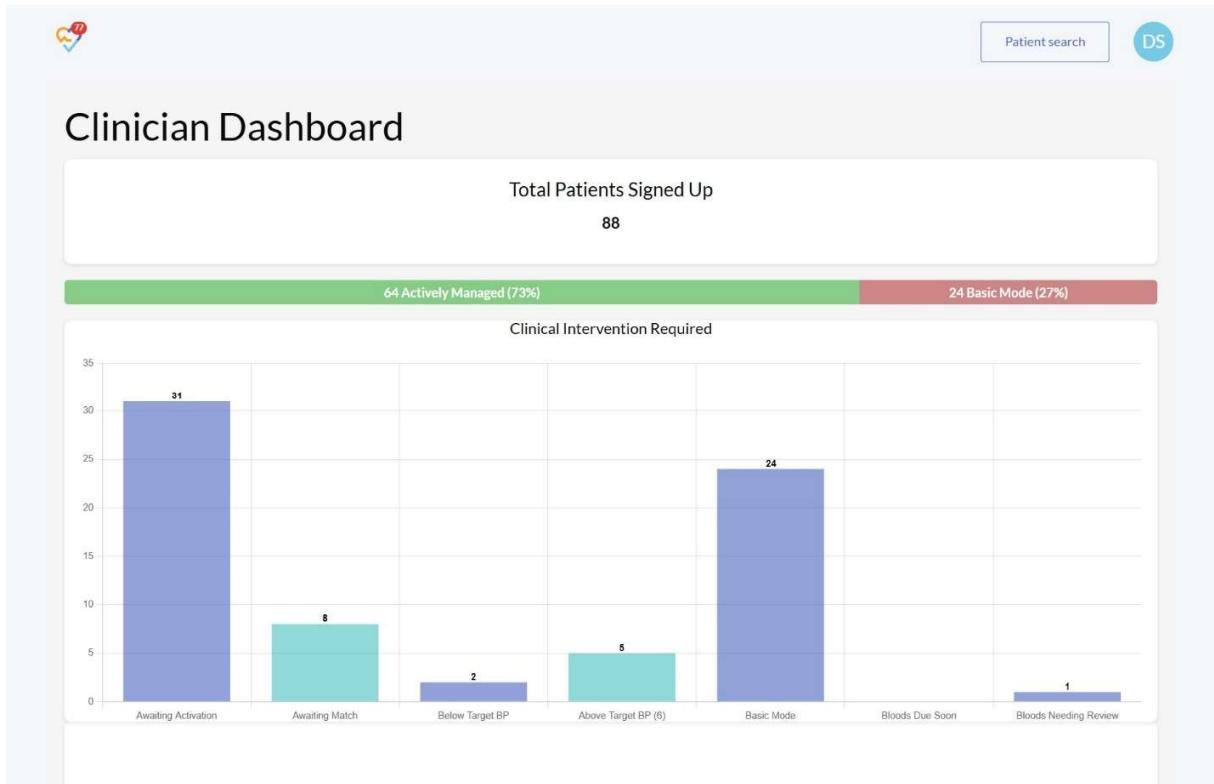
Step 5: Save Recovery Codes

- Make a copy of the recovery codes.
- Store them in a safe place for future use.
- Click Continue Home.



Step 6: Access Your Dashboard

- You will now be taken to the Clinician Dashboard home screen.



Tips

- Always keep your recovery codes secure.
- If you change devices, you may need to repeat this process.