


# I. Janvey & Sons Office Remote Access

## First Time Setup

1. Install the Sophos Authenticator or Google Authenticator app on your phone. This is available on the Apple App Store or Google Play Store.
2. On your home computer, log into the user portal at **<https://janvey.bmb-ip.com:30443>** using your office user credentials. These are the same credentials you use to log into your PC in the office.
  - a. After logging in, you may see a QR code on the screen. If you are prompted, scan the QR code on the screen with the authenticator app on your phone. You can scan this using the Sophos Authenticator or Google Authenticator.

### Configuration for your OTP Software Token

To enter the User Portal you have to authenticate with an One Time Password. Scan the QR code below with Google Authenticator on your phone. The app will then generate a new passcode every 30 seconds. From then on, your password, directly followed by the passcode displayed, is the one-time password you have to enter to login. The *Details* link helps you to install Google Authenticator and shows token information in plain text.

Proceed with login 



[\[Details\]](#)

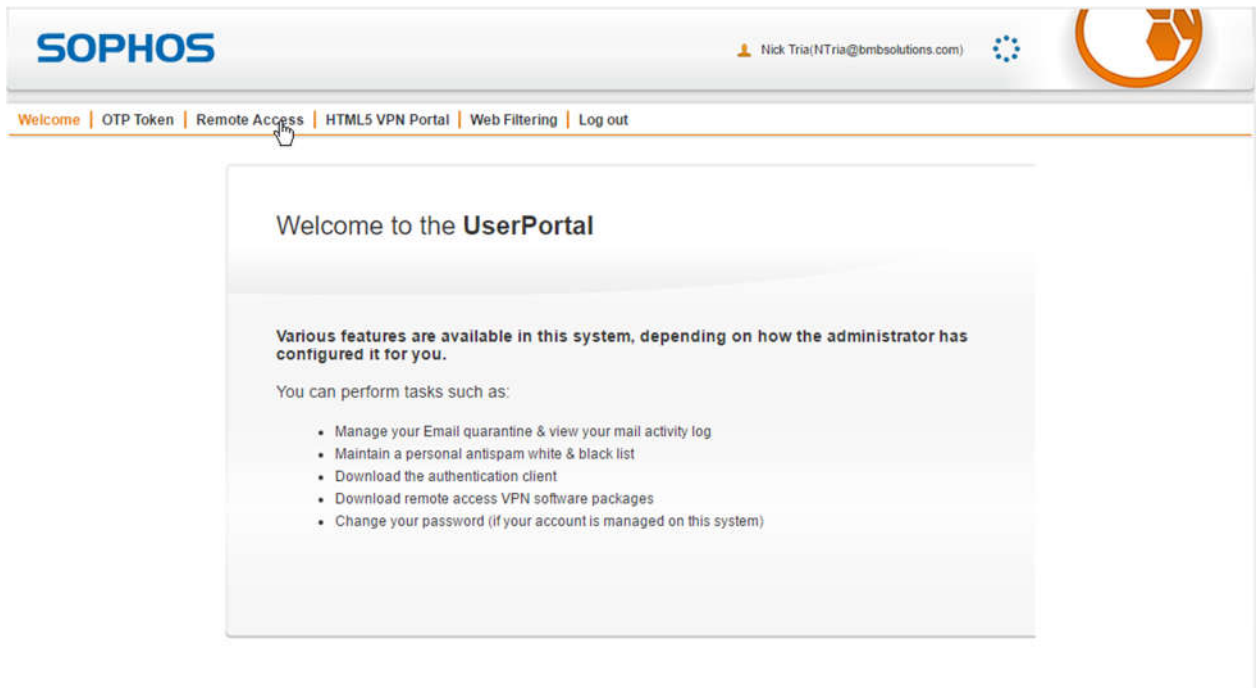
- b. After scanning the code, click **Proceed to login**.
- c. Enter your user credentials. Append the code generated by the authenticator app to the password. For example, if your password is "Password" and the code is "123456", you would enter "Password123456" in the password field.

## Logging On From Home

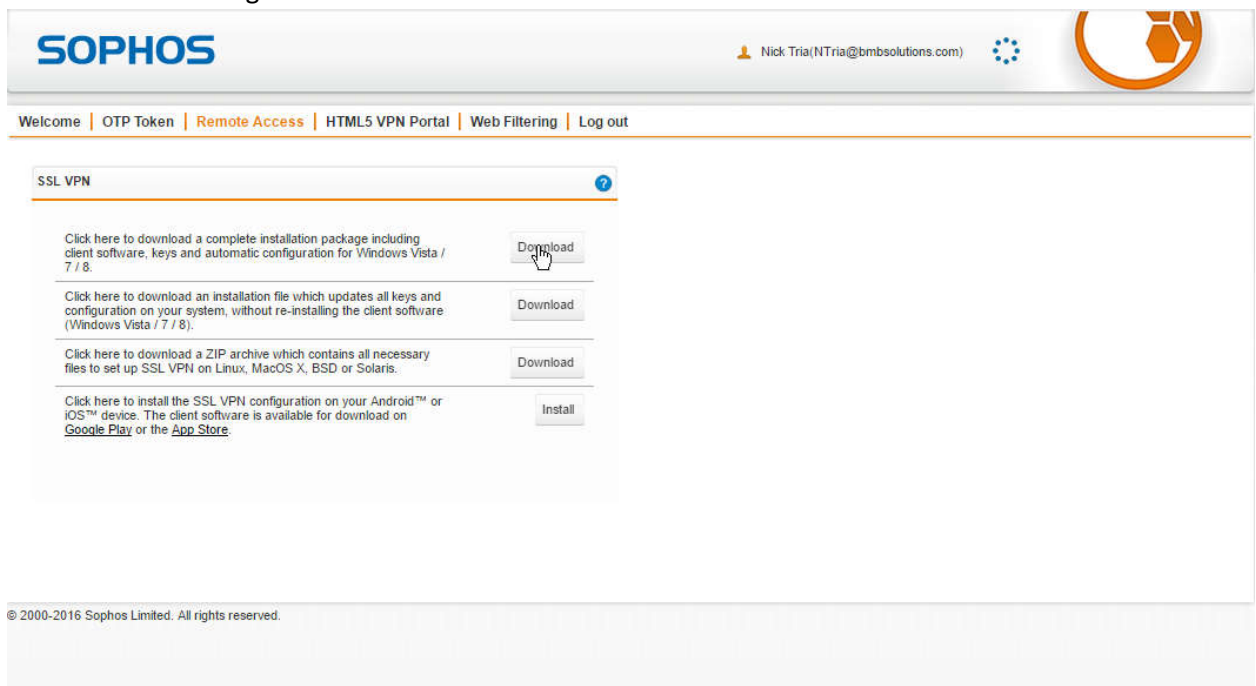
### First Time Setup

1. Log into the user portal at **<https://janvey.bmb-ip.com:30443>** using your office user credentials.
  - a. If you have the authenticator app, be sure to append the code generated by the authenticator app to the password. If not, proceed to the next step.

2. Click **Remote Access**.

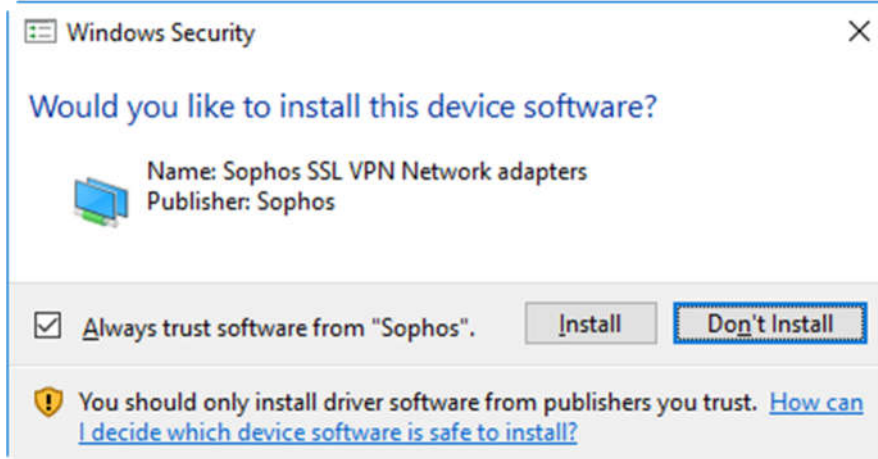


3. Download and install the desired SSL VPN Client. For most people, this will be the first option that says "Click here to download a complete installation package including client software, keys and automatic configuration for Windows".



4. Run the installer you just downloaded.
5. Click **Next, I Agree** then **Install**.

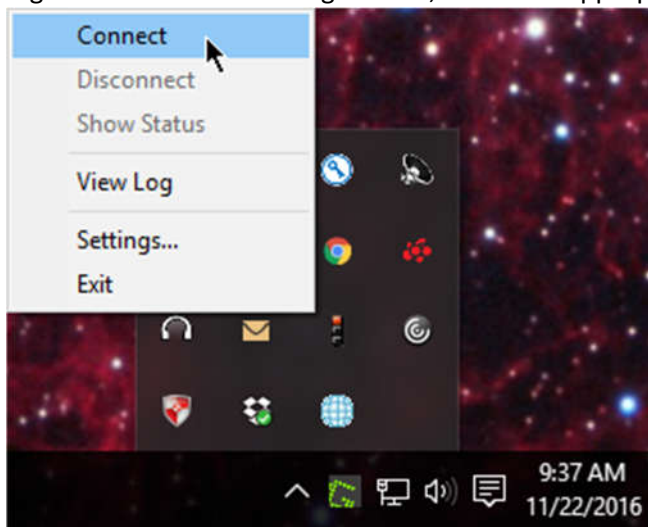
- When prompted to install device software, click **Install**. The prompt will look like the one below.



- Click **Next** then **Finish**.

## Connecting

- Right click on the "traffic light" icon, select the appropriate VPN connection and select **Connect**.



- Enter your username and password. Append the code generated by the authenticator app to the password.
- Click **Connect**.