

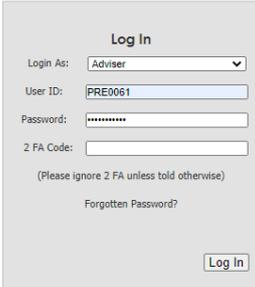
Groupsite 2FA User Guide

ACCESS GROUPOSITE

From the login page shown below:

1. Select who you want to 'Login As' from the first dropdown, whether this is as a company or adviser.
2. Enter your username and password provided.
3. If this is your first time logging in to Groupsite, leave the 2FA option blank.

[Home](#) | [Contact Us](#) | [Help](#) | [Log In](#)



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SETTING UP 2FA

After entering your username and password as above for the first time you will be taken to a 2FA set-up screen. Instructions are given on screen how to set this up:

Google Authenticator TES0006
Log Out

Step 1: Install Google Authenticator
Please download and install Google Authenticator on your iPhone/iPad/Android device, if already not installed.

Step 2: Link your device to your account:
You have two options to link your device to your account:

Using QR Code: Select **Scan a barcode**. If the Authenticator app cannot locate a barcode scanner app on your mobile device, you might be prompted to download and install one. If you want to install a barcode scanner app so you can complete the setup process, select **Install**, then go through the installation process. Once the app is installed, reopen Google Authenticator, then point your camera at the QR code on your computer screen.

Using Secret Key: Select **Enter provided key**, then enter account name of your account in the "Enter account name" box. Next, enter the secret key appear on your computer screen in the "Enter your key" box. Make sure you've chosen to make the key Time based, then select **Add**.

Account Name:
TES0006
Secret Key:
GVRTQZTFMURGRMDC

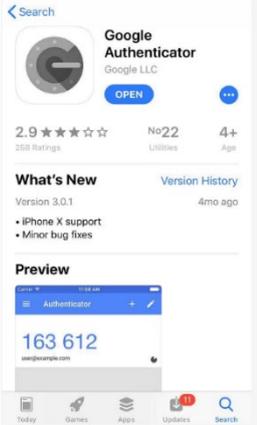
Step 3: Verify the Code Works:
Now Verify the Authenticator Code works by putting the 6 digit number it generates in the box below and press "Validate Code".

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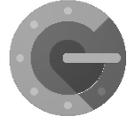
The next 2 sections of this guidance cover how to scan the code above using the Google Chrome extension or the Authenticator app. If you have already scanned the code and set up 2FA for this site previously then please ignore those sections of this document and proceed to the Login section (page 5)

MOBILE – GOOGLE AUTHENTICATOR APP



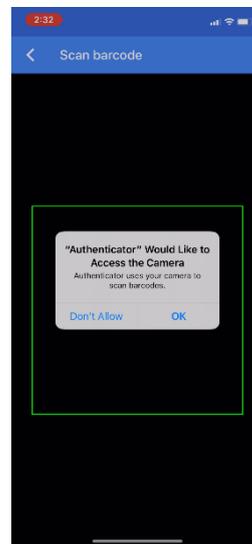
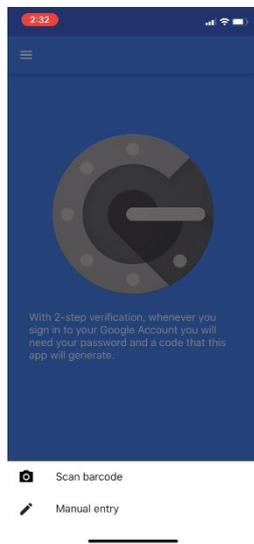
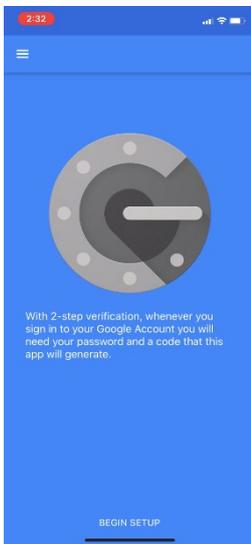
Download the Google Authenticator app from the app or play store. The app is free to download.

Once downloaded, open the app and tap 'Begin Setup'. (First screenshot below)



2 options will then be displayed (2nd screenshot below), 'Scan Barcode', or, 'Manual Entry'. Selecting the option to scan barcode is most common. You will need to give the app permission to access the camera (3rd screenshot below), then scan the QR code from the 2FA screen above using your phones camera.

Once this is scanned, Google will complete the authentication and generate the 6-digit passcode. Enter this code into Step 3 of the 2FA set up screen.

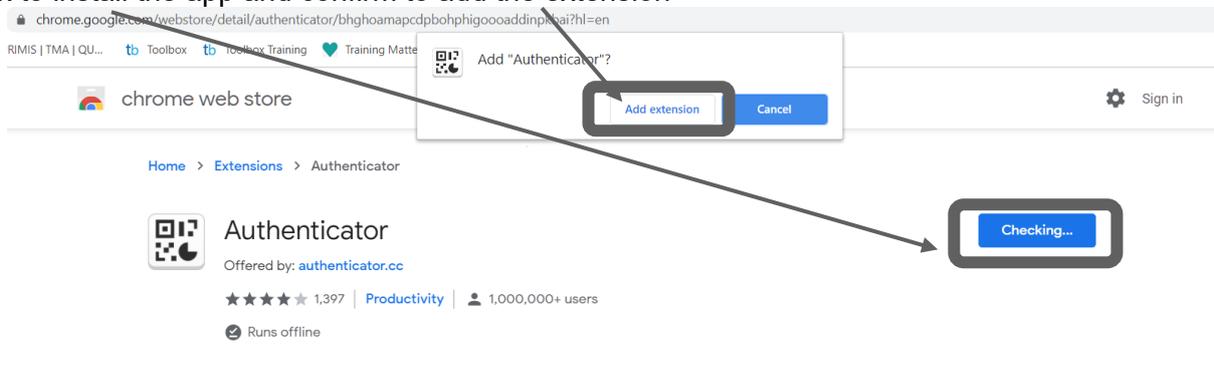


DESKTOP – GOOGLE CHROME EXTENSION

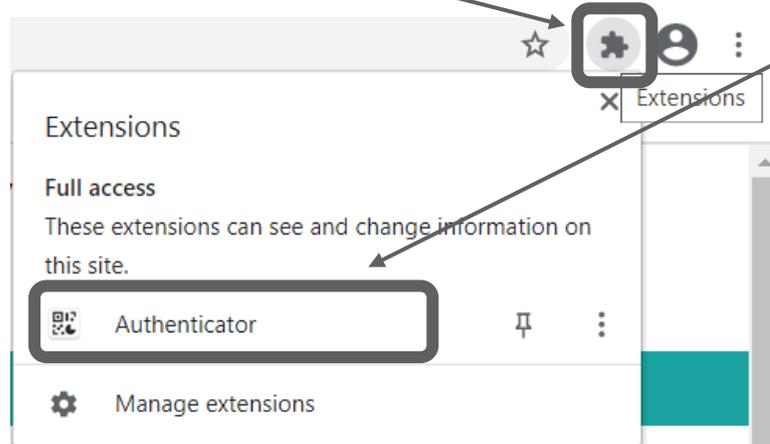
Visit the Chrome Webstore and download the Google Chrome extension if you have not previously downloaded this. You can search on Google for 'Google Chrome Authenticator' or follow this link:

<https://chrome.google.com/webstore/detail/authenticator/bhghoamapcdpbohphigooaddinpkbai?hl=en>

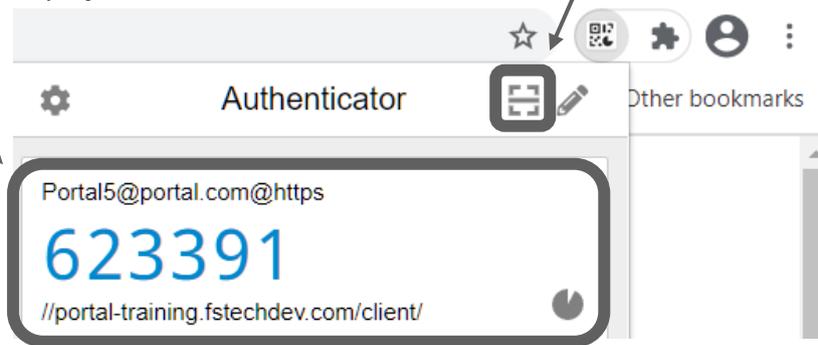
Click to install the app and confirm to add the extension



Once downloaded this will display a jigsaw puzzle piece in the top right of the browser. When on the registration screen with the QR code shown, click the jigsaw and then the authenticator extension:

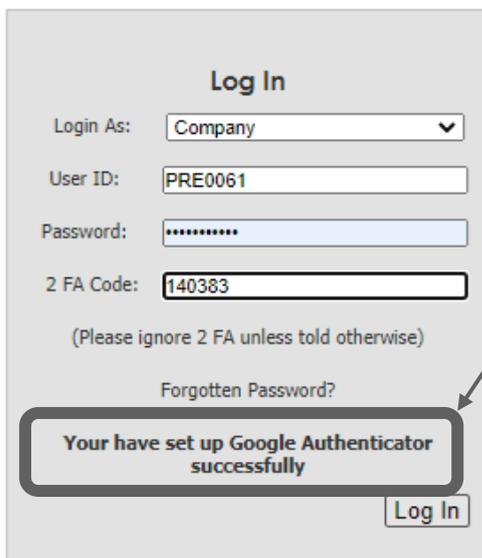


The first time using this, no code will be displayed. Use the Scan QR code option, then drag and drop a selection box over the QR code using your mouse. A confirmation will appear on screen and then a 6-digit code will be displayed within the authenticator extension.



Click the code to copy it, or manually type it in to the 2FA set up screen.

Once the code has been entered into step 3 of the set up screen, click confirm before the code expires. A new code will be generated every 30 seconds. If this has been set up successfully then you will return to the login screen and the message below will show:



Log In

Login As:

User ID:

Password:

2 FA Code:

(Please ignore 2 FA unless told otherwise)

[Forgotten Password?](#)

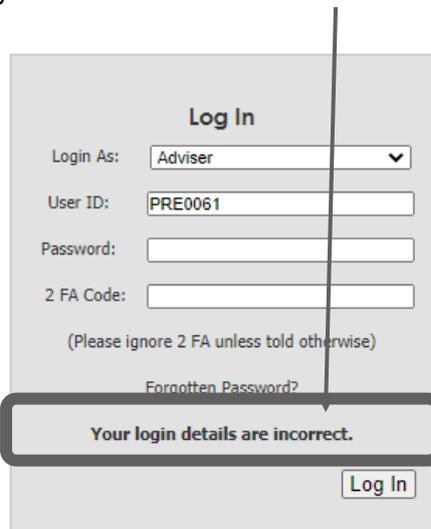
Your have set up Google Authenticator successfully

LOGGING IN

After following the 2FA set up steps above, you can login as normal:

1. From the 'Login As' dropdown, select if you are logging in as a company or adviser.
2. Enter your username and password provided.
3. Enter your 2FA code from the device you went through the set-up process with. If you no longer have access to this device or need to change this then please let us know: customerservices@tmaclub.com

If you try to login without entering a 2FA code, but you have been through the set-up process you will see the below error.



The screenshot shows a 'Log In' form with the following fields: 'Login As' (dropdown menu set to 'Adviser'), 'User ID' (text box containing 'PRE0061'), 'Password' (text box), and '2 FA Code' (text box). Below the '2 FA Code' field is the text '(Please ignore 2 FA unless told otherwise)'. A link for 'Forgotten Password?' is located below the 2FA code field. A red-bordered box highlights the error message: 'Your login details are incorrect.' A 'Log In' button is at the bottom right. A vertical line with an arrow points from the top of the page down to the error message box.