



Unipass Identity – Logon using a code sent to your verified email address

v1.1

This document outlines the functionality available when logging into a UIdP enabled website using the logon using a code sent to your email functionality.

Data Classification: Public – The information contained in this document is intended for public use.

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Getting Started with 'A code sent to your email'

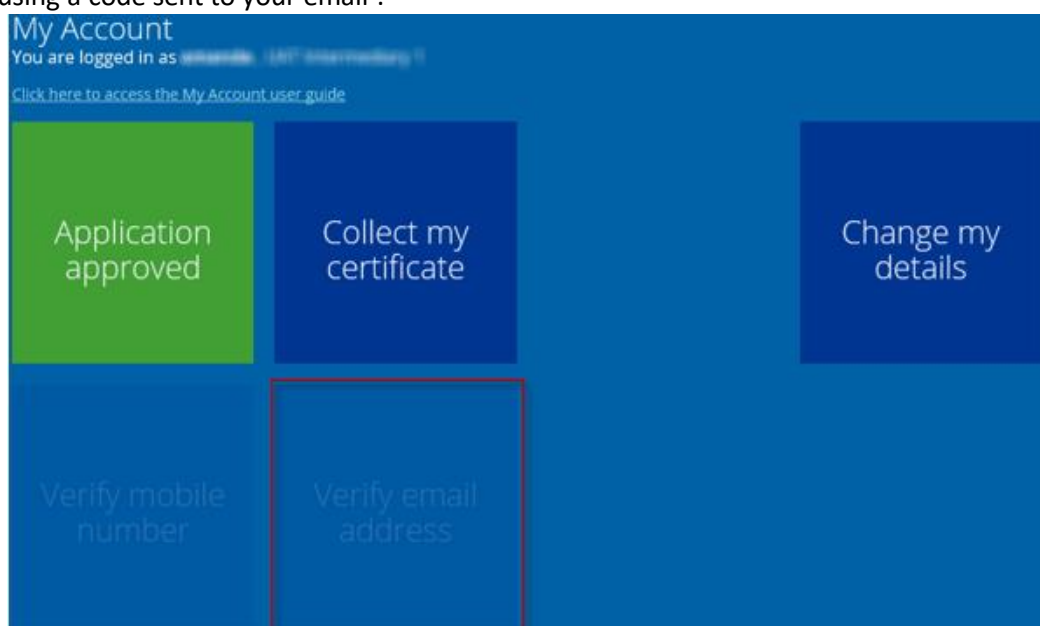
When logging into the Unipass website without a valid certificate on your device, you can now use a randomly generated six-digit code, that has been sent to your verified email address, as an alternative form of identification.

Selecting the "A code sent to your email" option from the credential selection screen allows you to enter an email address in the data entry screen – as long as this is a verified email address, a six-digit code will be sent to the specified email address. Each code is valid for ten minutes and can only be used once.

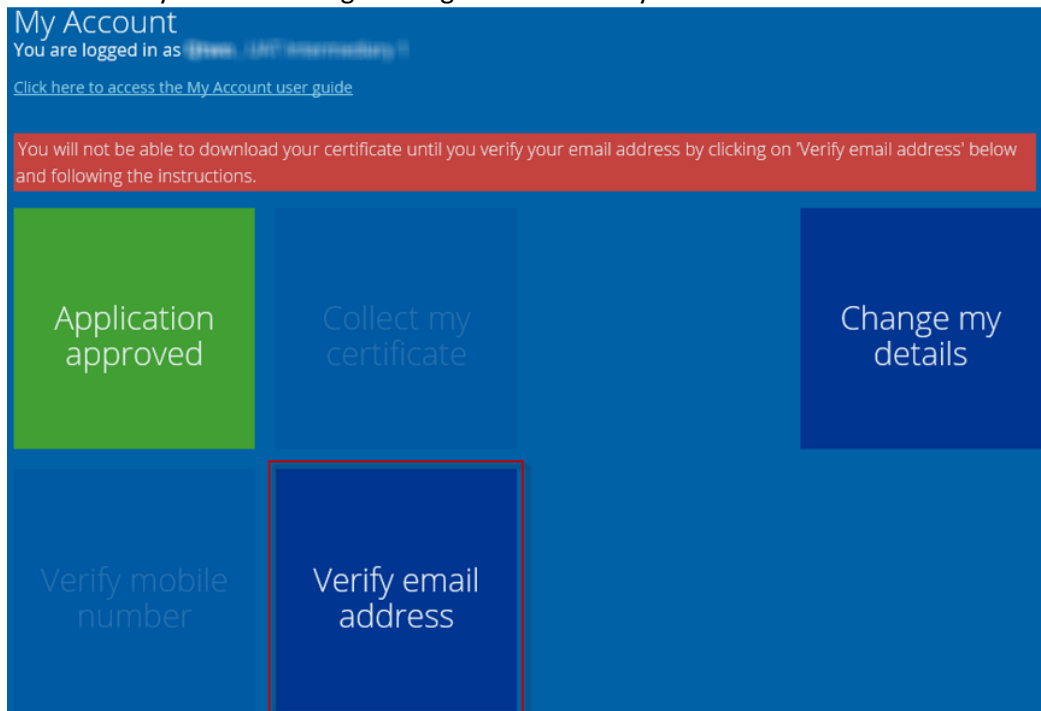
A verified email address is an email address that has been confirmed as belonging to, and only being used by, you (e.g. the email address is 'personal' to you, can only be accessed by you and is not being shared with any other Unipass Identity) – details on how to verify your email address / check that your email address has been verified are provided below.

Unsure if your email address is verified on Unipass?

- If this tile is greyed out, your email address is verified and available to use with 'Logon using a code sent to your email':



- If this tile is not greyed out, you must click on the tile and complete the email verification process before you can use 'Logon using a code sent to you email':



- Simply review your email address and if correct, update the email declaration before selecting 'Next':

The screenshot shows the 'Change my email details' form. It includes the following fields and options:

- Your email address ***: A text input field containing 'testaccount@origo.com'.
- Your Email declaration ***: A dropdown menu with the selected option 'I am the only person who has access to this email addre'.
- Navigation buttons**: 'Back' and 'Next' buttons with arrows.

- After selecting 'Next' you will be presented with the email verification declaration confirmation page and you must agree to the statement before selecting 'Send a verification code':

The screenshot shows a blue-themed interface for 'My Account'. At the top, it says 'My Account' and 'You are logged in as Qtwo, UAT Intermediary 1'. Below this is a link: 'Click here to access the My Account user guide'. The main heading is 'Email Verification'. The text below reads: 'The Email Address that you are about to verify is a****7@origo.com. To send a verification code to this email address, please read and confirm the acceptance below and click on 'Send a Verification Code''. A red box highlights a checkbox that is checked, with the text: 'I understand that once I have verified this email address that it can only be used by me.' At the bottom, there are two buttons: 'Back' with a left arrow and 'Send a verification code' with a right arrow.

- Once agreed, you will be sent a unique code to your email address declared as only being used by you. Please access your mailbox to obtain this code and enter it into the Unipass verification code screen:

The screenshot shows the 'My Account' interface with the heading 'Email Verification'. It displays 'Verification code' above a text input field containing the number '625874'. There is a small 'x' icon in the top right corner of the input field. At the bottom, there are two buttons: 'Back' with a left arrow and 'Next' with a right arrow.

- Our email verification screen will be presented, and you will receive email confirmation that your email address is now verified.

The screenshot shows the 'My Account' interface with the heading 'Email Verification'. The text below reads: 'Your email address a****7@origo.com has now been verified.'

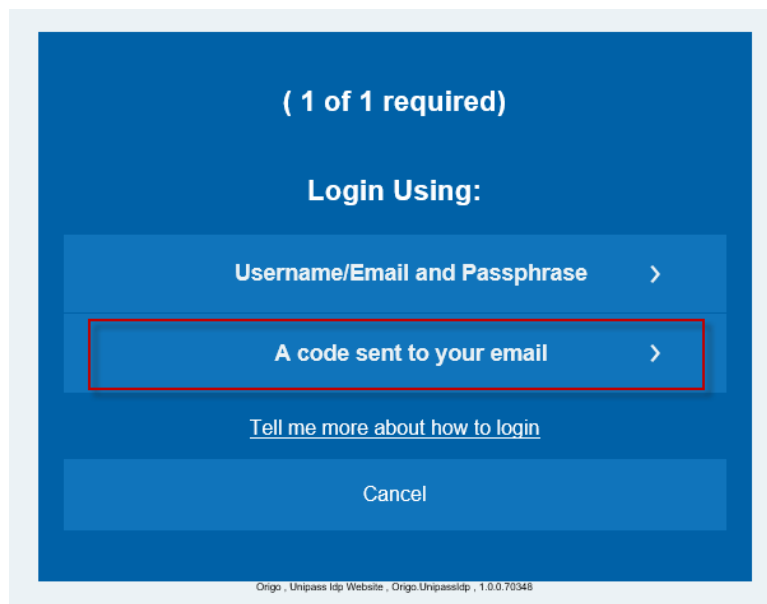
How to authenticate / logon using a code sent to your email

To logon to the “My Account” section of the Unipass website using ‘A code sent to your email’: -

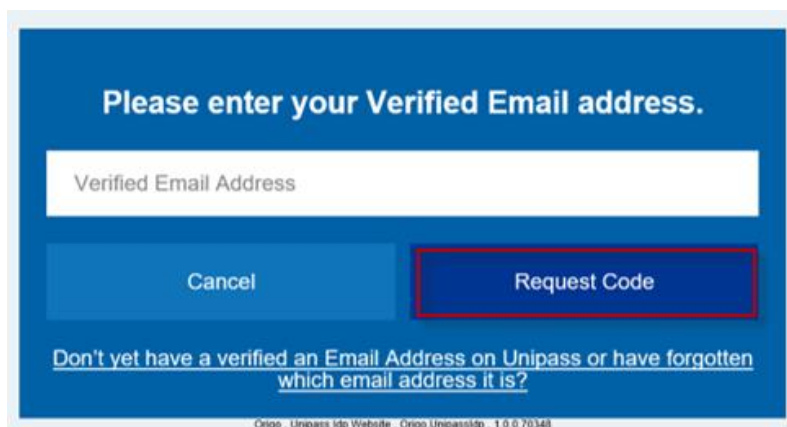
1. If no valid certificate exists on your device, if you cancel out of the certificate prompt or if you accidentally select an invalid certificate (e.g. a certificate that has expired / been cancelled), you will be presented with a choice of alternative log in options – select ‘A code sent to your email’
2. Enter your unique/verified email address and then “Request Code”
3. Simply enter the code that is emailed to you and click “Continue”
4. You will now be logged into the “My Account” section of the Unipass website

A more detailed explanation of the process and accompanying screen shots are provided below:

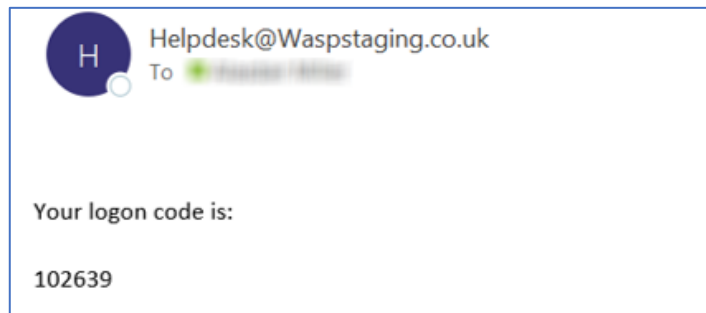
Step #1 - When presented with the login menu, select “A code sent to your email”:



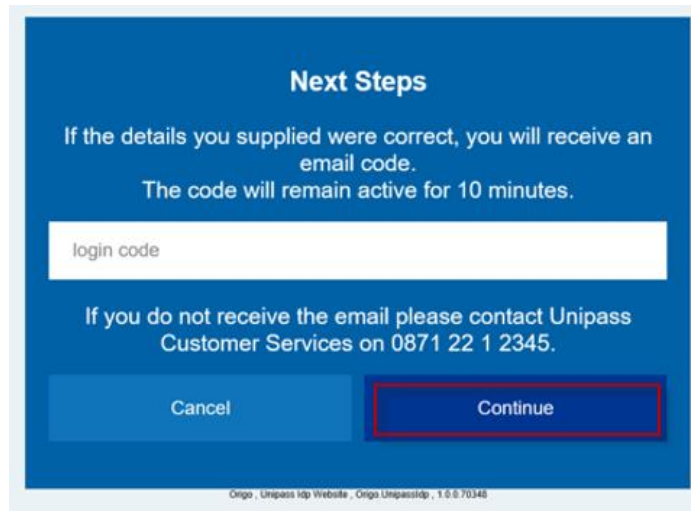
Step #2 - Enter your unique/verified email address in the box and select “Request Code”:



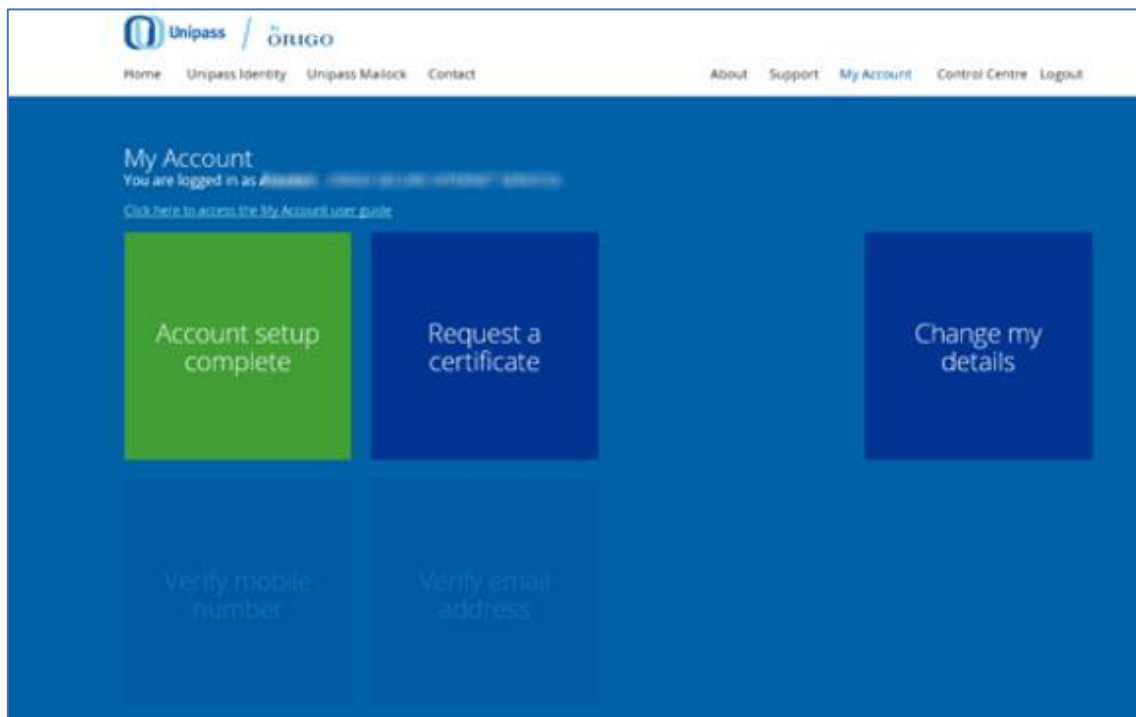
Step #3a - You will receive an email with your login code:



Step #3b - Enter the code into the logon screen:



Step #4 - You will now be logged in to Unipass My Account:



Version control

Name	Position	Origo	Version	Comments	Date
Alasdair Miller	Customer Service Administrator	Origo Customer Services Team	1.0	Approved version for go live	23/06/2020
Amanda Glancy	Business Analyst	Business Systems Team	1.1	Peer reviewed & reformatted	10/07/2020