



# Unipass Identity

## Help guide: Logon using Email

This document outlines the functionality available when logging into a UIDP enabled website using Logon using Email.

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## Getting Started with Logon using Email

When logging into the Unipass website or Prudential adviser website without a valid certificate on your device, you can use your verified email address as a form of identification. If you choose to logon using the Logon with Email, Unipass will send you an email containing a logon link. After you click on the link Unipass will use this to identify you and allow you to log in.

A verified email address is one that has been confirmed as belonging to you and that is 'personal' to you (i.e. not shared and that only you have access to that mailbox).

### 1. How to verify your email address

- 1.1 Log in into MyAccount section of the Unipass website - if you have an email address that can be verified a message will prompt you to verify it:
- 1.2 Click on the "Verify email address" tile.
- 1.3 Request a verification email be sent to an email address (that you have declared to be accessible only to you)
- 1.4 When you receive the email click on the email link (the link will expire in 24 hours)
- 1.5 Your email address will then be registered to be able to use the email link logon credential.

**An explanation of the verification process and screen shots are contained below:**

- 1.6 After you have logged into My Account, click on the "Verify email address" tile to begin the verification process.

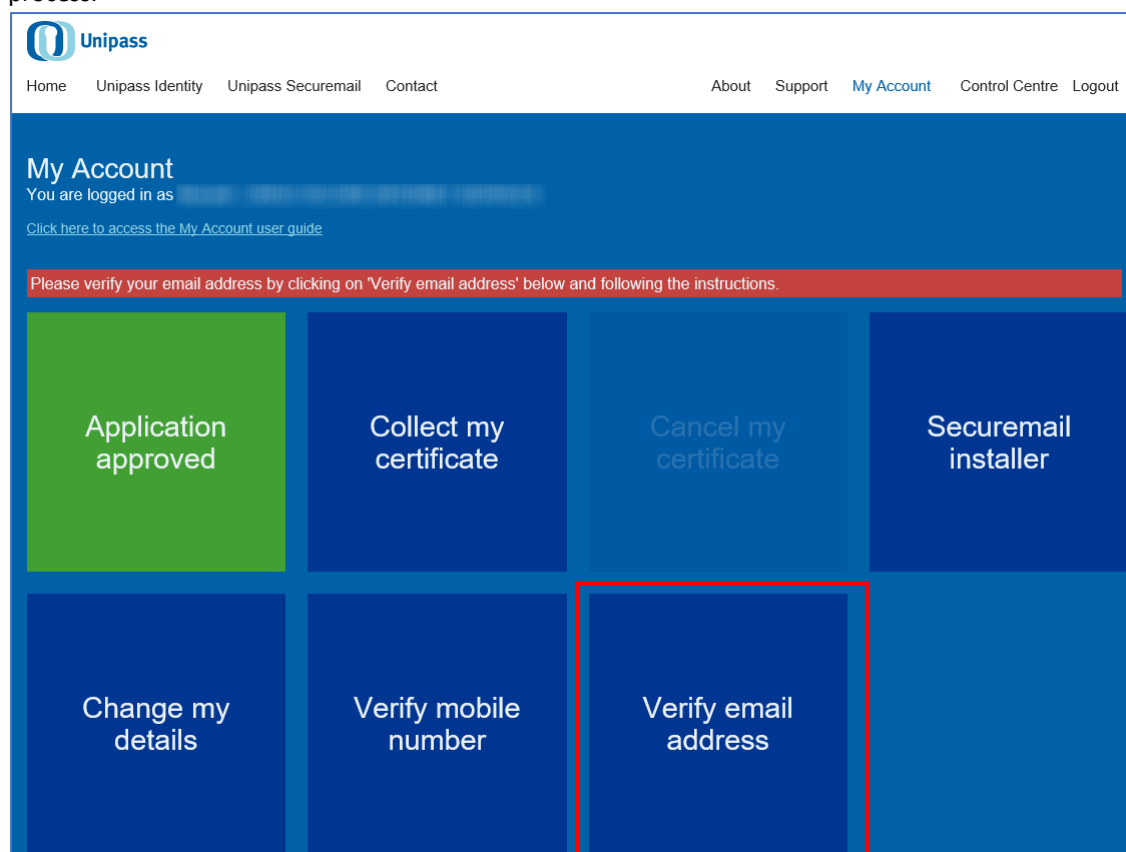


Figure 1 - Verify Email Enabled

- 1.7 Confirm your Email Address Details and Declaration then Click “Next”. (If you have not previously completed the declaration you will be prompted to do so).

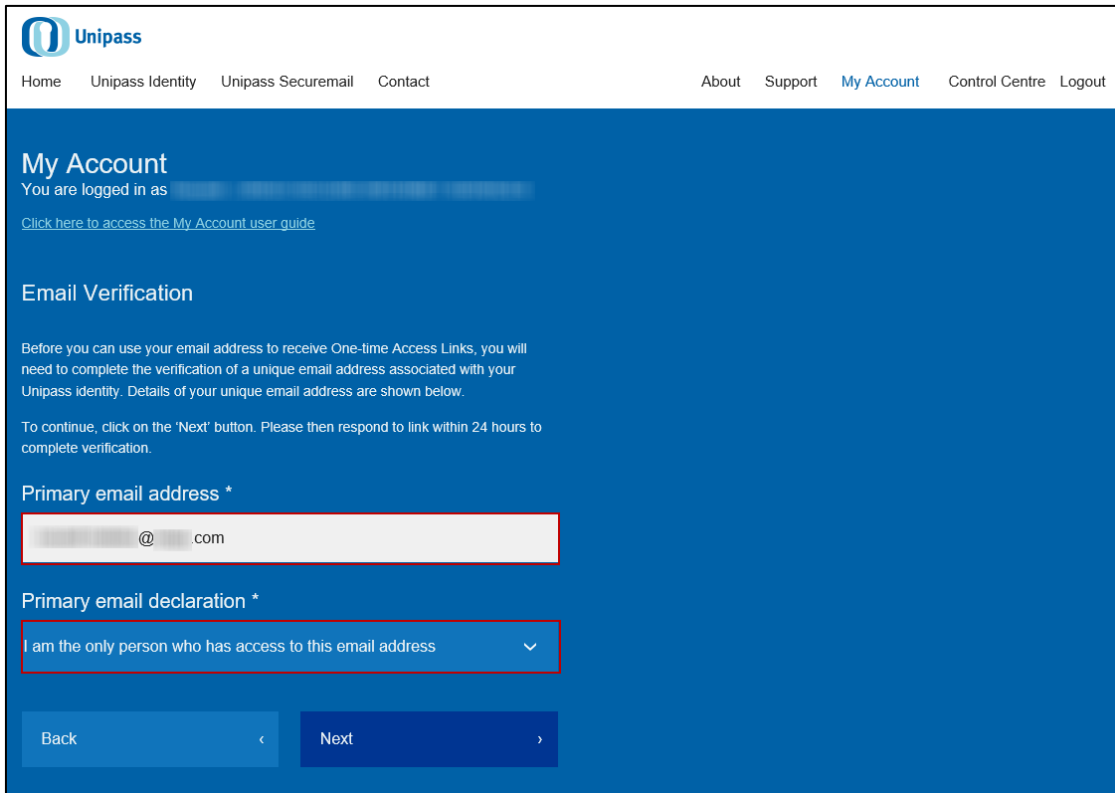


Figure 2 - Verify Email Address Details Screen

- 1.8 Confirm the email verification agreement then click “Send a verification link” to send a verification email to the email address shown.

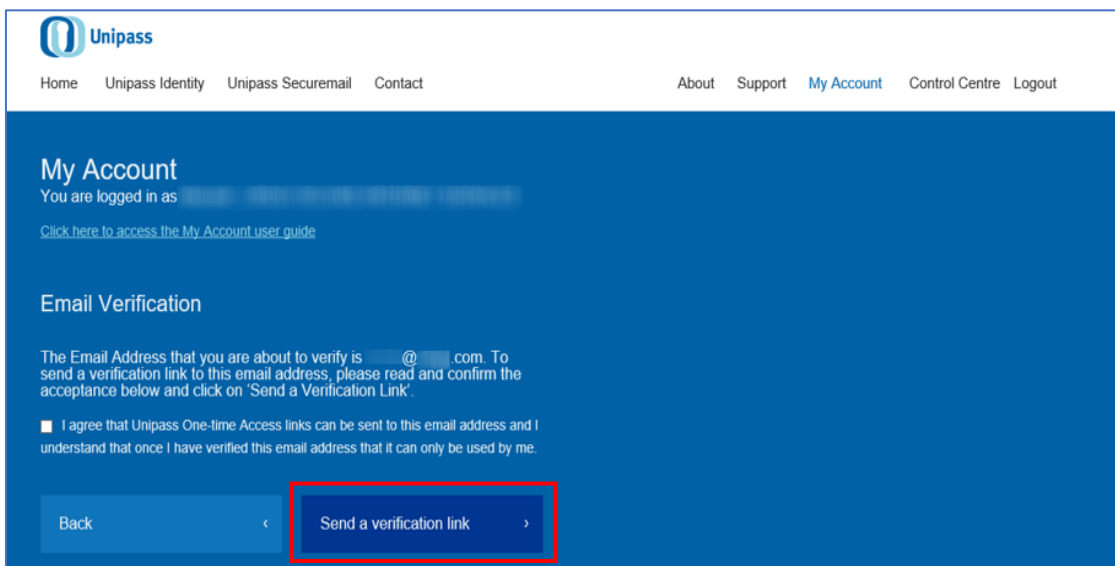


Figure 3 - Verify Email Address Agreement Screen

- 1.8.1 You will be presented with a screen confirming your verification link has been sent to your confirmed email address.

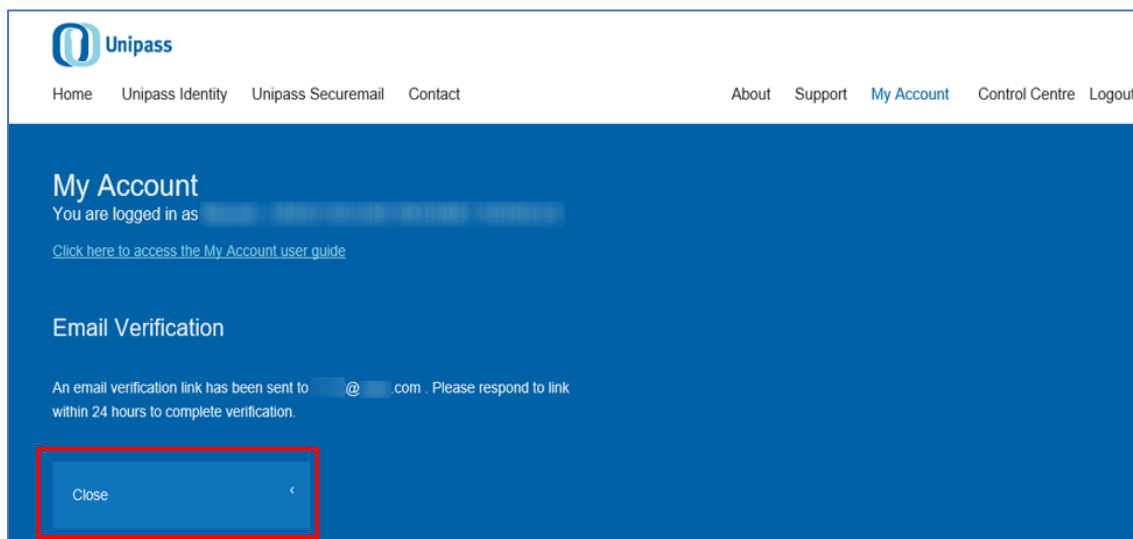


Figure 4 - Verify Email Address Email Sent Screen

- 1.8.2 When you receive the verification email, click on the verification link provided to complete the verification of your email address.

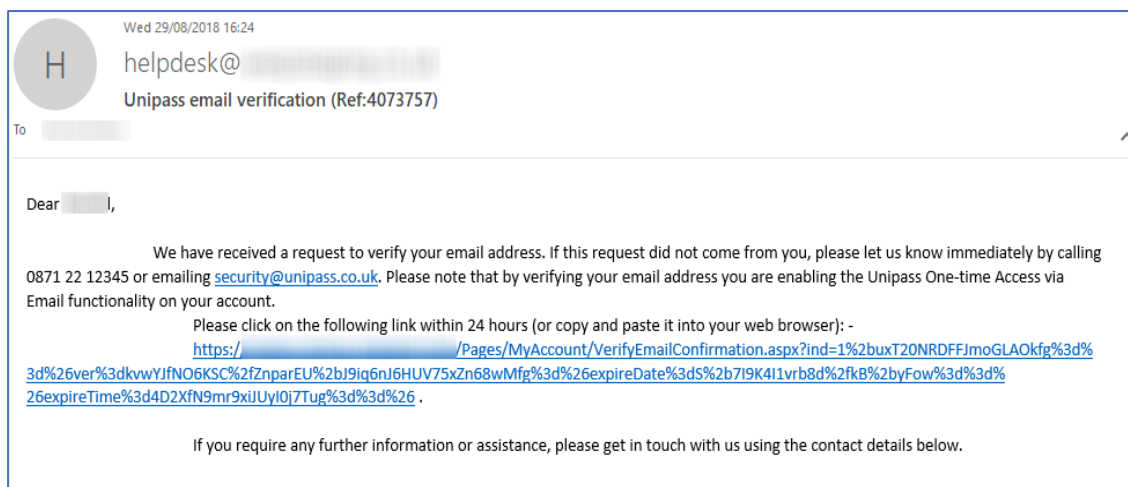


Figure 5 - Verification Email

1.9.3. After clicking the verification link Unipass you will see the following message confirming that your email verification was successful. You can now use this email address to authenticate yourself on the Unipass or Prudential adviser website.

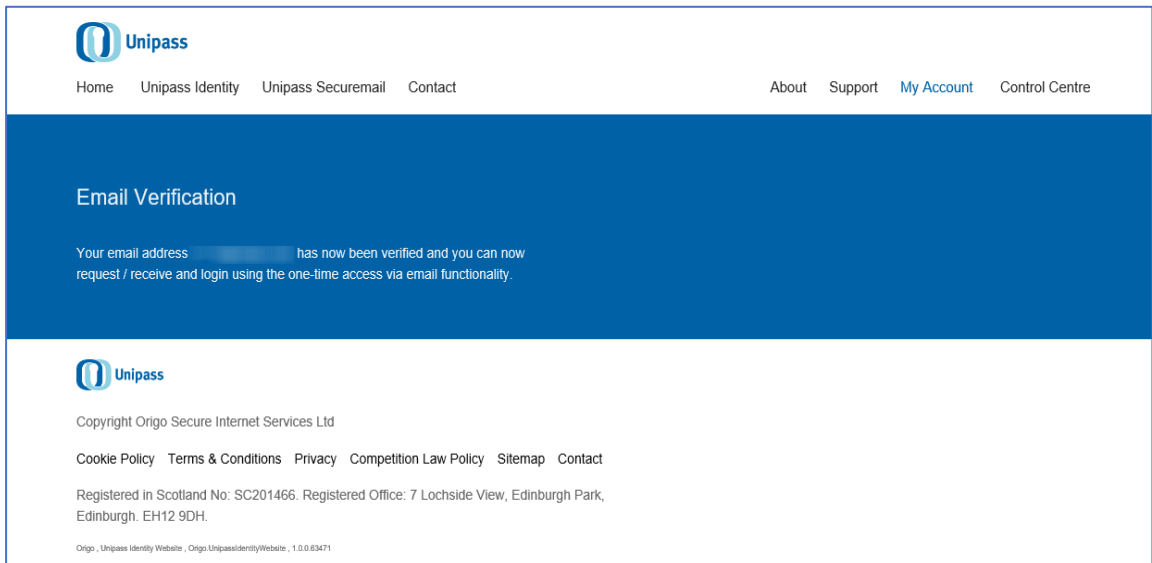


Figure 6 - Verification Confirmation Screen

## 2. How to authenticate using your verified email address to logon (to the Unipass website or Prudential adviser website)

**Note:** The example given is logon to Unipass My Account.

To use Logon using Email with your verified email address: -

- 2.1. If no valid certificate exists on your device, you will be presented with a choice of options – select 'Logon using Email'
- 2.2. Enter your verified email address and request the email link
- 2.3. Simply open the email and click on the email link (the link will expire in 15 minutes)
- 2.4. You will now be logged into Unipass MyAccount or if you were logging into the Prudential website then this site will be displayed.

**An explanation of the process and screen shots are contained below:**

- 2.5. When presented with the logon suite of credentials, select 'Logon using Email'.

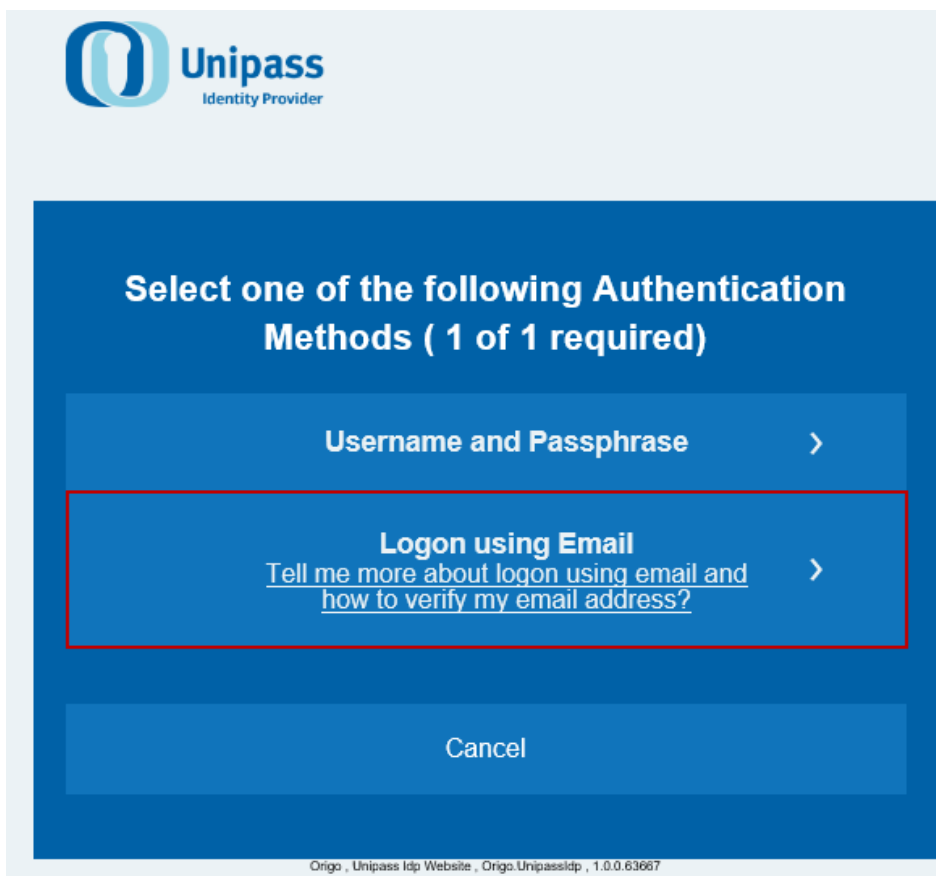
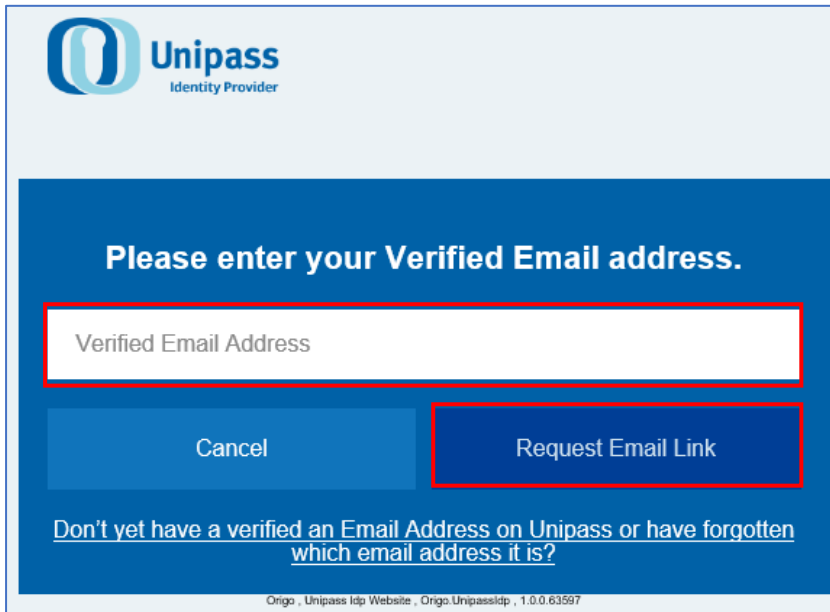


Figure 7 - Unipass Logon Menu Screen

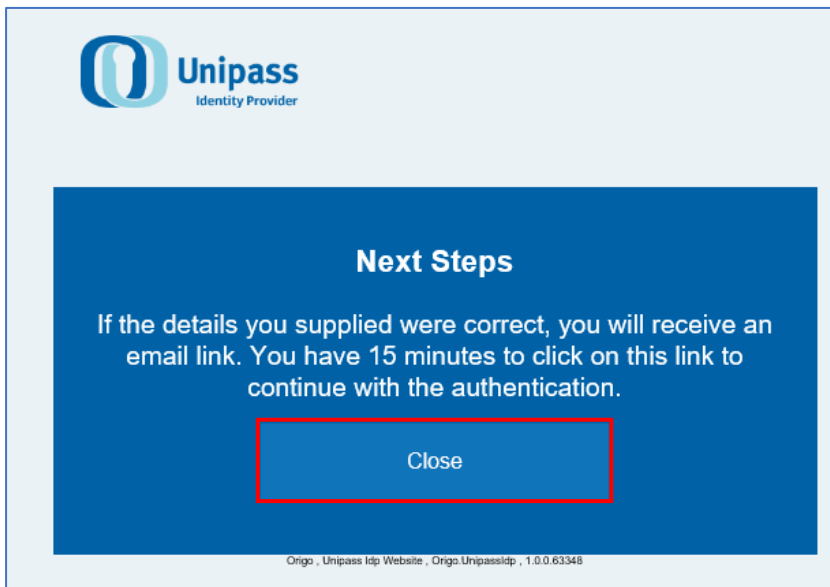
2.6. Enter your Email address and click 'Request Email Link' button.



The screenshot shows the Unipass Identity Provider login interface. At the top left is the Unipass logo with the text "Unipass Identity Provider". The main content area has a blue background with the heading "Please enter your Verified Email address." Below this is a white text input field with the placeholder "Verified Email Address". Underneath the input field are two buttons: a light blue "Cancel" button and a dark blue "Request Email Link" button. At the bottom of the blue area, there is a link: "Don't yet have a verified an Email Address on Unipass or have forgotten which email address it is?". At the very bottom of the page, there is a small footer: "Origo , Unipass Idp Website , Origo.UnipassIdp , 1.0.0.63597".

Figure 8 - Unipass Logon via Email Screen

2.7. The following message will be displayed, and you can now close the message box.



The screenshot shows a message box from Unipass Identity Provider. At the top left is the Unipass logo with the text "Unipass Identity Provider". The main content area has a blue background with the heading "Next Steps". Below the heading is the text: "If the details you supplied were correct, you will receive an email link. You have 15 minutes to click on this link to continue with the authentication." At the bottom of the blue area is a light blue button labeled "Close". At the very bottom of the page, there is a small footer: "Origo , Unipass Idp Website , Origo.UnipassIdp , 1.0.0.63348".

Figure 9 - Unipass Logon Next Steps Screen

2.8. You will receive a logon email, click on the link (or paste it into your browser) to logon.

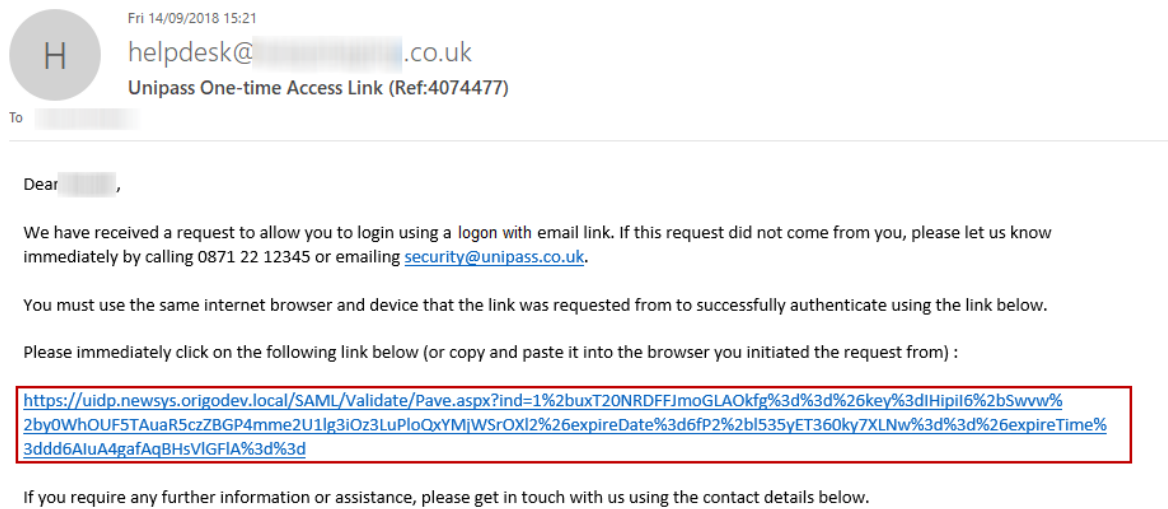


Figure 10 - Unipass Logon Email

2.9. You will now be logged in to Unipass My Account.

**Note:** If you are logging into the Prudential adviser website then their site will be displayed instead.

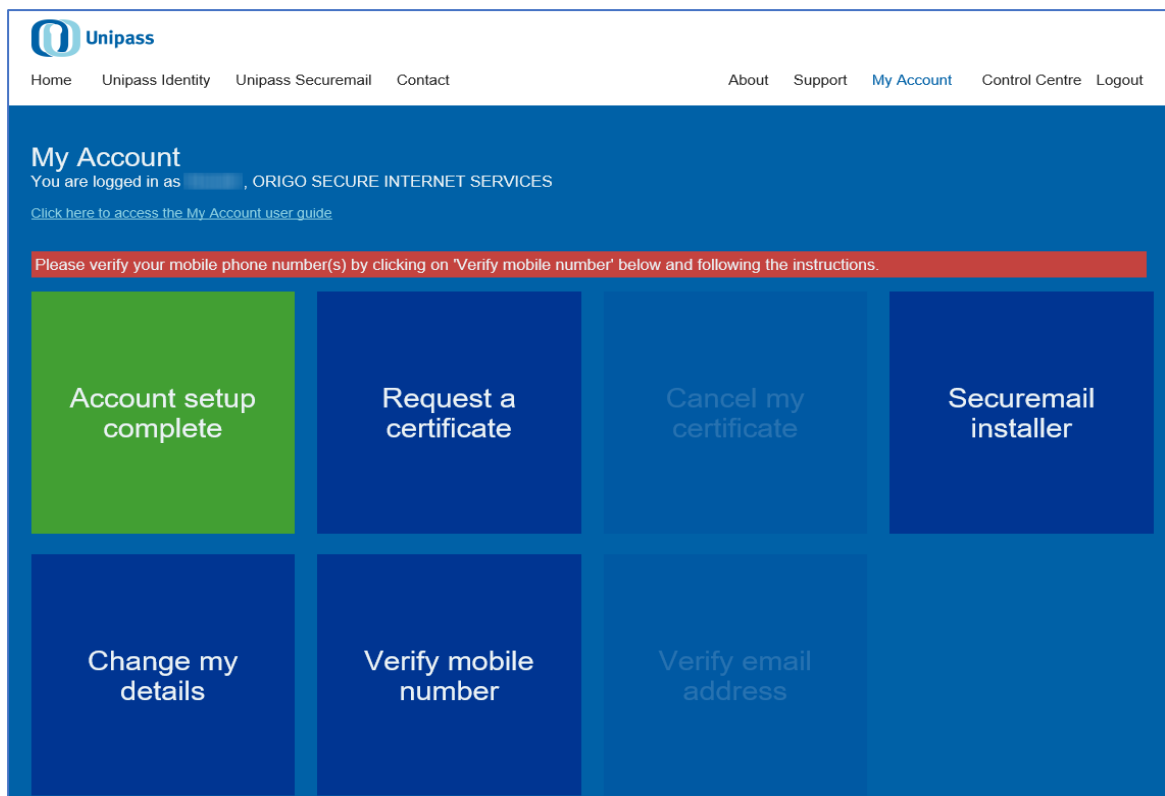


Figure 11 - My Account Screen



# Document Revision

Revision	Date	Author	Amendments
1.0	09/011/2018	UIdP Project Team	Approved version for go live of Logon Using Email