Two-Factor Authentication

**Constructionline**

5 Steps

Keeping your data secure is our utmost priority. To help improve cyber-security we now provide the option to set up Two-Factor Authentication (2FA) on your Constructionline account. This is to provide you with an extra level of security to comply with Cyber Essentials, help support your internal cyber-security processes and reduce password risks.

Now that your account admin has turned on 2FA on your account, here are the steps you will need to take to login to access the Constructionline platform:

1 **Sign In:** enter your email address and password. You can select the 'remember me' tick box to avoid having to repeat 2FA for 30 days.
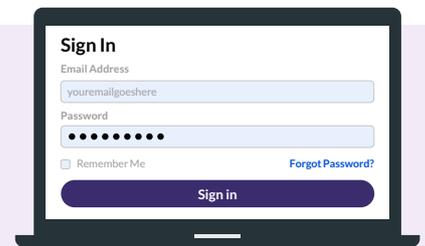
Sign In
Email Address
youremailgoeshere
Password
●●●●●●●●●
☐ Remember Me   Forgot Password?
Sign in
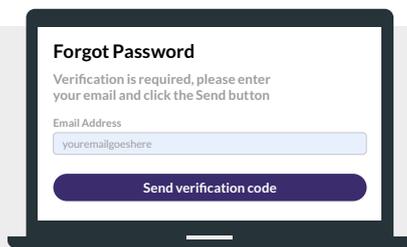
Forgot Password
Verification is required, please enter your email and click the Send button
Email Address
youremailgoeshere
Send verification code

2 **Forgotten Password:** If you have forgotten your password, you can follow the Forgotten Password link to reset it:

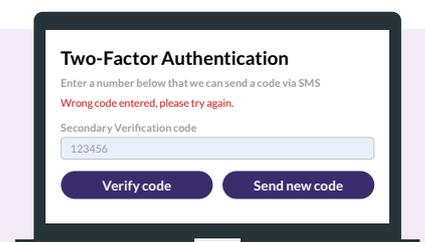**3** **Two-Factor Authentication:** enter your phone number to get sent a verification code via SMS.
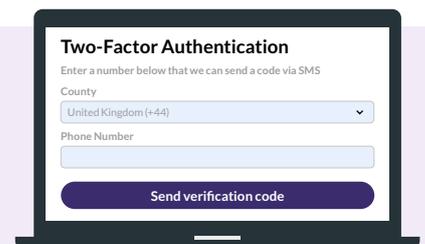
Two-Factor Authentication
Enter a number below that we can send a code via SMS
County
United Kingdom (+44)
Phone Number
Send verification code
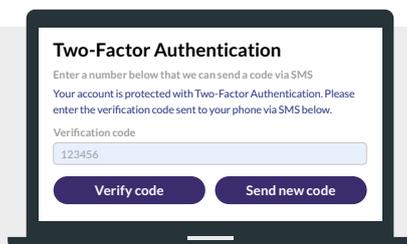
Two-Factor Authentication
Enter a number below that we can send a code via SMS
Your account is protected with Two-Factor Authentication. Please enter the verification code sent to your phone via SMS below.
Verification code
123456
Verify code   Send new code

4 **Verification Code:** Enter the verification code into the 'Verification Code' field and click 'Verify code' button to access the platform as normal.

5 **Error:** If you have entered the wrong code, you will see the error message in red. If you try entering the code again and it doesn't work, you can click the 'Send new code' button to get a new code sent via SMS to your phone.

Two-Factor Authentication
Enter a number below that we can send a code via SMS
Wrong code entered, please try again.
Secondary Verification code
123456
Verify code   Send new code

If you are having difficulty accessing the Constructionline platform, please contact your account admin.