

MULTI - FACTOR AUTHENTICATION

Set Up Guide

Contract Management System

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A. Overview

Multi-Factor Authentication (MFA) is an authentication method that requires more than one form of verification by users when signing into the Contract Management System (CMS). This is an extra layer of security, implemented to help protect your CMS account and further safeguard the system.

When you log into the CMS system for the first time, you will be required to enter your CMS username and password, as well as an Authenticator code.

To receive the Authenticator code, a one-time setup of the MFA verification method is required. This guide will explain how to set up the MFA verification method.

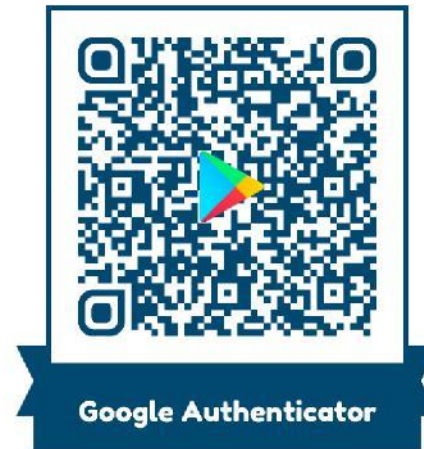
B. Instructions to set up MFA verification method

1) Step 1 : Install an authentication app

You will need to install either the Google Authenticator or Microsoft Authenticator application on your phone. Please choose your preferred authenticator app and scan the corresponding QR code to download.



Google Authenticator

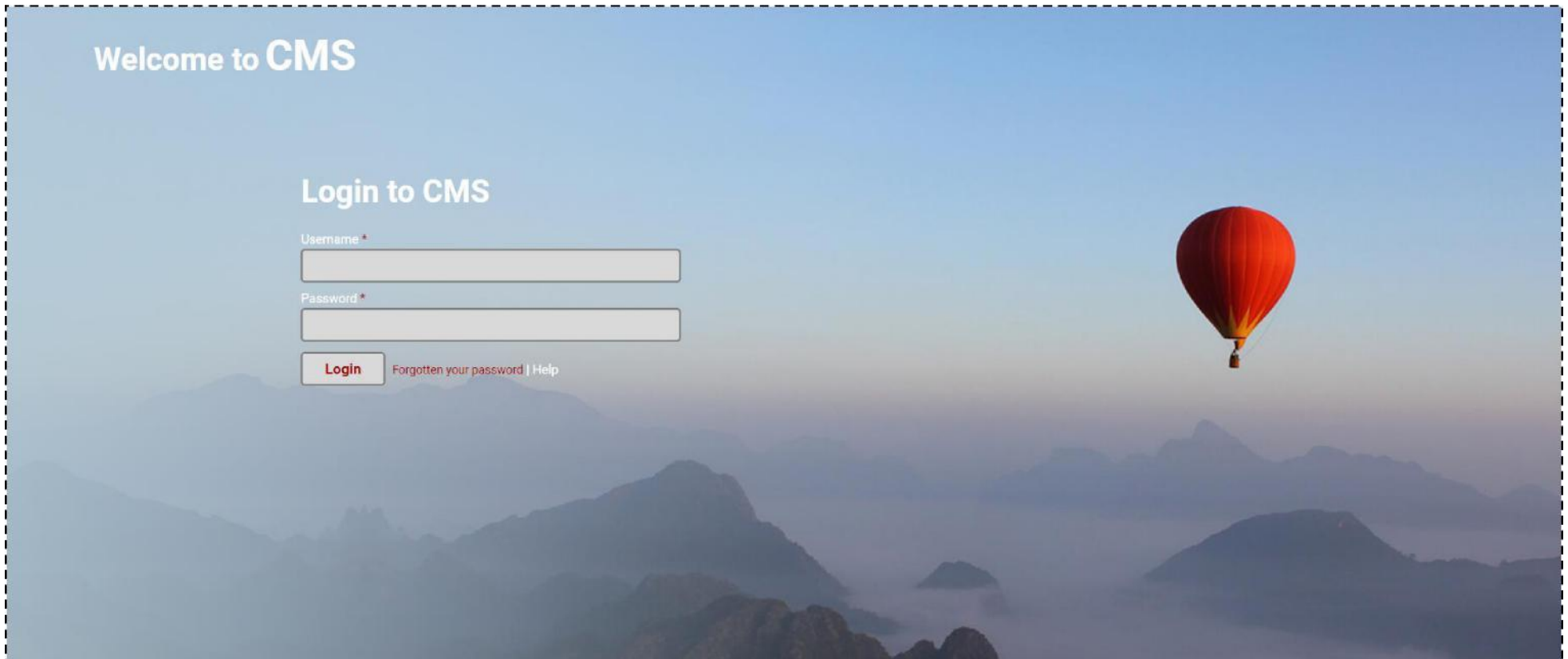


Microsoft Authenticator

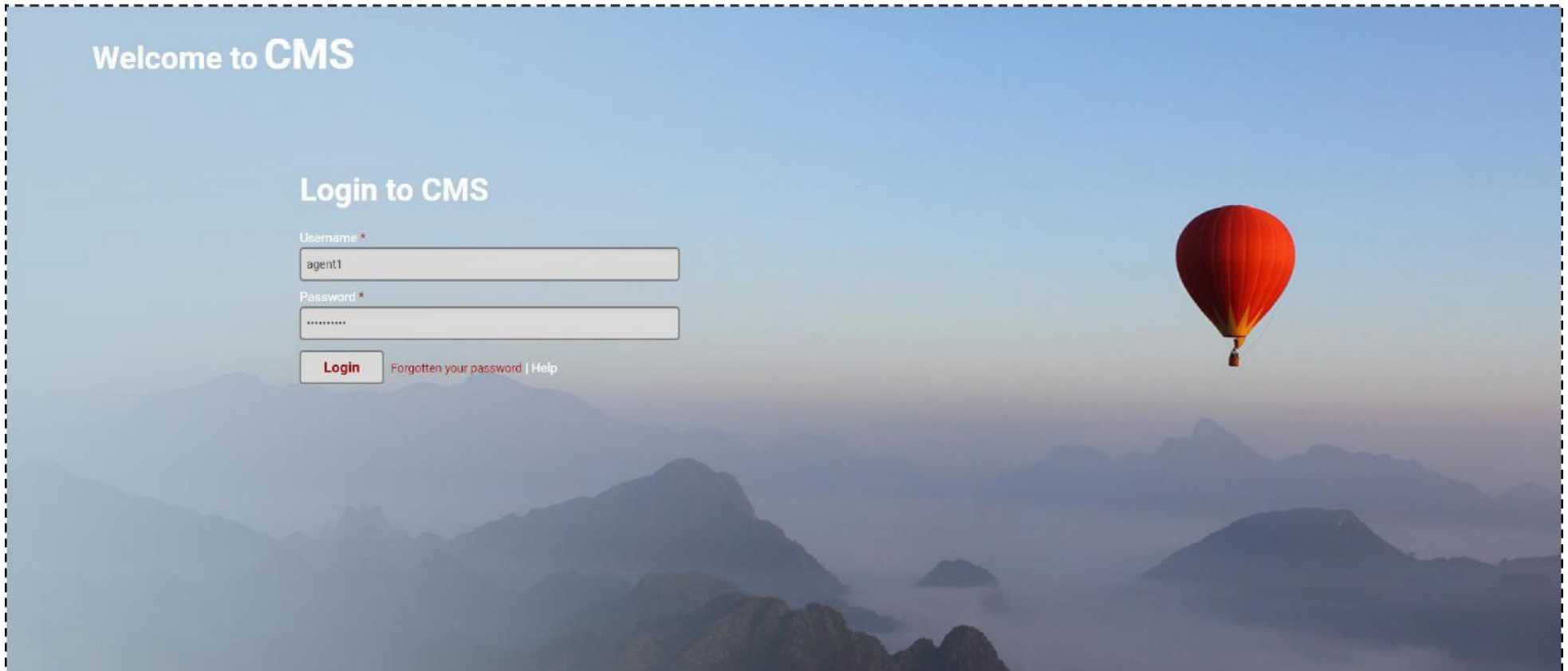


2) Step 2 : Enable MFA for your CMS account

Go to the CMS system via : <https://www.cmsonline.info/>



Enter your CMS username and password, and login.

The image shows a login page for a CMS. The background is a scenic view of mountains with a red hot air balloon floating in the sky. The page has a dashed border. At the top left, it says "Welcome to CMS". In the center, there is a "Login to CMS" section. It contains two input fields: "Username" with the value "agent1" and "Password" with masked characters. Below the password field is a "Login" button and a link for "Forgotten your password | Help".

Welcome to CMS

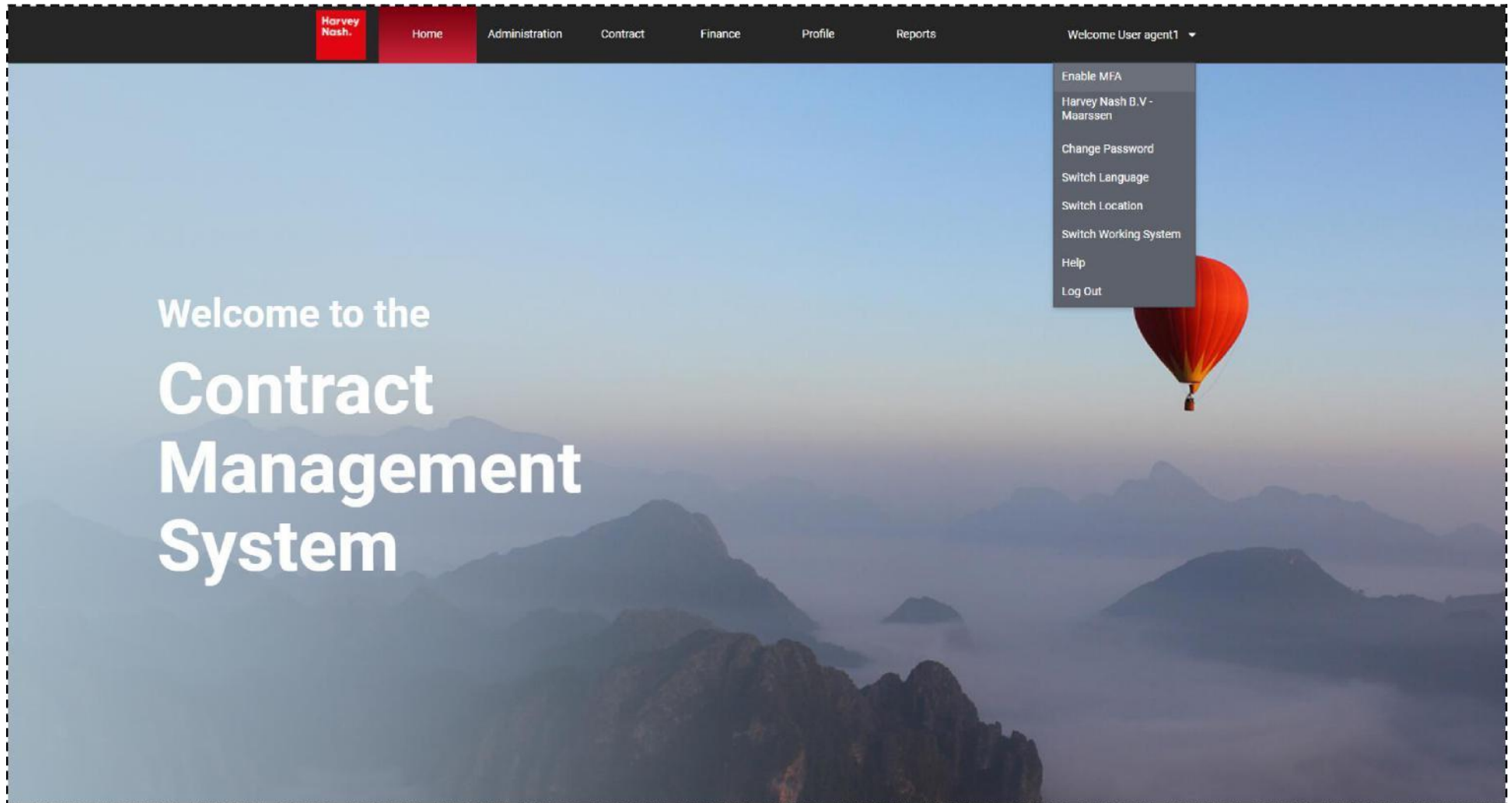
Login to CMS

Username *
agent1

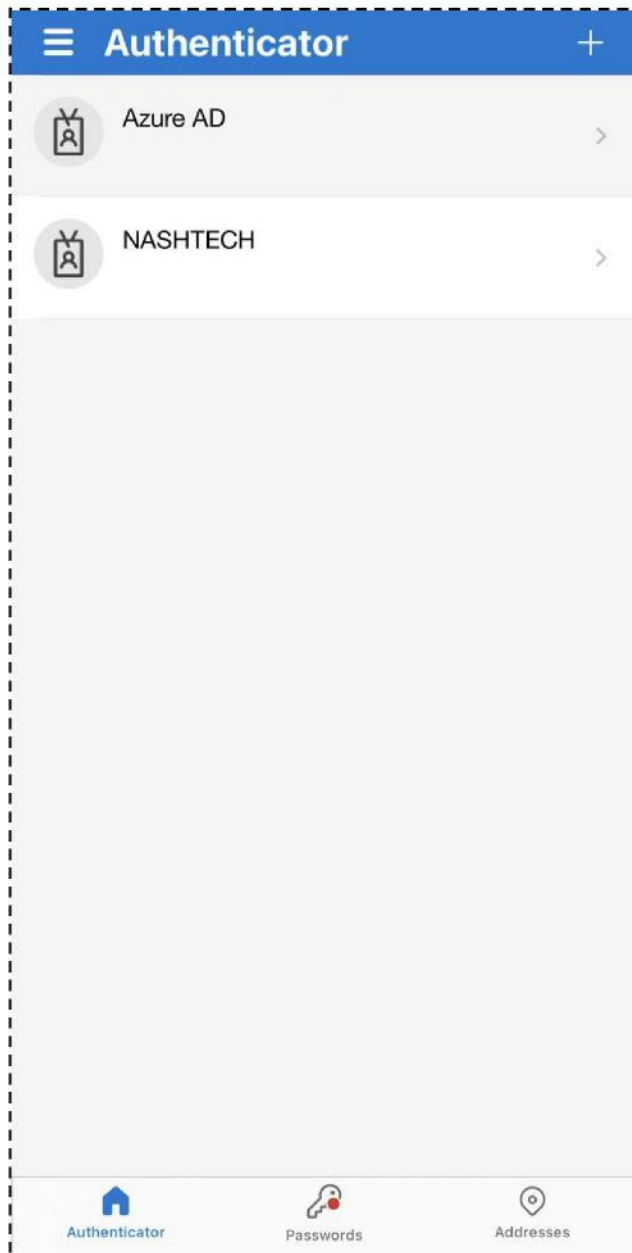
Password *

Login [Forgotten your password | Help](#)

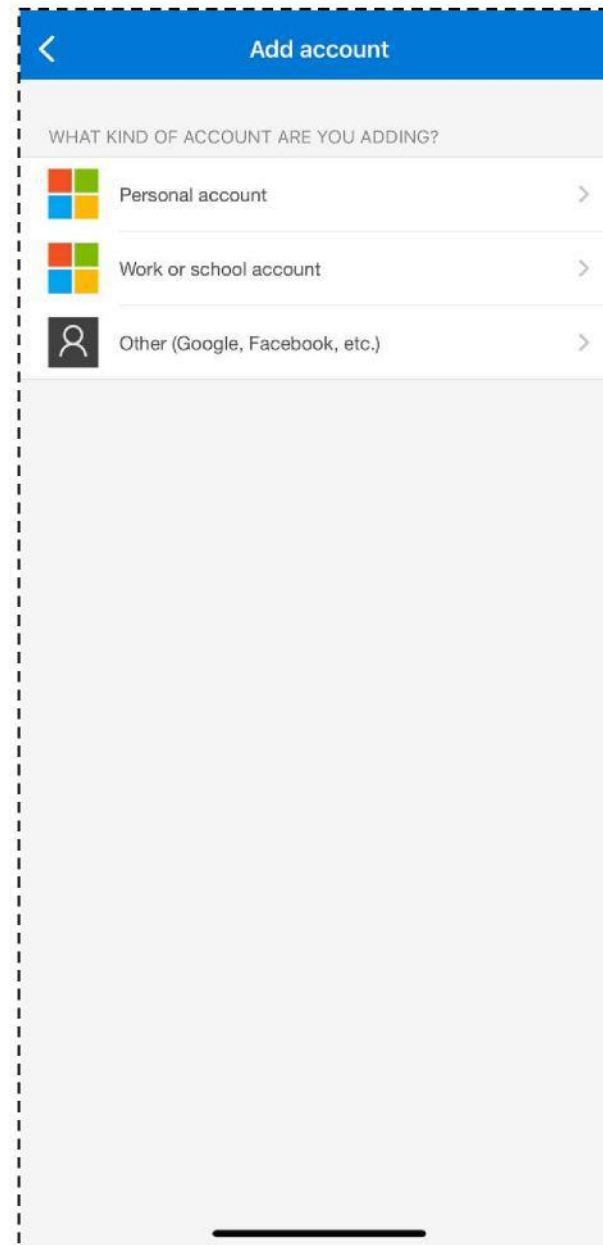
After you have logged in, you can select "Enable MFA" via your "Account Settings".



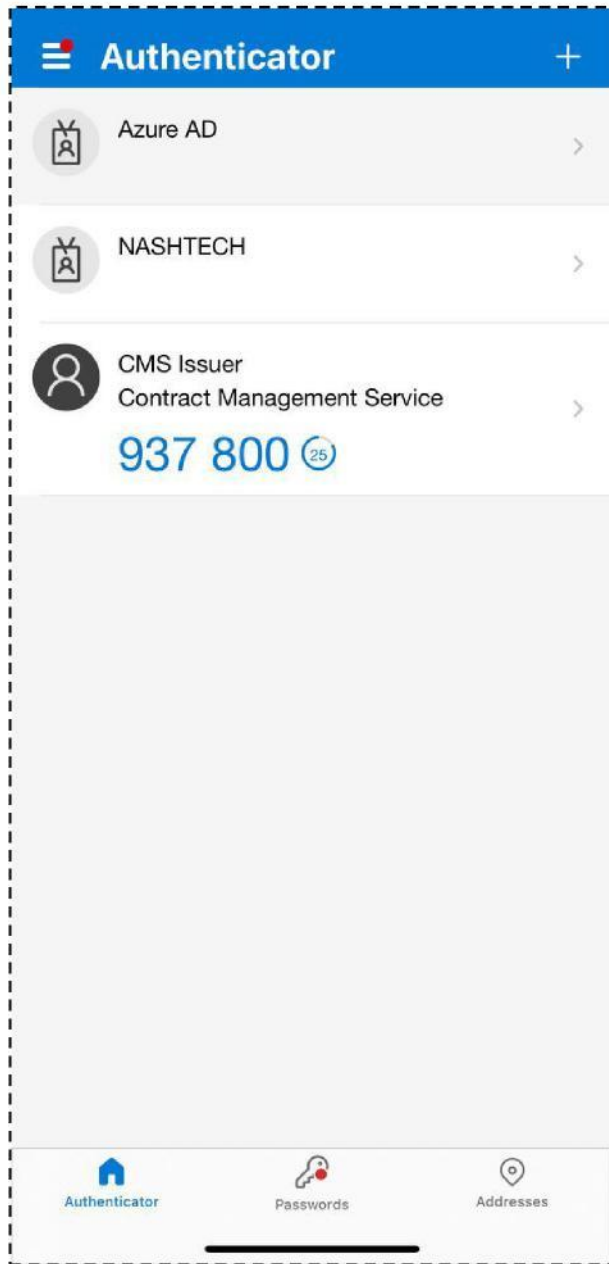
Open the authenticator app in your phone.



Click on "+" and then choose "Other account".



Scan the QR in the "Account Settings" screen to get the Authenticator code.



Then enter the Authenticator code in the “*One time Password code*” field.

Harvey Nash.

Home

Administration

Contract

Finance

Profile

Reports

Welcome User agent1 ▾

Account Settings

Login Name: agent1

Multi Factor Authentication can be enabled as follows:

1. Install either the Google or Microsoft Authenticator App
2. To add a new account to your Authenticator App scan the QR code
3. Provide One Time Password Code
4. Click on the Save button

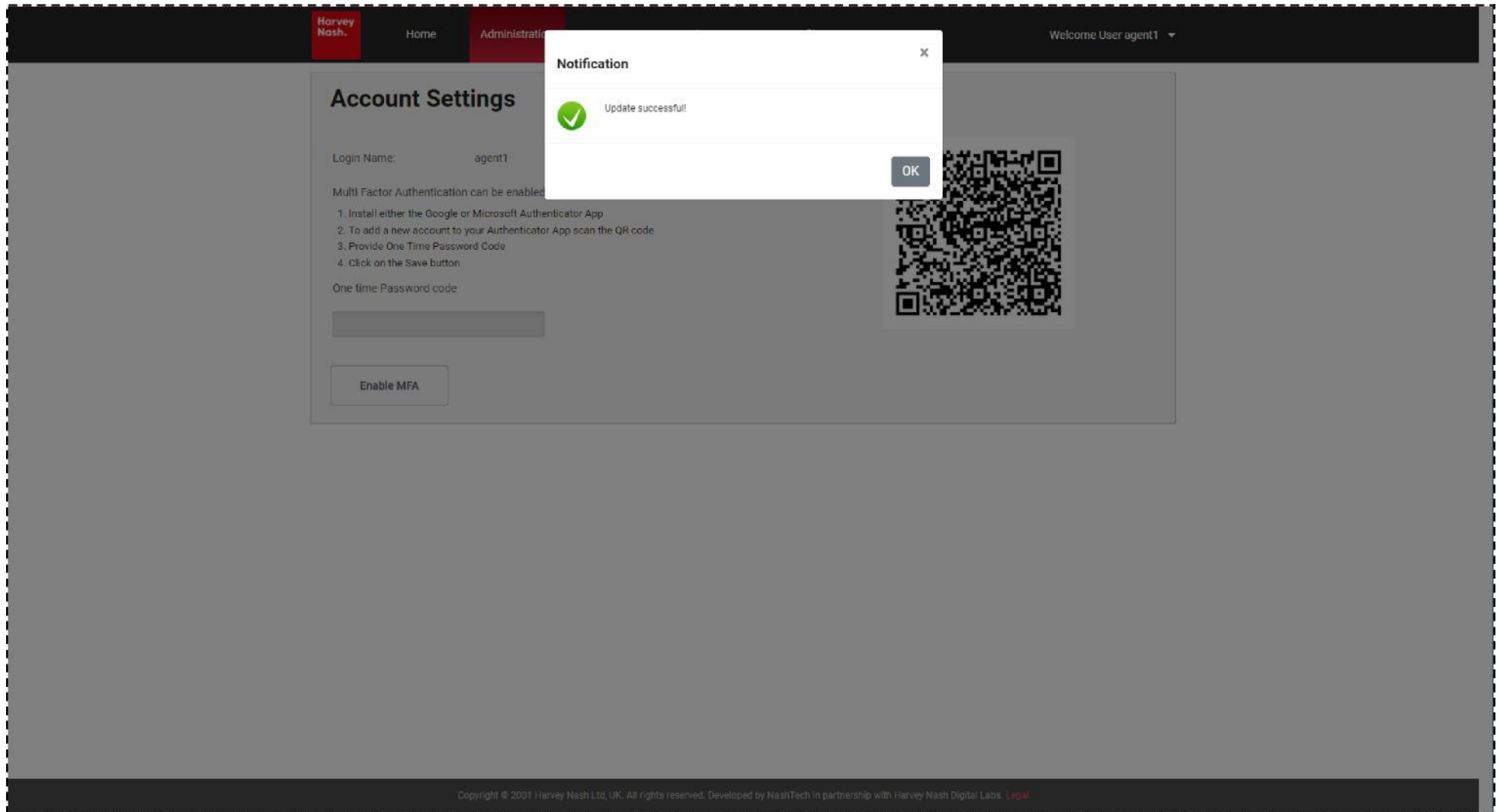
One time Password code

937800

Enable MFA

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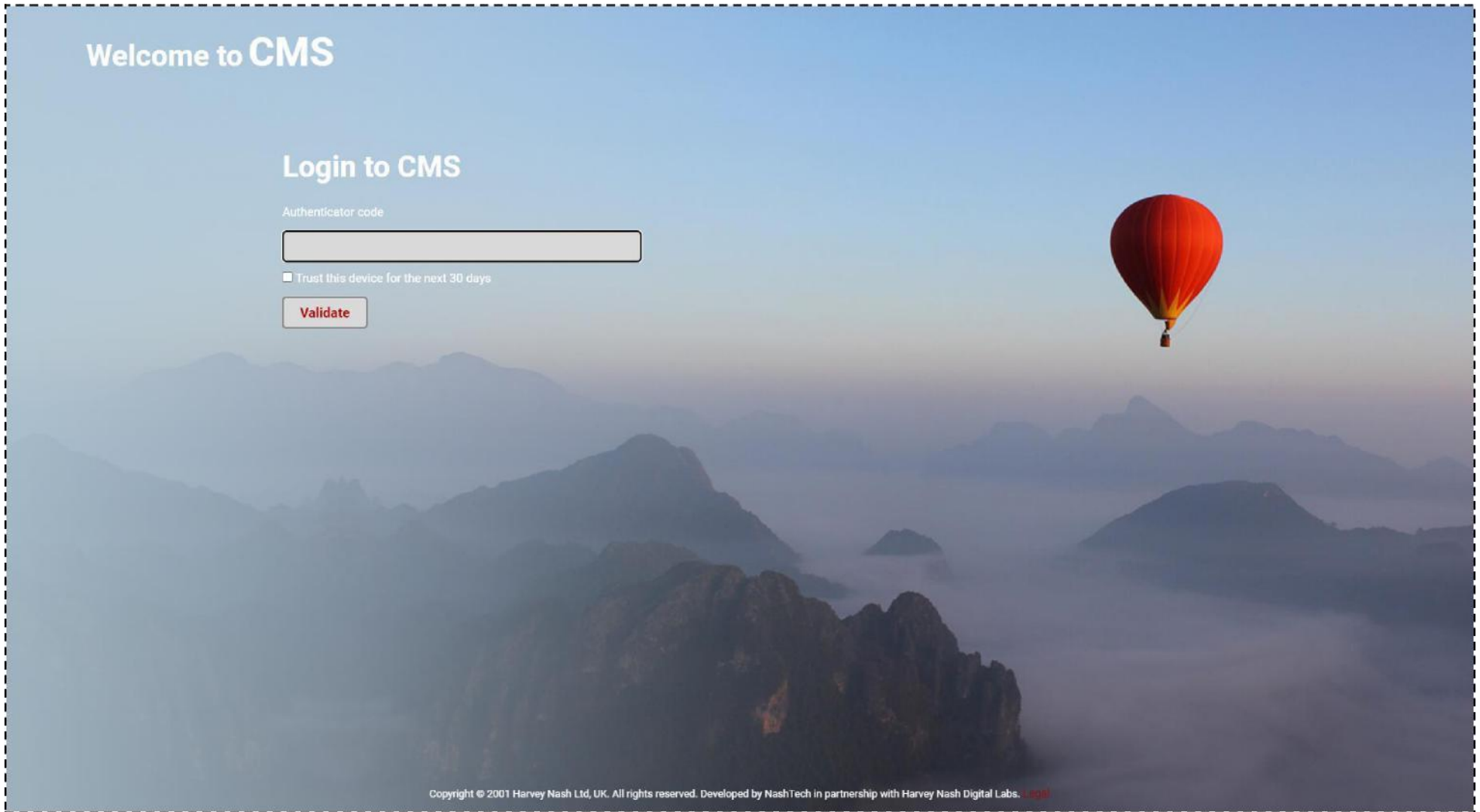
Your account now has MFA enabled.



You can now use the CMS system with MFA.

3) Step 3 : Validate your MFA settings

When you next log in to CMS, you will be prompted to enter an Authenticator code in addition to your username and password.



The screenshot shows a login interface for a CMS. The background is a scenic image of a hot air balloon over mountains. The text 'Welcome to CMS' is at the top left. Below it, 'Login to CMS' is centered. There is a text input field for the 'Authenticator code'. Below the field is a checkbox labeled 'Trust this device for the next 30 days'. A 'Validate' button is positioned below the checkbox. At the bottom, a copyright notice reads: 'Copyright © 2001 Harvey Nash Ltd, UK. All rights reserved. Developed by NashTech in partnership with Harvey Nash Digital Labs. Legal'.

Welcome to CMS

Login to CMS

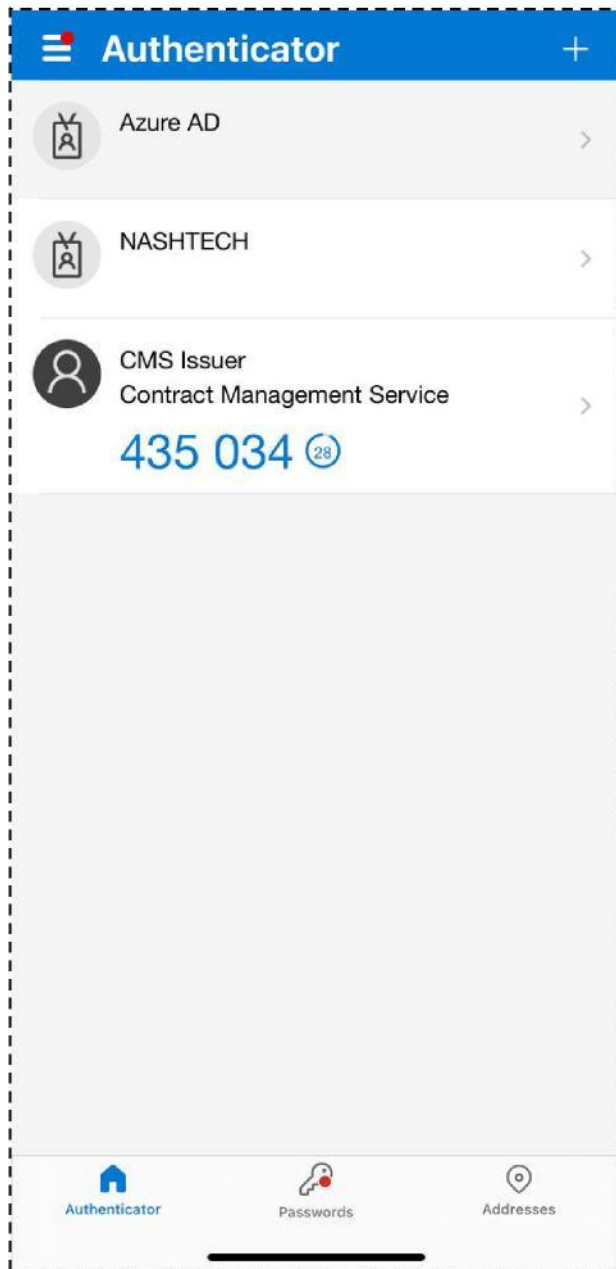
Authenticator code

☐ Trust this device for the next 30 days

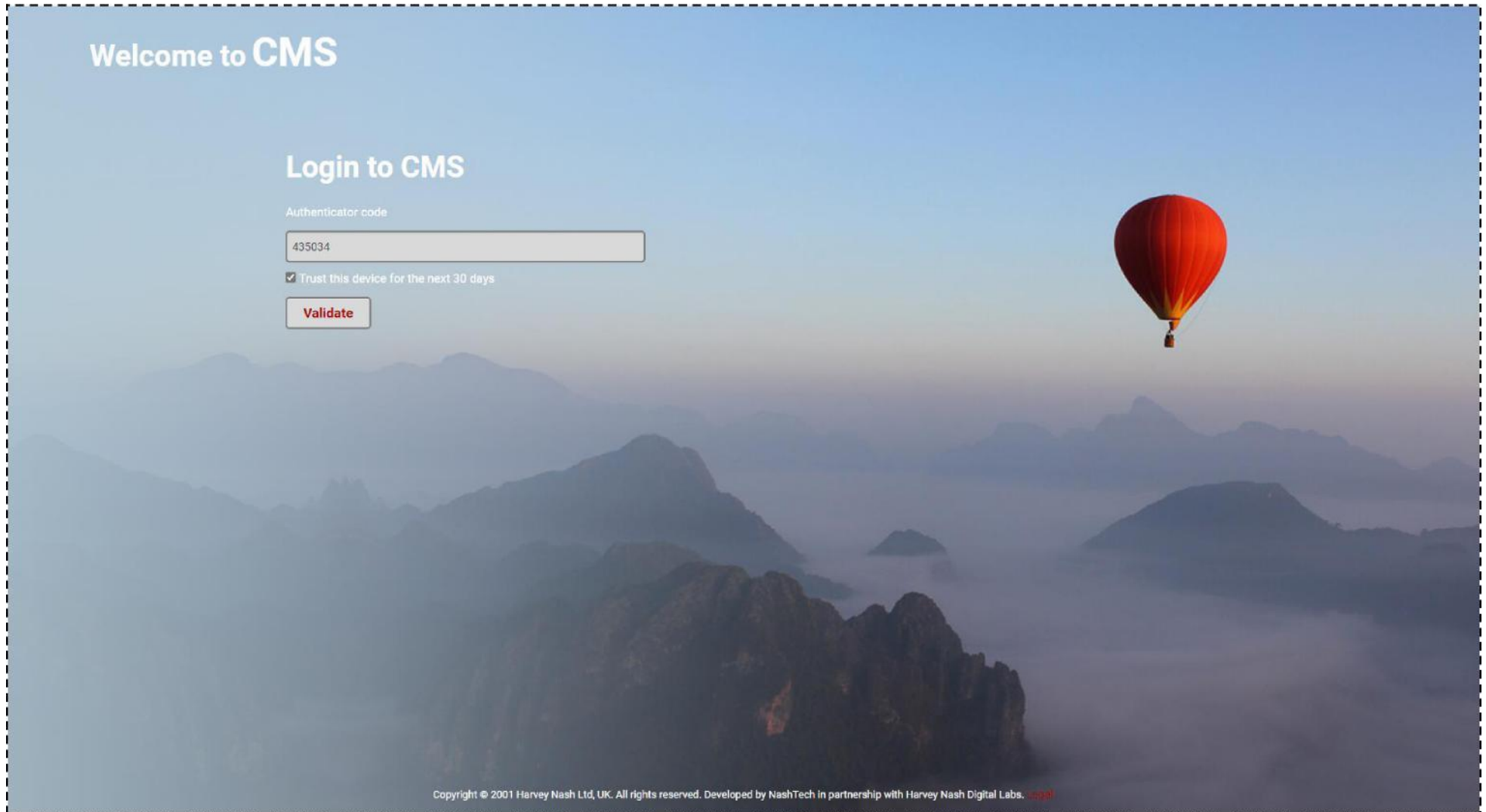
Validate

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Open the authenticator app in your phone to get the verification code.



Enter the Authenticator code in the “*Authenticator code*” field, choose “*Trust this device for the next 30 days*” and then click on “*Validate*”.

The image shows a login interface for a CMS. The background is a scenic photograph of a mountain range with a red hot air balloon floating in the sky. The interface is overlaid on the left side of the image. It includes a 'Welcome to CMS' header, a 'Login to CMS' section, an 'Authenticator code' input field containing '435034', a checkbox for 'Trust this device for the next 30 days' which is checked, and a 'Validate' button. At the bottom, there is a copyright notice.

Welcome to CMS

Login to CMS

Authenticator code

435034

☒ Trust this device for the next 30 days

Validate

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You can now use CMS system as usual.

