

Procurement portal

Two-factor authentication (2FA) instructions



Tweed Shire Council protects data in the Procurement Portal by requiring users to log in with an email, password and an authenticator app. Two-factor authentication (2FA) is a security method requiring two identification forms to access data (password and app).

Authenticator apps that can be used for the procurement portal

Microsoft	
iOS	Android
Scan the QR code or download and install Authenticator from the Apple app store Get the app	Scan the QR code or download and install Authenticator from the Google Play store Get the app

Google	
iOS	Android
Download and install the Google Authenticator from the Apple app store Get the app	Download and install the Google Authenticator from the Google Play store Get the app

Using the authenticator app to access the procurement portal

For your first login, it's best to use a different device from the one where your authenticator app is installed. For example, use a laptop to log into the procurement portal and your phone to authenticate.

When logging in for the first time, you will see the following screen:

1. Open your authenticator app on your phone, select the **+** icon and choose **Scan QR Code**.
2. With your phone, scan the QR code that appears on the tender portal login page.
3. Enter the code that appears on your phone into the tender portal.
4. Once entered, you will be authenticated and remain logged in until you use a different device to log in.

