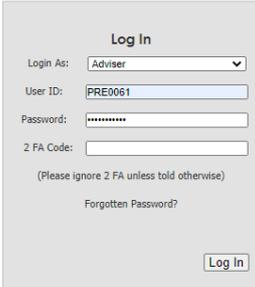# Groupsite 2FA User Guide

ACCESS GROUPSITE

From the login page shown below:

1. Select who you want to 'Login As' from the first dropdown, whether this is as a company or adviser.

2. Enter your username and password provided.

3. If this is your first time logging in to Groupsite, leave the 2FA option blank.

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Log In

Login As:	Adviser
User ID:	PRE0061
Password:	••••••••••
2 FA Code:	

(Please ignore 2 FA unless told otherwise)

Forgotten Password?

Log In

Our Cookie Policy

Show Contact Details...

SETTING UP 2FA

After entering your username and password as above for the first time you will be taken to a 2FA set-up screen. Instructions are given on screen how to set this up:

The next 2 sections of this guidance cover how to scan the code above using the Google Chrome extension or the Authenticator app. If you have already scanned the code and set up 2FA for this site previously then please ignore those sections of this document and proceed to the Login section (page 5)
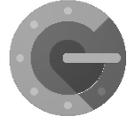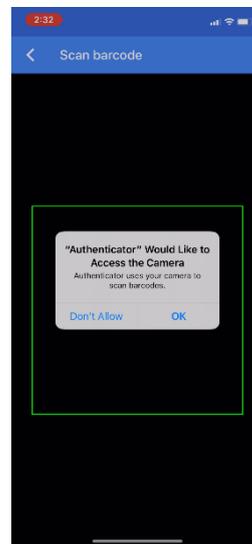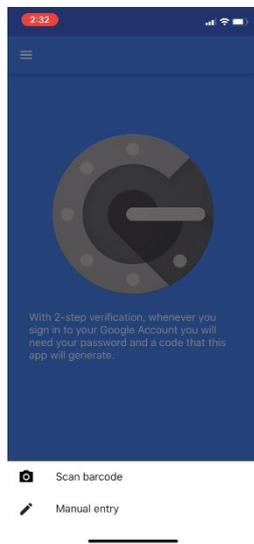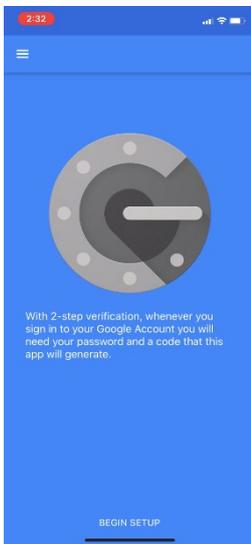
MOBILE – GOOGLE AUTHENTICATOR APP
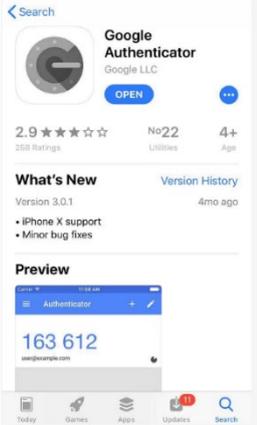
Download the Google Authenticator app from the app or play store. The app is free to download.
Once downloaded, open the app and tap 'Begin Setup'. (First screenshot below)

2 options will then be displayed (2nd screenshot below), 'Scan Barcode', or, 'Manual Entry'. Selecting the option to scan barcode is most common. You will need to give the app permission to access the camera (3rd screenshot below), then scan the QR code from the 2FA screen above using your phones camera.

Once this is scanned, Google will complete the authentication and generate the 6-digit passcode. Enter this code into Step 3 of the 2FA set up screen.
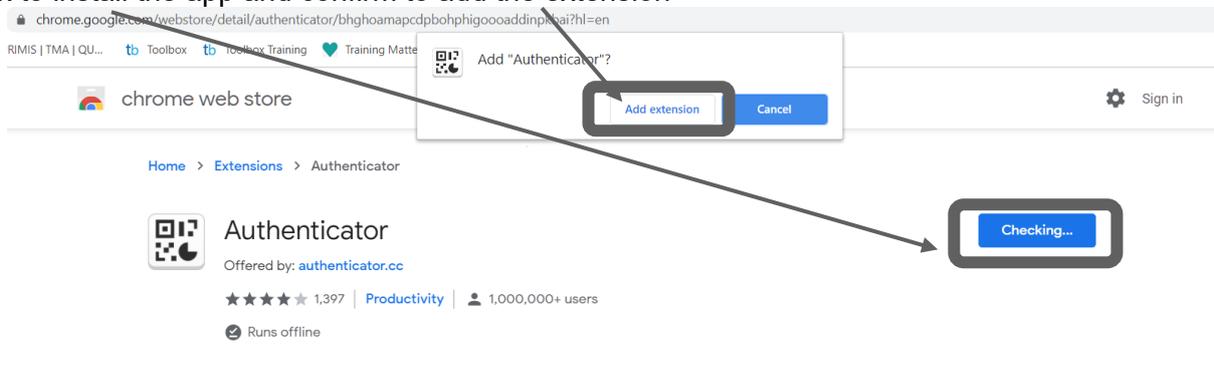
DESKTOP – GOOGLE CHROME EXTENSION

Visit the Chrome Webstore and download the Google Chrome extension if you have not previously downloaded this. You can search on Google for 'Google Chrome Authenticator' or follow this link:
https://chrome.google.com/webstore/detail/authenticator/bhghoamapcdpbohphigoooaddinpkbai?hl=en
Click to install the app and confirm to add the extension

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Once downloaded this will display a jigsaw puzzle piece in the top right of the browser. When on the registration screen with the QR code shown, click the jigsaw and then the authenticator extension:
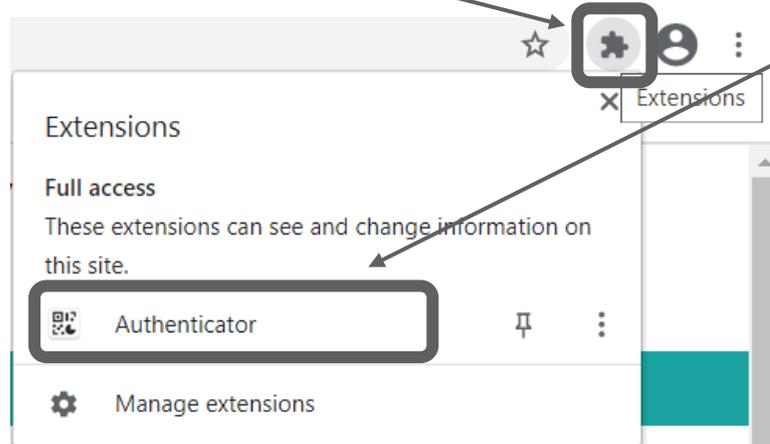

The first time using this, no code will be displayed. Use the Scan QR code option, then drag and drop a selection box over the QR code using your mouse. A confirmation will appear on screen and then a 6-digit code will be displayed within the authenticator extension.
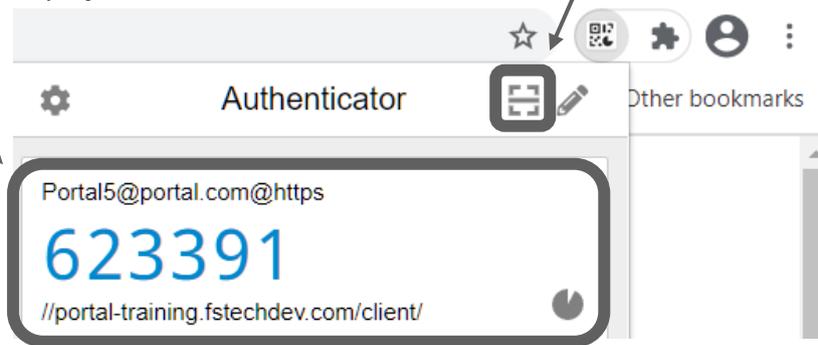
Click the code to copy it, or manually type it in to the 2FA set up screen.

Once the code has been entered into step 3 of the set up screen, click confirm before the code expires. A new code will be generated every 30 seconds. If this has been set up successfully then you will return to the login screen and the message below will show:
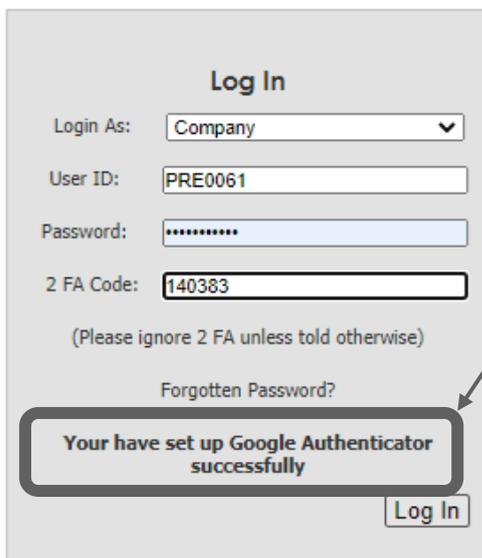
LOGGING IN

After following the 2FA set up steps above, you can login as normal:

1. From the 'Login As' dropdown, select if you are logging in as a company or adviser.

2. Enter your username and password provided.

3. Enter your 2FA code from the device you went through the set-up process with. If you no longer have access to this device or need to change this then please let us know: customerservices@tmaclub.com

If you try to login without entering a 2FA code, but you have been through the set-up process you will see the below error.