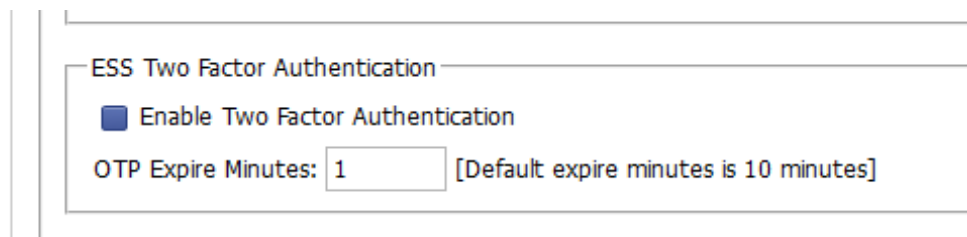


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1.0 How to enable two-factor authentication function?

- 1) Please Login our ESS Web base system -> Click the 'Admin' tab -> click the 'configuration' tab -> click the 'general setting' -> click 'general' tab. After follow the step, you will see our ESS general setting page.



The screenshot shows a configuration panel titled "ESS Two Factor Authentication". It contains a checked checkbox labeled "Enable Two Factor Authentication" and a text input field for "OTP Expire Minutes" with the value "1". A note next to the input field states "[Default expire minutes is 10 minutes]".

a the box of "Enable Two Factor Authentication" and set expire minutes.

Remark: The default OTP Expire time is 10 minutes.

- 2) After you success tick the 'Two Factor Authentication' check box, you must make sure already setup the SMTP setting and also make sure SMTP can success to send out the email.



The screenshot shows the "Email/ SMTP Setting" configuration page. The company name is "ABC Company Sdn Bhd". The "Email Type" is set to "SMTP". The "Server/hosting" is "smtp.gmail.com", "Port" is "587", and "Domain" is empty. The "SSL" checkbox is checked. The "Email" and "UserName" fields both contain "tanengsiang12@gmail.com". The "Password" field is masked with dots. A "Test Sending Email" button and a "Send To:" field are also visible.

2.0 How to enter the OTP code ?

You will see below screen shot when u login successfully and OTP code send to your email account successfully:



OTP Required

flexi

We have improve the login experience with Passwordless Authntication. Please enter the OTP that has been sent to your email.

9 mins 52 secs

[Resend OTP](#)

Verify

The OTP is valid for 10 minutes and usable only once.

- Check your email to retrieve OTP code.
- Enter required OTP code and press “Verify” button.
- You will redirect to home page after enter the correct OTP code.

2.1 Sample email you will received.

Dear **flexi**

You recently requested for a One-Time PIN (OTP) for your Mobile ESS.

Enter your 6-digit OTP shown below to proceed

254102

This OTP is valid for 0 minutes and usable only once.

Thank You,

HR Team

This is an automatically generated email, please do not reply.

2.2 Invalid OTP Code



OTP Required

flexi

OTP is invalid! Please enter correct OTP.

4 mins 28 secs

[Resend OTP](#)

Verify

- You will see above message if you enter wrong OTP code.

2.2 OTP Code Expired



OTP Required

flexi

OTP Code expired! Please re-send OTP code again.

[Resend OTP](#)

Verify

- You will see above message if you didn't enter OTP code within time.
- Click on "Resend OTP" to retrieve NEW OTP code which send to your email account.