



Australian Government

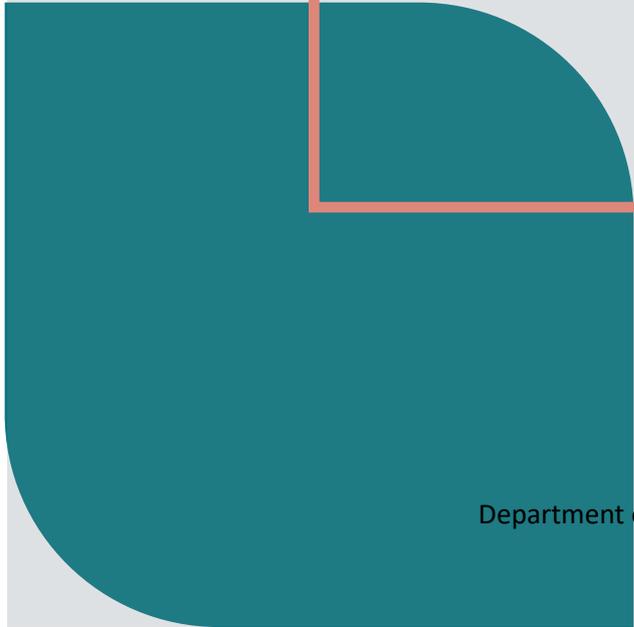
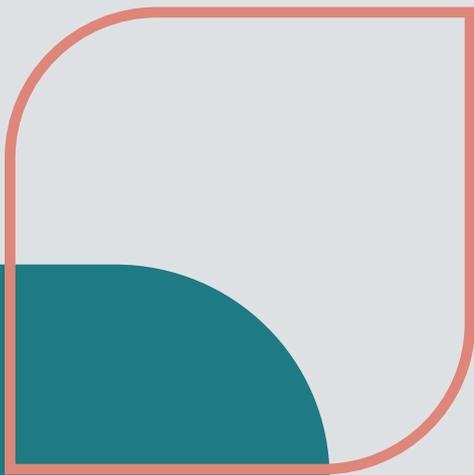
Department of Agriculture,
Fisheries and Forestry



MULTI FACTOR AUTHENTICATION SETUP

Version 2.0

1 August 2024

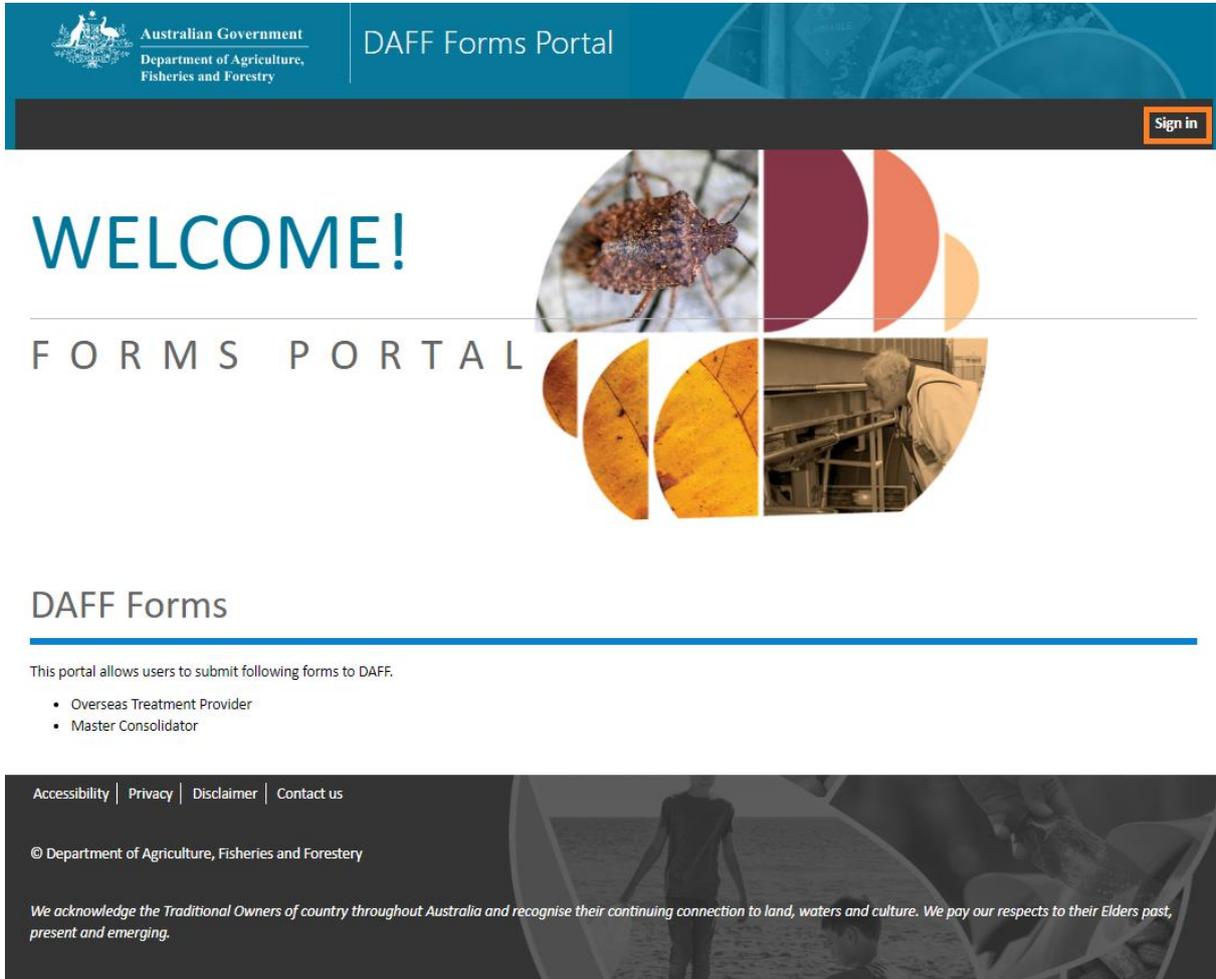




First-time sign-up process

Step One

On the DAFF Forms portal click on the Sign in button on the top right of the screen



Step Two

On the 'Sign in' screen click on 'Sign up' hyperlink.



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Sign in with your local account

Email address *

Password *

[Forgot your password?](#)

*indicates required

Sign in

Don't have an account [Sign up](#)

Read our [privacy policy.](#)

Step Three

Enter email address and click on 'Send verification code' button.

[Cancel](#) 

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Sign up

Email address *

*indicates required

Send verification code

Read our [privacy policy.](#)

Step Four

System will send an email to the above email address. Open it and find the verification code (6 digit code). Enter that code when prompted and press on Submit button.



[Cancel](#) ✕



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Verify the code

A verification code has been sent to your inbox.
Please copy it to the verification code field.

Email address *

Enter your email verification code

*indicates required

Read our [privacy policy](#).

Step Five

1. Complete the information on the next page (new password, first and last name).
Password requirements are:
 - 8-32 characters, containing 3 out of 4 of the following:
 - Lowercase characters,
 - uppercase characters,
 - digits (0-9), and
 - one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ; .
2. Values in 'New password' and 'Confirm new password' must be the same.
3. Press 'Create account' button.



[Cancel](#)

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Create an account

Your email address is verified. You can now create an account.

Email address *

Enter your email verification code

New password *

Confirm new password *

Last name

First name

*indicates required

Create account

Read our [privacy policy](#).

Step Six

System will ask you to scan the QR code using the Microsoft Authenticator app.



[Cancel](#)

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Please provide the following details.

Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.

[Get it on Google Play](#)

Once you've downloaded the Authenticator app, you can use any of the methods below to continue with enrollment.

Scan the QR code

You can download the Microsoft Authenticator app or use any other authenticator app of your choice.



[Can't scan? Try this](#)

[Still having trouble?](#)

[Continue](#)

Read our [privacy policy](#).

Step Seven

1. Download Microsoft Authenticator app to your smart phone.
2. Set up your account in Microsoft Authenticator app. If prompted, allow notifications.
3. Add Account (press on + on the top of the Microsoft Authenticator screen) and point the phone at the QR code on the computer screen. The Authenticator will display the home tab on which it will show a line with DAFF heading and your email address under it.

Step Eight

Once the Authenticator shows a line with a DAFF heading, go to the computer screen and click on the Continue button. System will ask you to enter the verification code from the Authenticator.



[Cancel](#) ✕


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Please provide the following details.

Enter the verification code from your authenticator app.

Enter your code.

249938

[Verify](#)

Read our [privacy policy](#).

Step Nine

On the Authenticator app click on the DAFF line. It will take you to another screen which contains a one-time password code. Enter this 6 digit code on the computer screen and click Verify. This code is only valid for 30 seconds. If time runs out, the Authenticator will show another 6 digit code and you need to enter that code.

This completes initial sign-up. At this point you are signed into the DAFF Forms portal.

Step Ten

It is a good idea to have your authenticator app back up your account credentials to the cloud. You can then use the app to recover your information on a new device, potentially avoiding getting locked out or having to recreate accounts.

If your authenticator account is not backed up, when you upgrade or change devices, the code that is generated on your new device may not be accepted when you login to portal. If this is the case, please email spp@aff.gov.au to have your account reset, you will then have to setup a new authenticator account via a new QR code provided upon login.

More information on this process can be found via [Microsoft Support - Back up account credentials in Microsoft Authenticator](#).



Subsequent sign in process

Step One

On the DAFF Forms portal click on the Sign in button on the top right of the screen.

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DAFF Forms Portal

Sign in

WELCOME!

FORMS PORTAL

DAFF Forms

This portal allows users to submit following forms to DAFF.

- Overseas Treatment Provider
- Master Consolidator

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We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

Step Two

On the 'Sign in' screen enter the email address with which you signed up and password. Click on 'Sign in' button.





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Sign in with your local account

Email address *

Password *

[Forgot your password?](#)

*indicates required

Sign in

Don't have an account? [Sign up](#)

Read our [privacy policy](#).

Step Three

System will ask you to enter the verification code from your Authenticator app.

[Cancel](#) 



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Please provide the following details.

Enter the verification code from your authenticator app.

Enter your code.

Verify

Read our [privacy policy](#).



Step Four

On the Authenticator app on your phone click on the DAFF line. It will take you to another screen which contains a one-time password code. Enter this 6 digit code on the computer screen and click Verify. This code is only valid for 30 seconds. If time runs out, the Authenticator will show another 6 digit code and you need to enter that code.

This completes the sign-in. At this point you are signed into the DAFF Forms portal.