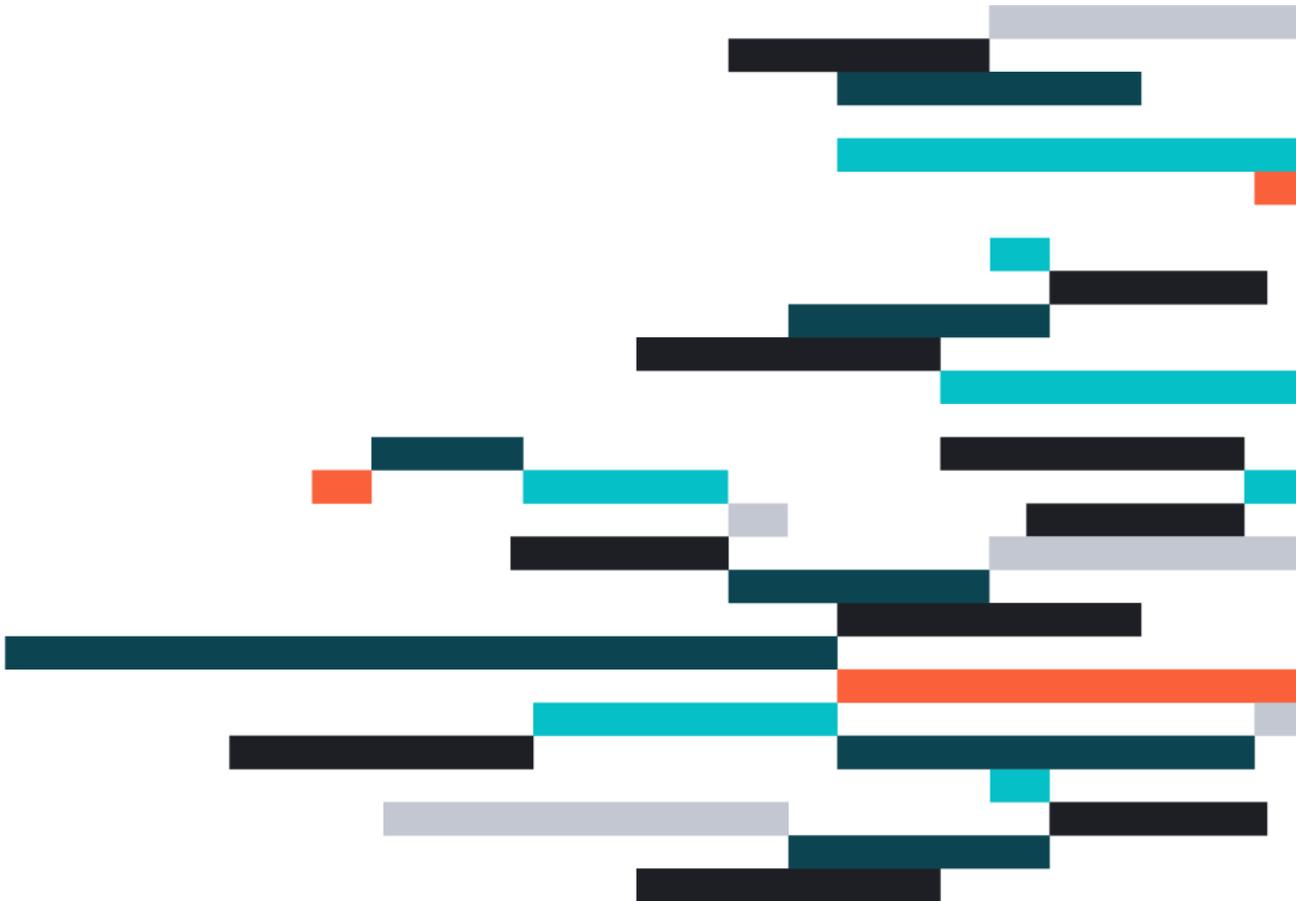




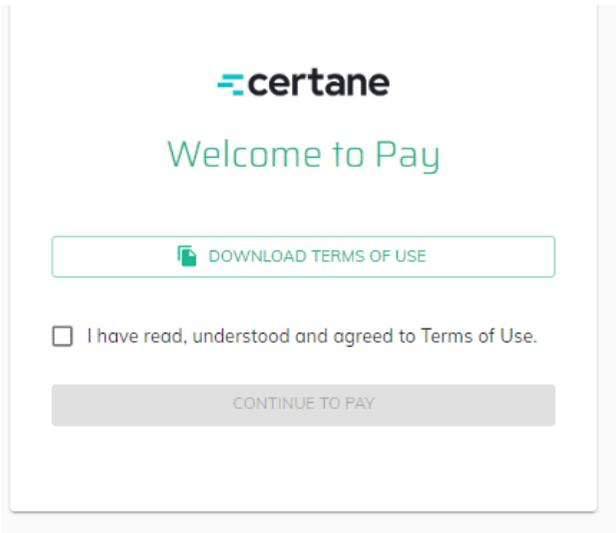
# Certane Pay Welcome Kit

1 June 2022





Welcome to Certane Pay. Here are some helpful hints to get started.



## Setting up your account

Clicking on the link will take you to a [pay.sargon.com](https://pay.sargon.com) to set up your account.

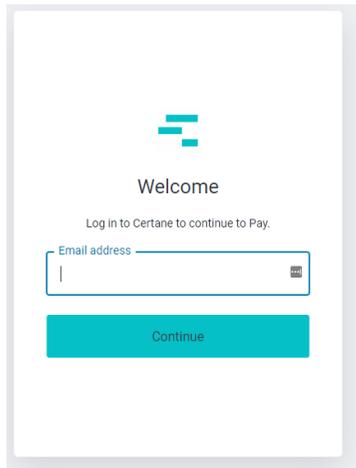
Choose a secure password, then type it again to confirm. Click Next.

Password requirements:

You would have received an email from Certane with a link to set up your password.

- Minimum 8 characters
- At least 1 lower case letter, at least 1 upper case letter
- At least 1 numeric character
- At t least 1 special character

When you login for the first time, a Welcome to Pay screen will display.



## Login

Please enter your credentials and login – there’s still one more step to complete set-up.

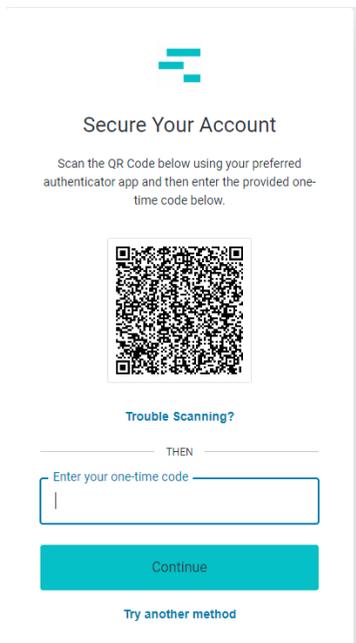
## Registering your MFA device

We recommend having both your laptop and your mobile device handy for this step.

There are two options for MFA:

1. Set up a one-time-passcode. You will need to have an authenticating app downloaded onto to your phone, such as Google Authenticator. This is the default option you will see. Using your mobile - scan the [QR code which is displayed on your laptop](#) when you login to Pay for the first time. The one in the picture is for illustrative purposes only and should not be used.
2. Link your mobile number, to receive a text message containing a PIN. If you choose this option, click on 'Try another method'.

Only one of the two is required. Note that there is a limit of 10 authorisations per hour when using SMS to your mobile number as your MFA.





## Almost There!

Copy this recovery code and keep it somewhere safe. You'll need it if you ever need to log in without your device.

NWWHJCWNTP45UL5YTJ7SHZMF

Copy code

I have safely recorded this code

Continue

## Recording your recovery code

You'll receive a recovery code to record and save in the event that you need to login to your account without your registered MFA device. Click the box confirming you have safely recorded the code to continue.

## Useful videos

[Pay Overview](#) 2:54 minutes

[Creating a payment - Pay Creator](#) 4:13 minutes

[Authorising a payment - Pay Approver](#) 3:34 minutes

[Resubmitting a rejected payment - Pay Creator](#) 1.48 minutes

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