

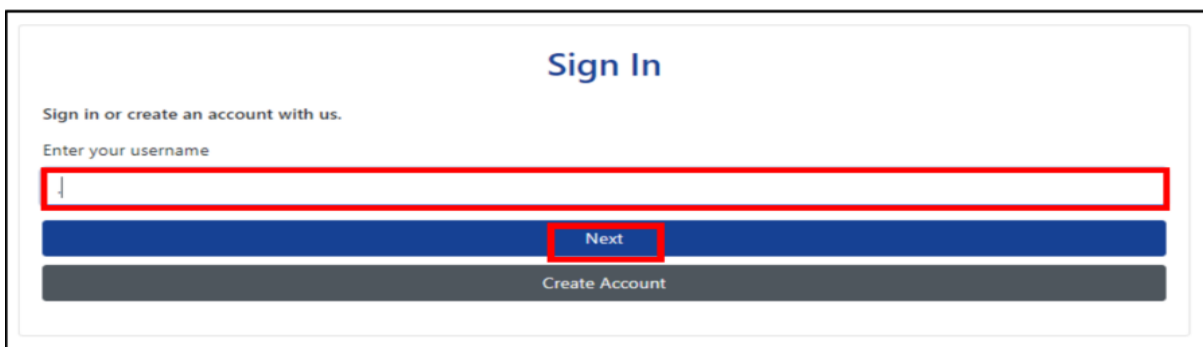
Using Two-Factor Authentication to access the Synergy Early Years Provider Portal

Introduction

To access the Synergy Early Years Provider Portal you will have to sign into your account using Two-Factor Authentication (2FA).

Accessing the Early Year Provider Portal

Step 1. Enter your **Username** and select **Next**.



The screenshot shows a 'Sign In' page with the following elements:

- Header: 'Sign In' in blue text.
- Text: 'Sign in or create an account with us.'
- Text: 'Enter your username' above a text input field.
- Input field: A long, empty text input field with a red border.
- Buttons: A blue 'Next' button and a grey 'Create Account' button, both with red borders.

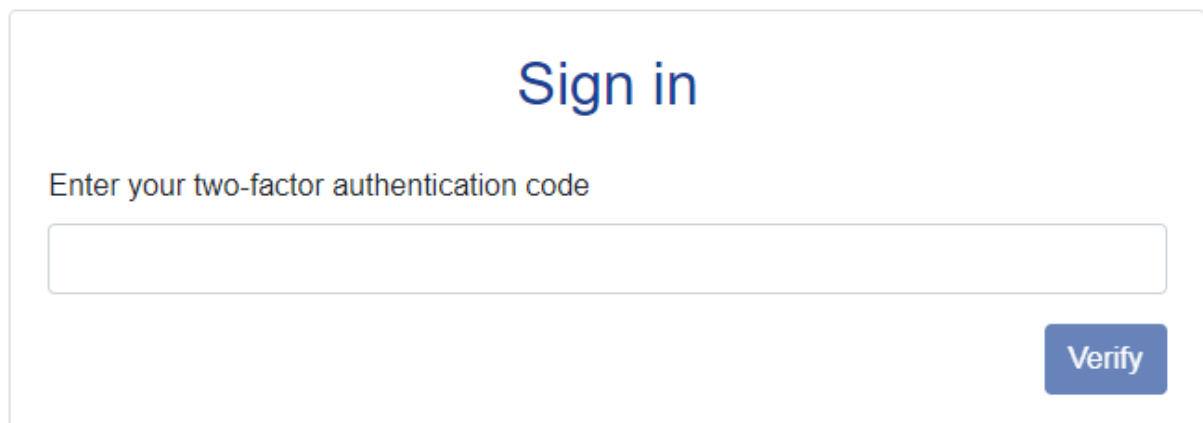
Step 2. Enter your **Password** and select **Sign In**.



The screenshot shows a 'Sign in' page with the following elements:

- Header: 'Sign in' in blue text.
- Text: 'Enter your password' above a password input field.
- Input field: A long password input field with a red border and masked characters (dots).
- Buttons: 'Change User' (light blue), 'Forgot Password' (grey), and 'Sign In' (blue) buttons, all with red borders.

Step 3. Enter your **two-factor authentication code** and click **Verify**.



The screenshot shows a 'Sign in' page with the following elements:

- Header: 'Sign in' in blue text.
- Text: 'Enter your two-factor authentication code' above a text input field.
- Input field: A long, empty text input field with a red border.
- Button: A blue 'Verify' button with a red border.