

## Setup 2 Factor Authentication in the BLkportal

As of March 2021, users of the BLk portal will be able to set up 2 Factor Authentication (2FA). 2FA adds an extra level of security to the login in the BLk portal. This improves protection against unauthorized use of your account. At the moment setting the 2FA is optional, from 1-1-2022 it will be mandatory.

For reasons of authorisation and security the user account of the BLk portal is strictly personal. With 2FA an additional personal security layer is added to your account.

Setting up 2FA will cause an extra action when logging in. SBLk and the CIs have been working with 2FA login for over a year and that works well. It takes us minimal extra effort to log in this way.

The reason for using 2FA is that sensitive information is being processed in the portal, both privacy-sensitive and company-sensitive information.

It is generally known that a password alone offers insufficient security. Unfortunately, we regularly hear examples of passwords that have been stolen and are out in the open.

That is why it is strongly recommended to add a second security factor in addition to what someone knows (i.e. a password), in this case something that only that person has (a code).

Please note: 2FA can only be generated once for each user account. It is not possible to connect multiple 2FA codes to one single user account.

### Setup of 2FA

You can set 2FA in the BLk portal up in the follow way:

- In the menu "My account" select the option "My Profile". The following screen will be shown.

The screenshot shows the 'Profile' page of a user. On the left is a dark green sidebar with the Beter Leven logo and navigation menu items: 'My account', 'DASHBOARD', 'RAW MATERIALS', 'PRODUCTS', 'COMMUNICATION ITEMS', 'MY CHAIN', 'REGISTER', and 'USERS'. At the bottom of the sidebar are 'Help' and 'Sign out' options. The main content area is titled 'PROFILE' and contains two sections. The first section, 'PROFILE', lists user details: First name\* (Test), Last name\* (Gebruiker), Email address (Test.gebruiker@sblk.nl), and Telephone number\* (+31133434222). Below this list is an 'Edit profile' button. The second section, 'CHANGE PASSWORD', has the text 'Change your password here' and a 'Change' button. Below that is the 'TWO-FACTOR AUTHENTICATION' section, which includes the text: 'Activate your two-factor authentication (2FA) here. Logging in with two-factor authentication is a lot safer and reduces the chance that unauthorised visitors log in to this account. Click here for comprehensive instructions.' and an 'Enable 2FA' button. A '< Back' button is located at the bottom left of the main content area.

Via the link in the box 'Two-factor authentication' this document can be obtained. After having carefully read the instructions you can start setting up 2FA. Click on "Enable 2FA".

A pop-up is shown. For confirmation purposes you are requested to enter your password.

The screenshot shows a 'CHANGE TWO-STEP VERIFICATION' pop-up dialog box. The dialog has a title bar with a close button (X). The main text reads: 'Enables two-step verification. A wise decision! As soon as you have activated two-step verification, you will receive an email with further instructions. You will need to install an app (e.g. Google Authenticator) on your phone. Please scan the QR code (that you received via the link in the email) and from now on you must enter a 6-digit number in addition to your password. This 6-digit number changes every 30 seconds and can be looked up in the relevant app. Any questions? Please contact SBlk.' Below the text is a text input field labeled 'Current password\*'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Enable'. The background of the page is dimmed, showing the same profile page as in the previous screenshot.

After having entered your password and clicking “Enable” the first part is finished. You will now receive an email containing a link to a QR code.

Before continuing with this mail please first download and install an Authenticator app on your mobile device.

To use 2FA on the BLk portal you need an Authenticator app on your (smart)phone, tablet or PC. This app must work according to the so-called TOTP protocol.

Based on your account this protocol generates a unique code that must be identical in both the app and in the BLkportal. This unique code changes every 30 seconds and can therefore not be saved or stored. It must be used and entered as soon as it has been generated.

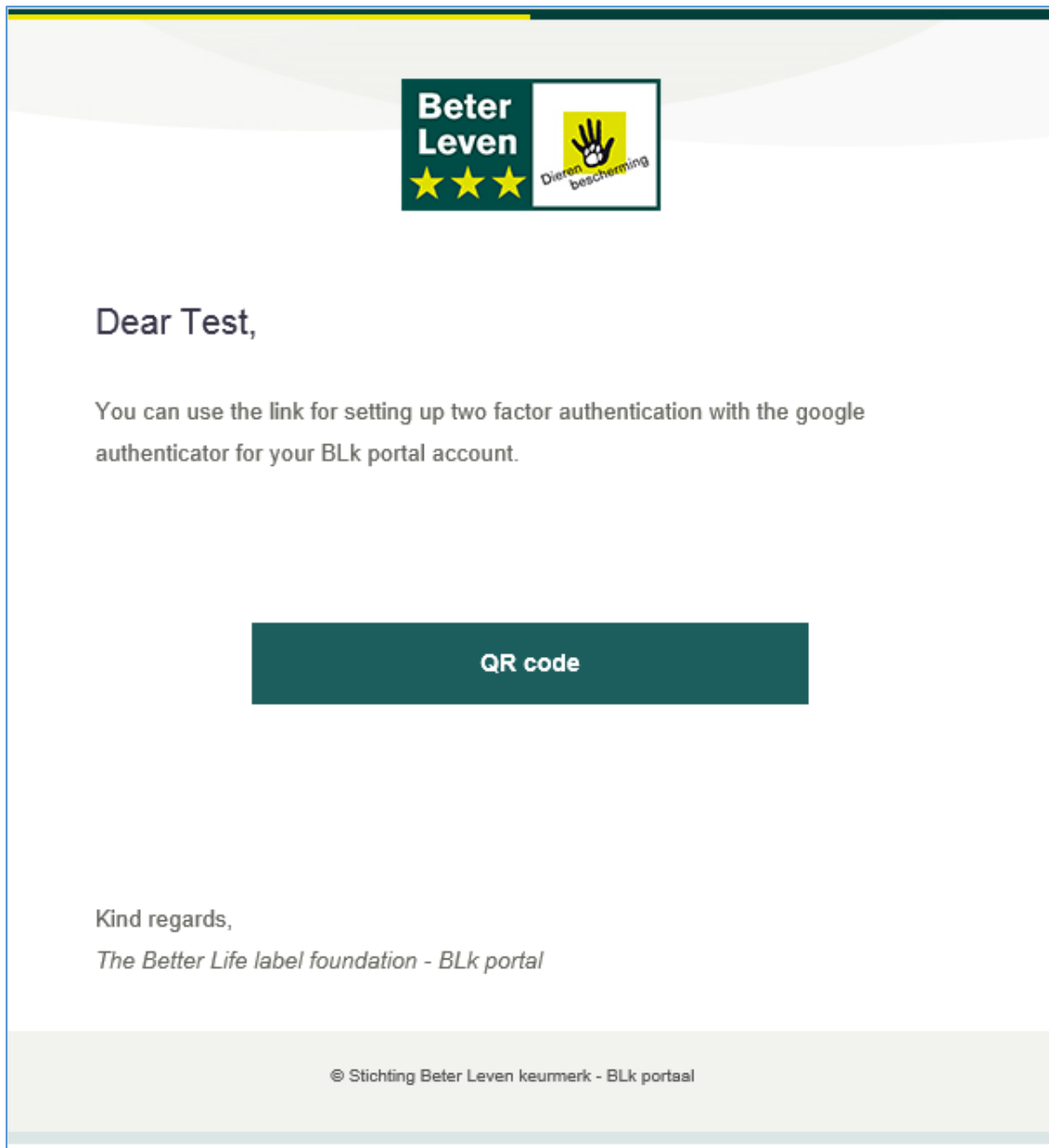
Good apps are available from, for example, Google, SecurEnvoy or Authy. All mentioned apps can be found in the Playstore or Appstore. Several applications like e.g. Authy, have a Windows version available.

You can manage 2FA for several applications in one Authenticator app. You can also use different Authenticator apps side by side for different purposes.

Please download one of these apps on your phone and open the app. Select the option to add a new account and continue with your mail.

Go back to your mailbox and open the mail with subject “Stichting Beter Leven keurmerk - Setup two factor authentication (2FA)”

On some occasions this mail ends up in your spam box. Please check your spam folder should this mail not be visible in a few minutes. If this mail has not arrived at all please contact SBLk.



In the mail shown above specifically the Google Authenticator app is mentioned. However, any other applicable authenticator app can be used as well as we have indicated before.

Click on the link for the “QR code” to set up your personal code on your phone. The following page will now open in the BLk portal.

Please NOTE: For security reasons the validity of this link expires after 5 days. If you have not activated 2FA within 5 days, please contact the SBLk.

## BLk Portal

### Setup authenticator

#### STEP 1

Scan this QR using an authenticator app on your phone in order to utilise this during login.

Download app for [Android](#) and [iPhone](#)



#### STEP 2

Enter the verification code as it is shown in the authentication app on your phone after scanning the QR code. When correct you will automatically be sent to the login page.

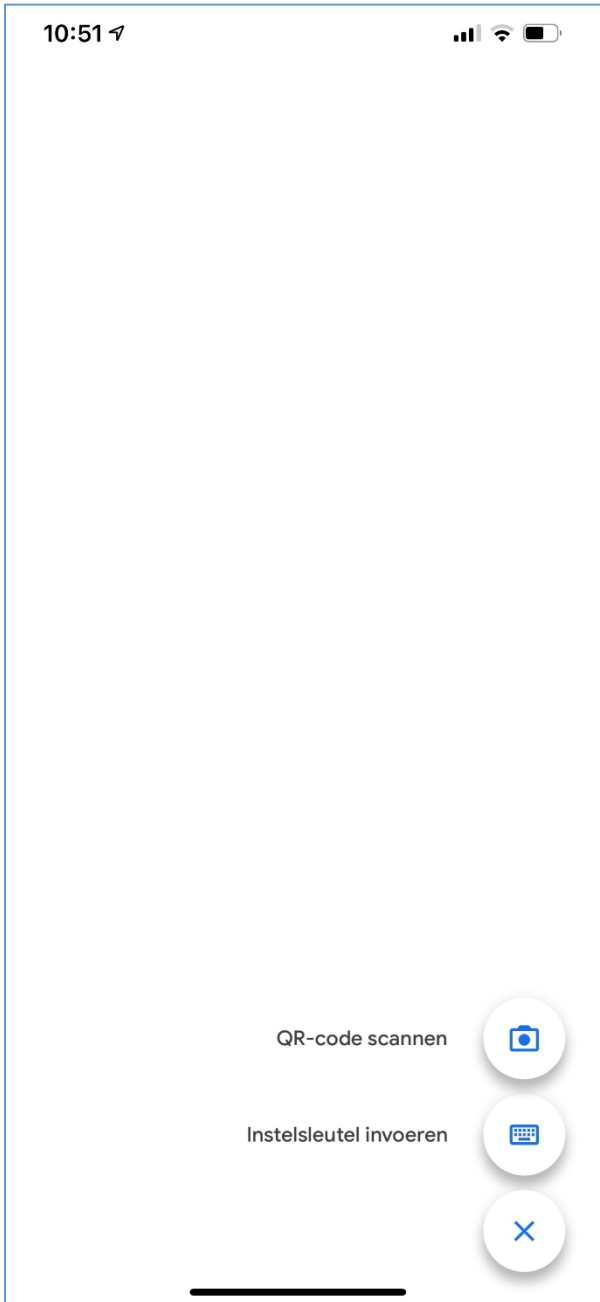
Verification code\*

Verify code >

Now continue with your authenticator app. Please complete both Steps 1 and 2 shown in the BLkportal one after the other. The example below shows using Google Authenticator, SecurEnvoy works much the same.

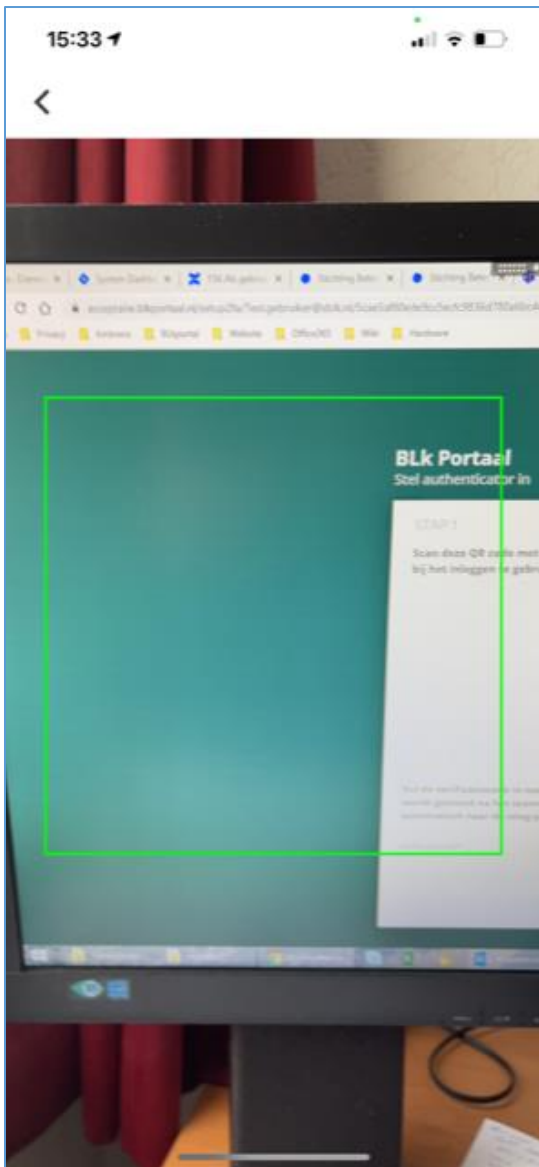
Start by scanning the QR code.

*Explanation STEP 1 (screenshot in Dutch)*



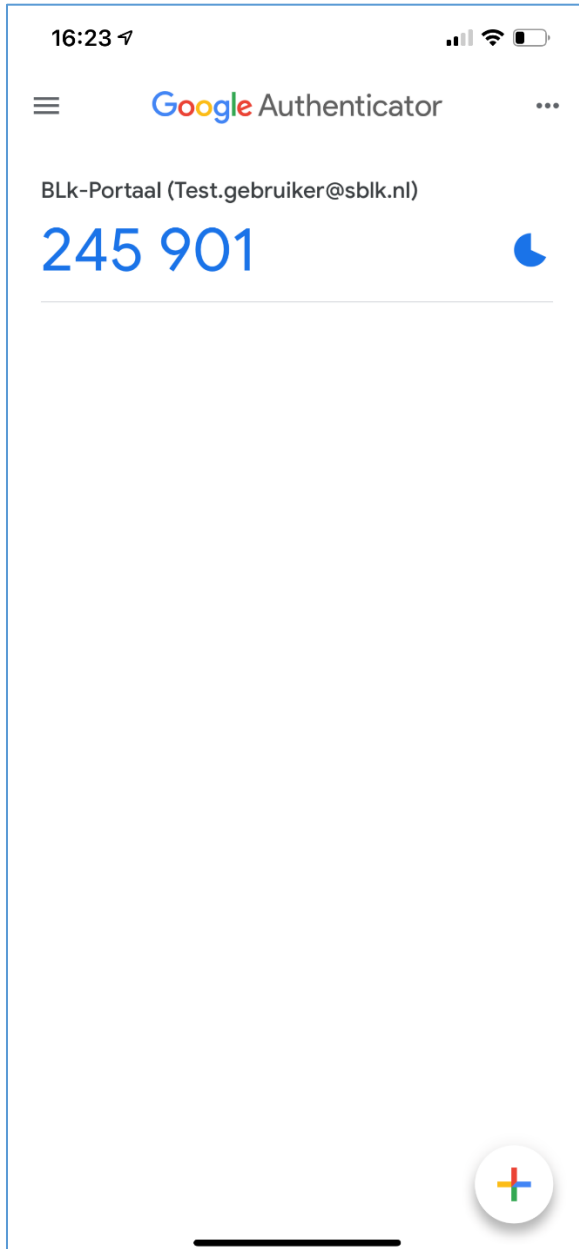
Click “QR-code scan” or likewise to add a new security account. In the next screen, point the search box at the QR code on your PC. Make sure that the QR code is placed in the middle of the green frame.

Other apps will use a similar method.



The account will now be created immediately. As a result, your BLk account is now added to the list of your secured accounts in the Authenticator.

### Explanation STEP 2



The blue image to the right of the account indicates the remaining time the code is still valid. The code changes **every 30 seconds**. SecurEnvoy also displays time remaining per code in a similar way. If the code in the app has been replaced by a new code, you have a maximum of 30 seconds to enter this 'old' code (if you can still remember that code). Otherwise, it is better to enter this new code or wait for the next code to appear.

### Explanation Step 2

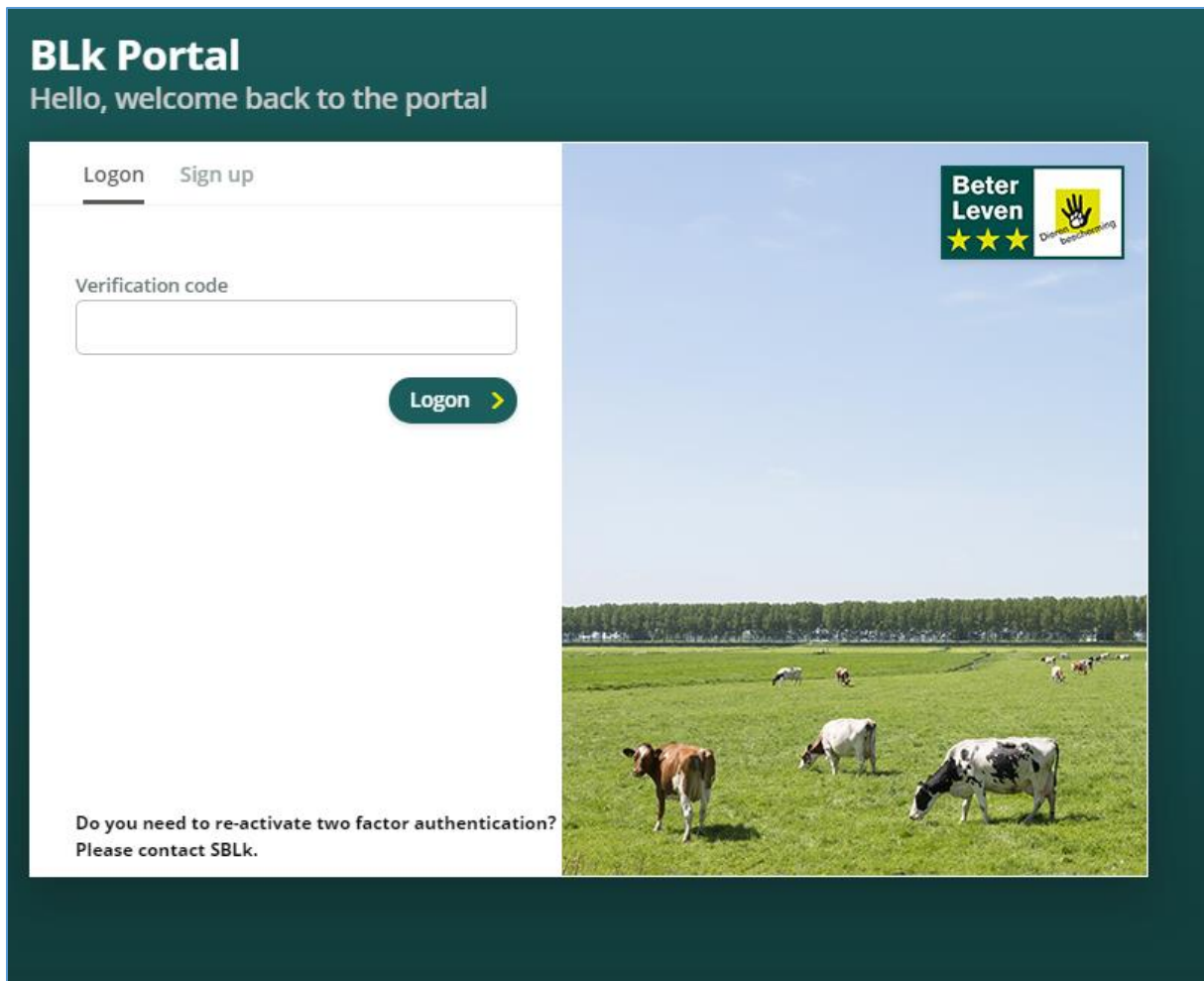
Enter the code **now** shown in the app **immediately** in the 2FA setup screen of the BLk portal. Be sure that you enter a valid, up-to-date code.

This completes the setup and you can now log into the BLk portal using 2FA. With every login, a code is now requested as an extra verification step.



## Logon

You can now log in to the portal in the usual way with your e-mail address and your regular password. After having entered this correctly, the additional verification screen below will appear.



**BLk Portal**  
Hello, welcome back to the portal

Logon Sign up

Verification code

Logon >

Do you need to re-activate two factor authentication?  
Please contact SBLk.

**Beter Leven**  
Dierkeurmerk

Please enter a valid and current code here that is being generated by your Authenticator app and you will be logged in to the portal. Also, bear in mind the limited validity of the code (a new code appears after a maximum of 30 seconds).

Should there be any problems with 2FA, please contact the SBLk. You can also contact SBLk if the 2FA code needs to be reset completely anew.

You will then receive the e-mail that refers to the QR code again and you can reset the code in the Authenticator. The old setting will then expire and is no longer valid.