Super SA

Using Microsoft Authenticator
to securely access your online portal

Installing and connecting the authenticator app

You should only need to set this up once, the first time you access your Lump Sum, Pension or SA Ambulance Scheme online portal.

To download and install the Microsoft Authenticator app on your mobile device, follow these steps based on your operating system:

Google Android:
On your Android device, go to Google Play to download and install the Authenticator app.

Apple iOS:
On your Apple iOS device, visit the App Store to download and install the Authenticator app.

If this is the first time you have used the Microsoft Authenticator app:
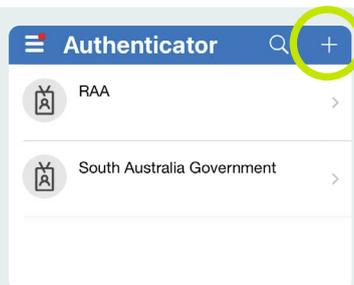
Follow the on-screen prompts (or select 'skip') and when prompted add a 'Personal account'.

Once selected, a pop-up will prompt you to **scan a QR code.** Visit your **portal login page**, log in, and use your mobile device to scan the QR code. This will link your portal to your authenticator app.
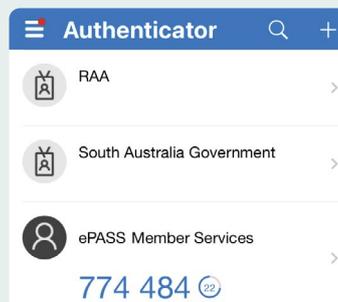

If you already have the Microsoft Authenticator app installed:

You will need to **tap the plus sign** in the top right corner of the screen and select 'Add account' and then add a 'Personal account'.

You should see the message 'Account Added Successfully' and see the account entry appear in the list on your phone.

Need some help?

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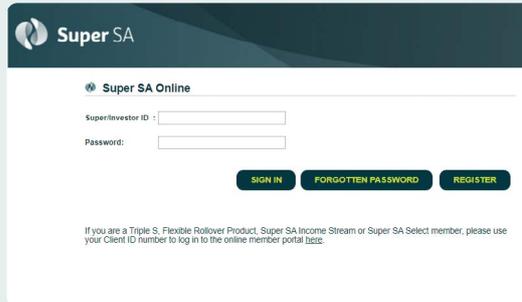Ground floor, 151 Pirie Street Adelaide SA 5000
(Enter from Pulteney Street)

(08) 8214 7800

supersa@sa.gov.au

Government of South Australia

Super SA

Using Microsoft Authenticator
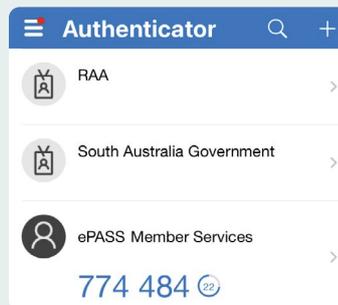## to securely access your online portal

Logging in using the authenticator app

This will be the process each time you log on to your Lump Sum, Pension or
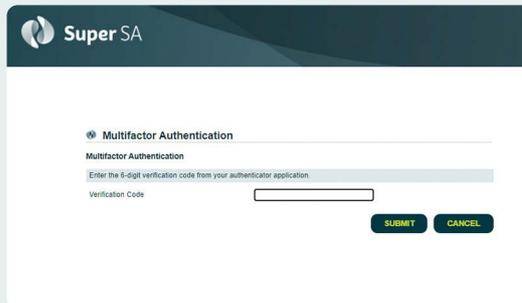SA Ambulance Scheme online portal.

1. First ensure you have an **authenticator app** downloaded ready for use (see reverse side for instructions).

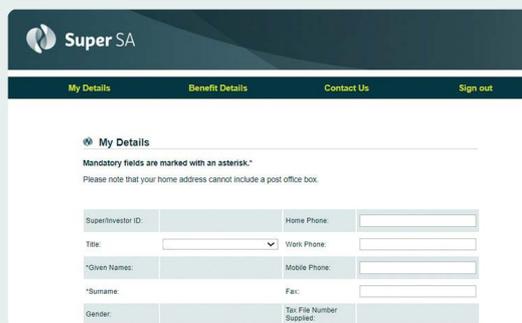2. Enter your current **Super/Investor ID** and **Password.**

3. Click 'Sign In'.

4. **Using your phone,** open the authenticator app. The authenticator app will provide a **6 digit verification code.** This code **updates every 30 seconds.**

5. Type that code, before it changes, into the **verification box on ePass.**

6. Click 'submit'.

7. You will now be logged into **ePass.**

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