

Guide to setting up account and accessing application form.

Using the following link you can access the application portal:

<https://www.dfeapplications.im/account/login/>

For new customers please select 'Register your account'

When registering a new account you will have to go through a two-factor authentication process.

1. Please complete all the fields on the 'register your account' page.
2. You will then go to an 'activate account' page which will request your email address.
3. You will receive an email with a link which will take you to your QR code
4. You will need to download an authenticator app on your device (Google Authenticator App is user friendly version).

Please note, you will need to have a PC and mobile device available to complete this process. IF, you don't have two devices and can only complete the process on one device, please use the following link which provides an explanation on how to do this: <https://www.fuseworkforce.com/en/knowledge/how-to-set-up-google-authenticator-on-a-web-browser>

5. Once you've scanned the QR code the code will appear on your device. You then need to input the code on the two-factor authentication page.

Important Note: You will need to use the authenticator app each time you log in so please do not delete the two-factor authentication code to Enterprise website from authenticator app as you will no longer be able to access your account.

6. You will then be sent back to the login page where you will need to use the email and password you have registered to access your account. From there you can access the application form on the portal.

For existing customers please select 'Login'

1. You will need to go to the login page
2. Input your email and password for the account
3. Then you will be asked for a code, go to your authentication app and use the 'DfE Enterprise Support' code showing on your screen and enter this on the login page.
4. Press submit and it will take you to your portal.