

Guide to setting up a DfE account and accessing our application forms

As part of our move to online applications, you will need to set up 'two factor authentication' to be able to complete this process.

This is easiest to complete if you have two devices, ideally:

- a laptop / PC for the account registration and online application
- a mobile / smart phone for the 2-factor authentication

To get started, please access the application portal via the following link on your laptop / PC:
<https://www.dfeapplications.im/account/login/>

For new customers please select 'Register your account' at the bottom of this page.

- Please complete all the fields on the 'register your account' page.
- This will then lead to the 'Account activation' page confirming that an email has been sent to your email address
- Please click on the link in the email you receive in order to activate your account.
- A further email will then be sent confirming your account has been activated and asking you to set up 2 factor authentication.
- Please click on the link in this email, which will take you to the 'setup two factor authentication' page on the website and display a QR code.
- If you do not already have one, you will now need to download an authenticator app.

The easiest way to do this is on your smartphone. Go to wherever you usually get your apps from e.g. Play Store on Androids or App Store on iPhones – and enter 'authenticator' in the search field.

There are several different versions – Google Authenticator is a user-friendly option but you are free to choose from any of those available. Download this app and then follow the instructions

NOTE: If you don't have two devices and can only complete the process on, please use the following link which provides an explanation on how to do this: [How to Set Up Google Authenticator on Web Browser](#)

- You should be able to use the authenticator app on your phone to scan the QR code from the website (or alternatively input the key code provided) which will set up a link between the app and the Dept for Enterprise website

- A 6-digit code will then appear on the authenticator app on your phone under the name DfE Enterprise Support: [your name]
- You need to input the 6-digit code from your phone into the space at the bottom of the two-factor authentication page on the website.

NOTE: The 6 -digit code on your phone app regularly updates. If you do not input the code provided before it refreshes it will not be valid and you will need to input the new 6-digit code shown

IMPORTANT NOTE: You will need to use the authenticator app on your phone each time you log in, so please DO NOT delete the two-factor authentication app or its link to the Dept for Enterprise website at the end of this process or you will not be able to access your account again.

- You will then be sent back to the login page on the website where you will need to use the email and password you registered, as well as the authenticator app, to access your account.
- From here you can access application forms for all our Schemes and will be able to submit online applications for the Scheme/s of your choice.

For existing customers please select 'Login'

- Input your email and password for the account
- Then you will be asked for a code, go to your authentication app and enter the 'DfE Enterprise Support' code shown on your phone onto the login page on the website.
- Press submit and you will be able to access application forms for all our Schemes