

How to register to the genU Payment Portal

Purpose: To explain how to register to the genU Payment Portal.

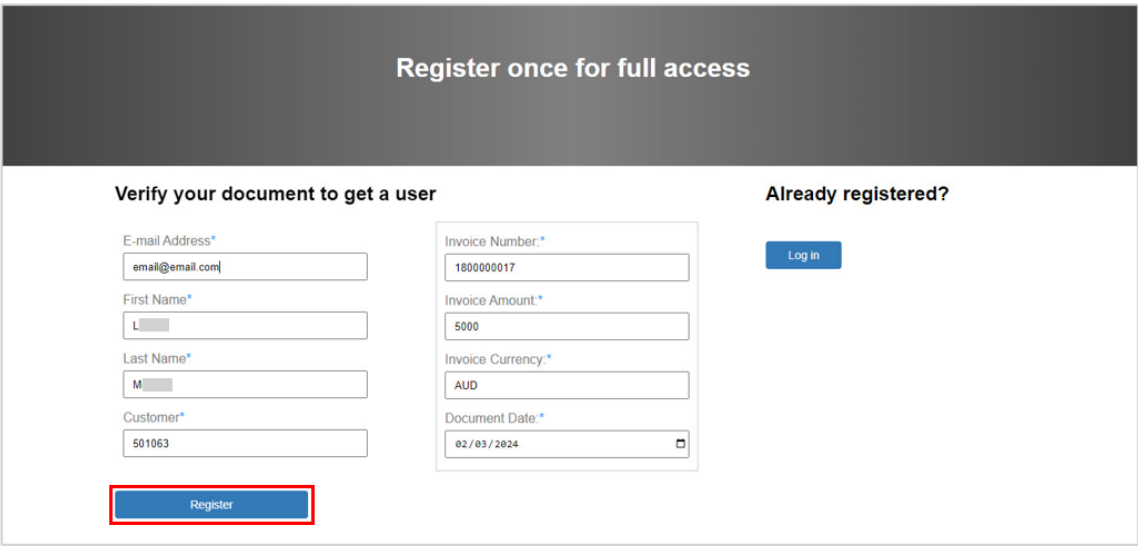
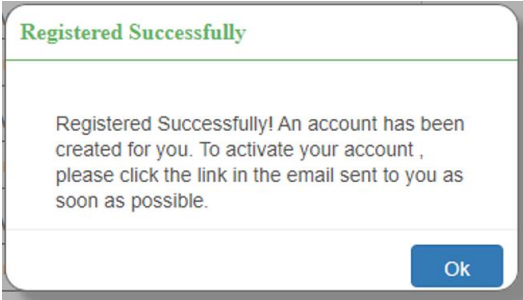
When to use: When you are accessing the genU Payment Portal for the first time and have a genU customer invoice dated from 1st of March 2024.

Audience: genU, genU Training, IPA and Matchworks invoice recipients.

Support: For more support, please contact the Accounts Receivable Team via AR@genu.org.au or call (03) 5277 8892.

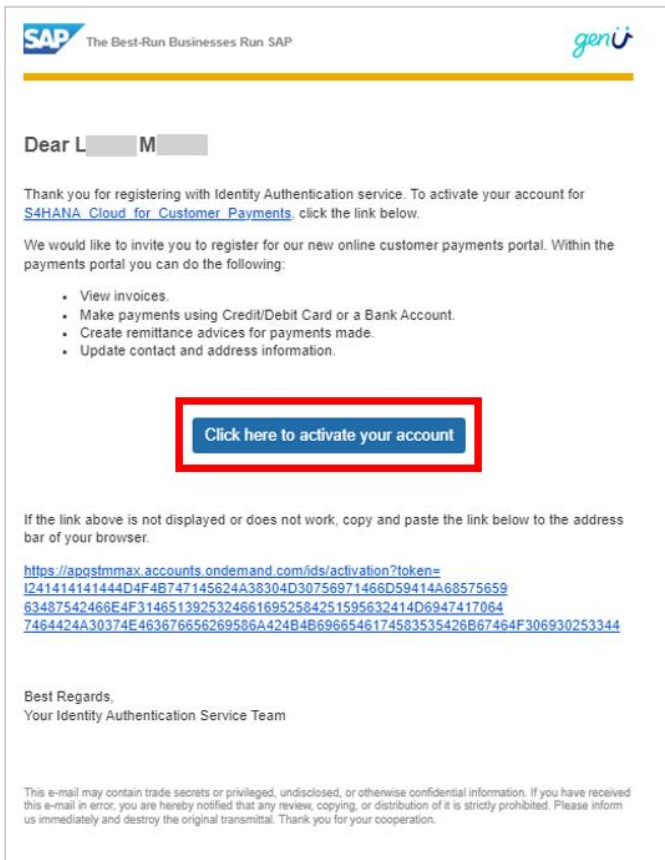
The following step/action table describes how to register to the genU Payment Portal.

Step	Action
1	Log in to your computer using your username and password details.
2	Navigate to Self Registration (ondemand.com)
3	<p>Complete all mandatory fields indicated by the * icon.</p> <div data-bbox="194 1189 1179 1608" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="background-color: #333; color: white; text-align: center; padding: 5px; font-weight: bold;">Register once for full access</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Verify your document to get a user</p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p>E-mail Address* <input type="text" value="E-mail address"/></p> <p>Invoice Number* <input type="text" value="Invoice Number"/></p> <p>Invoice Amount* <input type="text" value="Invoice Amount"/></p> <p>Invoice Currency* <input type="text" value="Invoice Currency"/></p> <p>Document Date* <input type="text" value="dd/mm/yyyy"/></p> </div> <p>First Name* <input type="text" value="First Name"/></p> <p>Last Name* <input type="text" value="Last Name"/></p> <p>Customer* <input type="text" value="Customer"/></p> <p style="text-align: center;"><input type="button" value="Register"/></p> </div> <div style="width: 45%;"> <p>Already registered?</p> <p style="text-align: center;"><input type="button" value="Log in"/></p> </div> </div> </div> <p>Result: The fields populate.</p> <p>Notes:</p> <ul style="list-style-type: none"> • The Customer field indicates the customer number on your invoice. • The Invoice Currency field should be set to AUD.

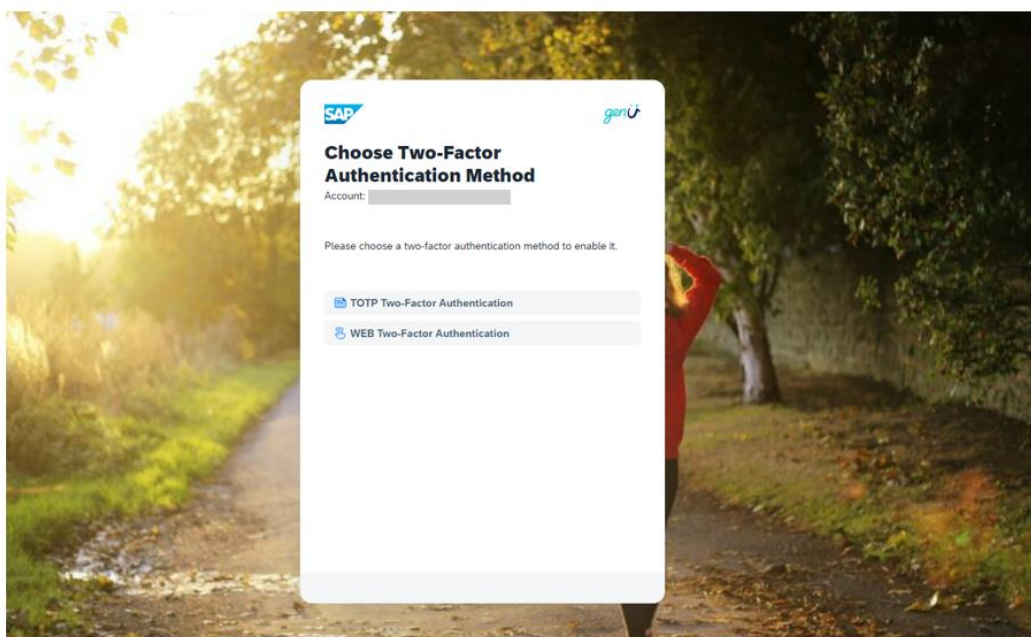
Step	Action
4	<p>Click Register.</p> <div data-bbox="199 353 1342 896" data-label="Form">  </div> <p>Result: The Registered Successfully pop-up window displays, and an email confirmation is sent to you from ias@notifications.sap.com.</p> <div data-bbox="193 1144 718 1442" data-label="Image">  </div> <p>Note: If your registration attempt is unsuccessful, please correct any errors in the information entered and try again. If the registration attempt remains unsuccessful, please contact the Accounts Receivable Team via AR@genu.org.au or call (03) 5277 8892.</p>
5	Navigate to your emails.
6	<p>Click the email sent to you from ias@notifications.sap.com.</p> <p>Result: The email opens and displays.</p>

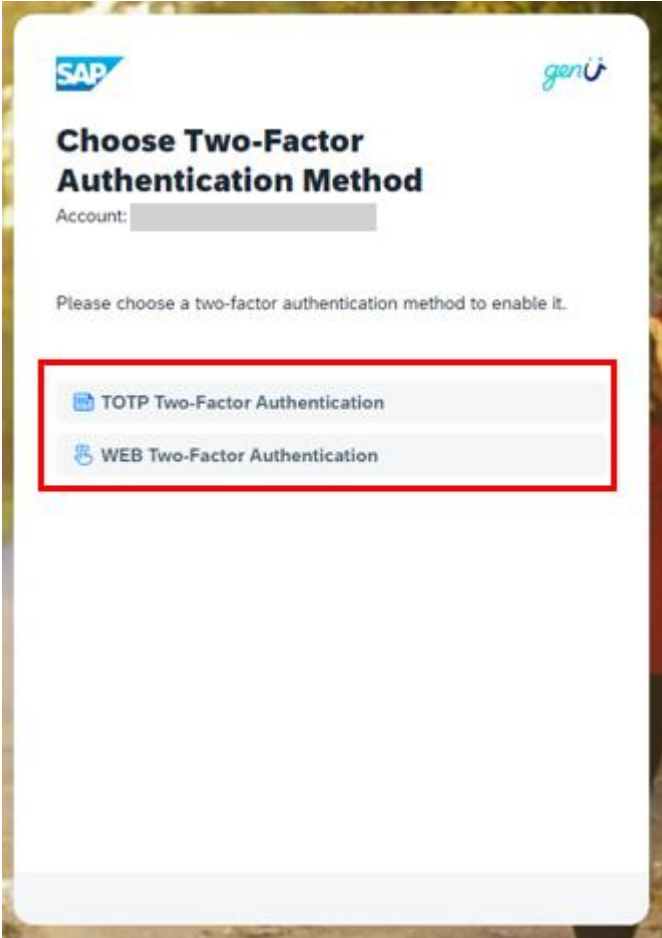
Step	Action
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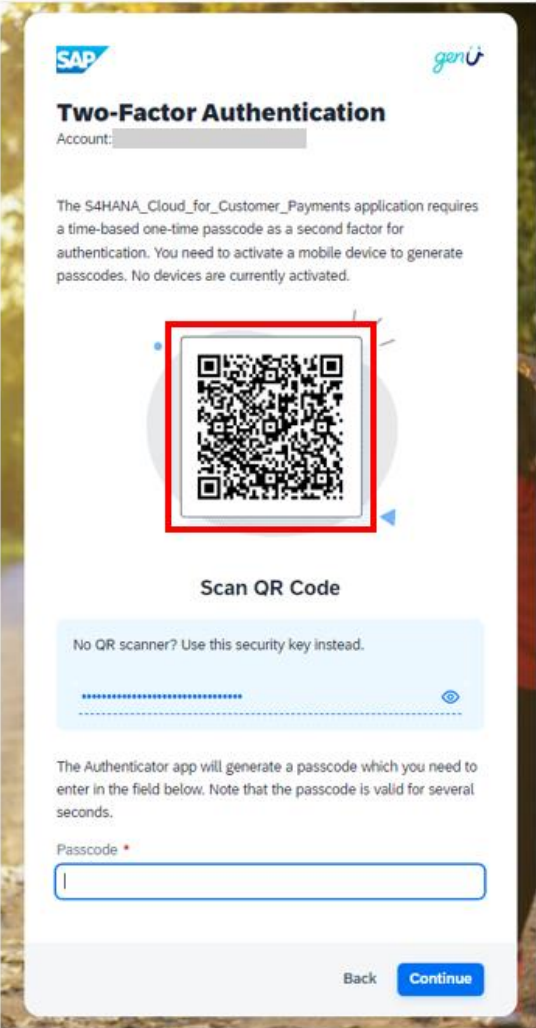

7 Click **Click here to activate your account.**

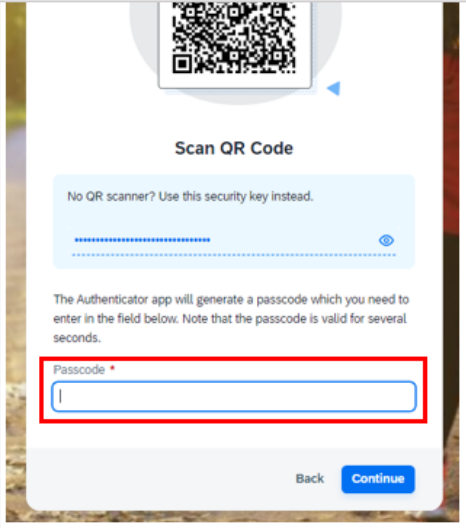
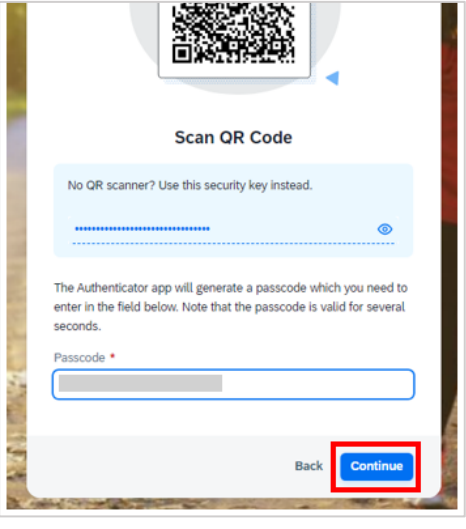


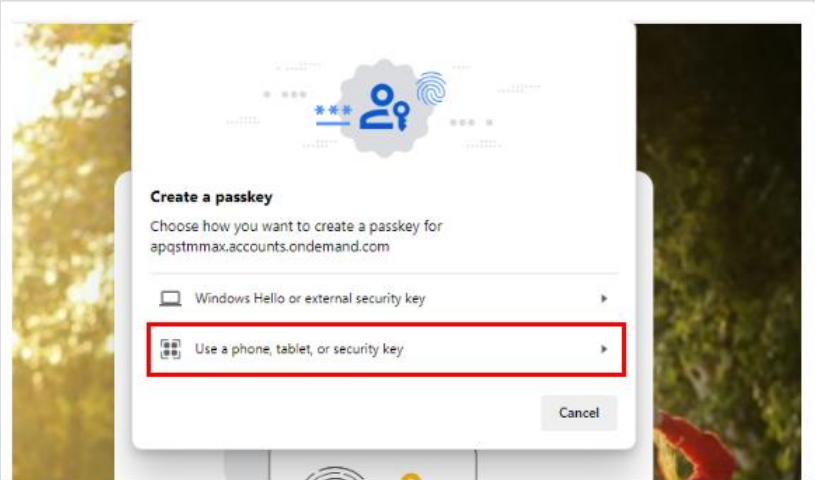
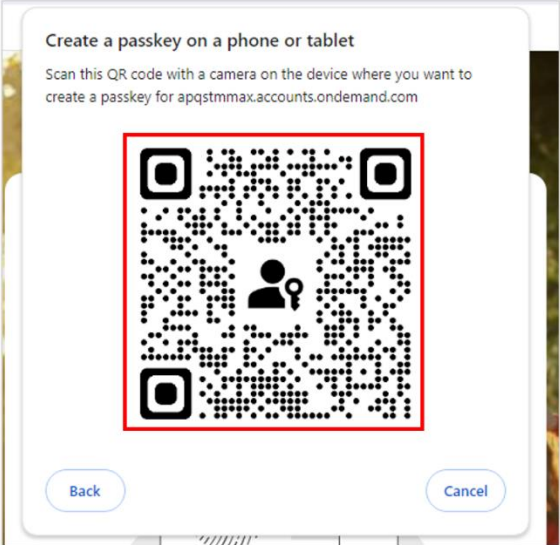
Result: The **Choose Two-Factor Authentication Method** screen displays.



Step	Action
8	<p>Select one of the two-factor authentication method.</p>  <p>Notes: A two-factor authentication verifies who you are in two different ways. Below is a description of each two-factor authentication.</p> <ul style="list-style-type: none"> • TOTP Two-Factor Authentication sends a time sensitive one-time code to another device, such as an iPad or a phone. This requires an Authenticator app. <ul style="list-style-type: none"> ○ If you do not have one on your phone, you can download the Google Authenticator in your phone's app store. • WEB Two-Factor Authentication displays a QR code on the computer that is scanned by your phone, and a passcode is entered on your phone to verify yourself.

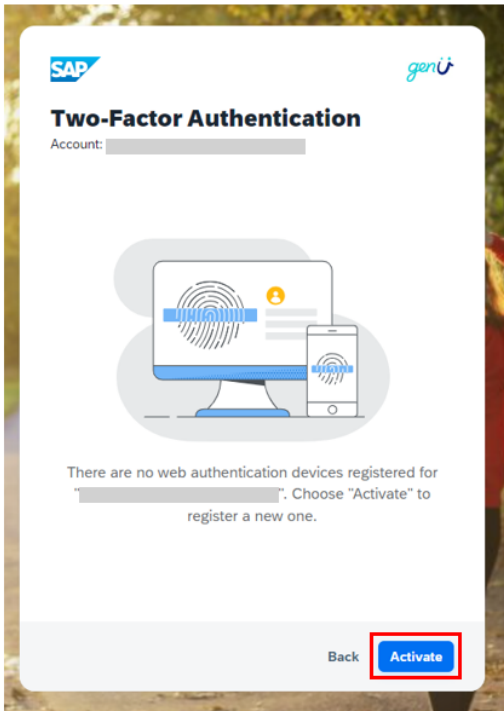
Step	Action
9	<p>Choose one of the following. If you:</p> <ul style="list-style-type: none"> select the TOTP Two-Factor Authentication, go to Step 10. select the WEB Two-Factor Authentication, go to Step 14.
10	<p>Scan the QR code with your phone.</p>  <p>Note: If you do not have another device, click the eye icon  under the QR code to display the security key. Enter the security key in the Passcode field.</p>
11	<p>Open your authenticator app on your phone.</p>

Step	Action
	<p>Result: A time sensitive one-time code displays.</p>
<p>12</p>	<p>Enter the code from your phone in the Passcode field.</p>  <p>Result: Field populates.</p>
<p>13</p>	<p>Click Continue and go to Step 18.</p>  <p>Result: Activate Your Account screen displays.</p>
<p>14</p>	<p>Select Use a phone, tablet, or security key.</p>

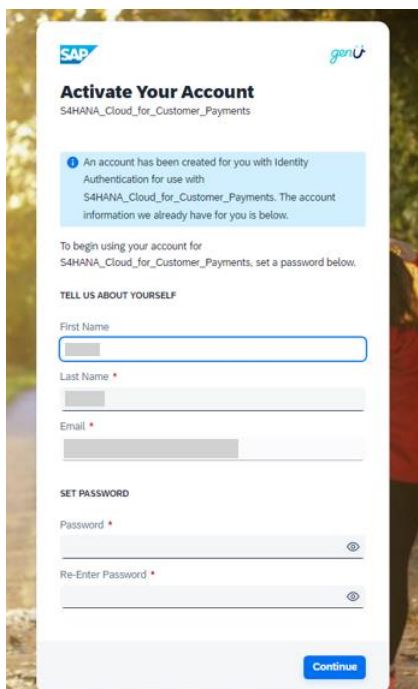
Step	Action
	 <p>Result: The Create a passkey on a phone or tablet screen displays.</p>
15	<p>Scan the QR code with your phone.</p>  <p>Note: If your phone's camera does not read QR codes, you can download a QR Code scanner from your phone's app store.</p>
16	Complete the prompts on your phone.

Step	Action
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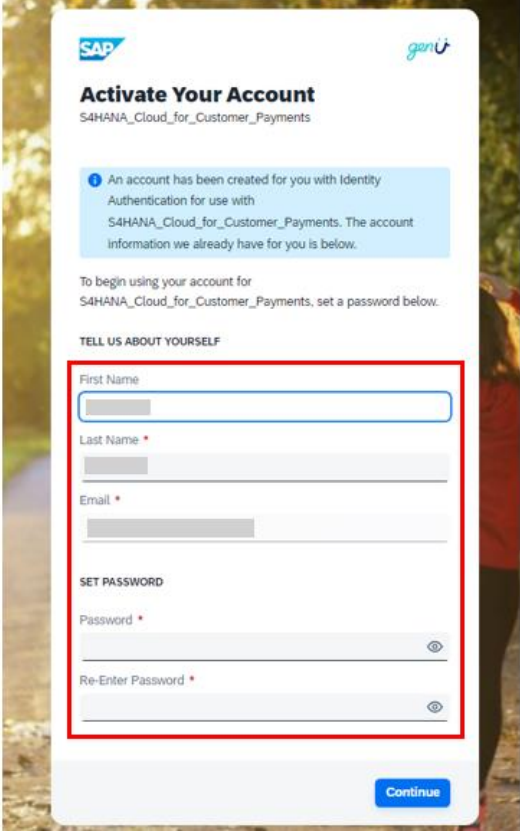
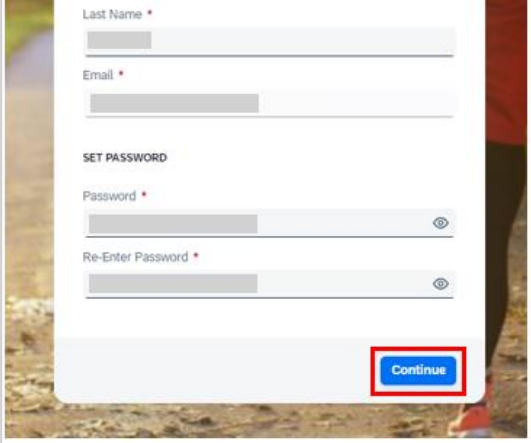
17	Click Activate on your computer screen.
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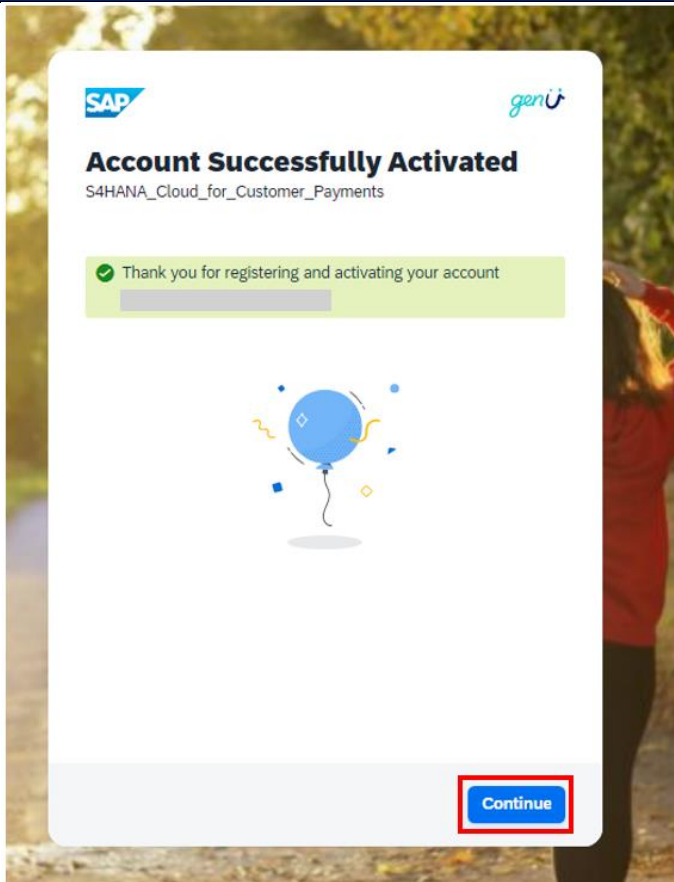
Result: Activate Your Account screen displays on your computer.



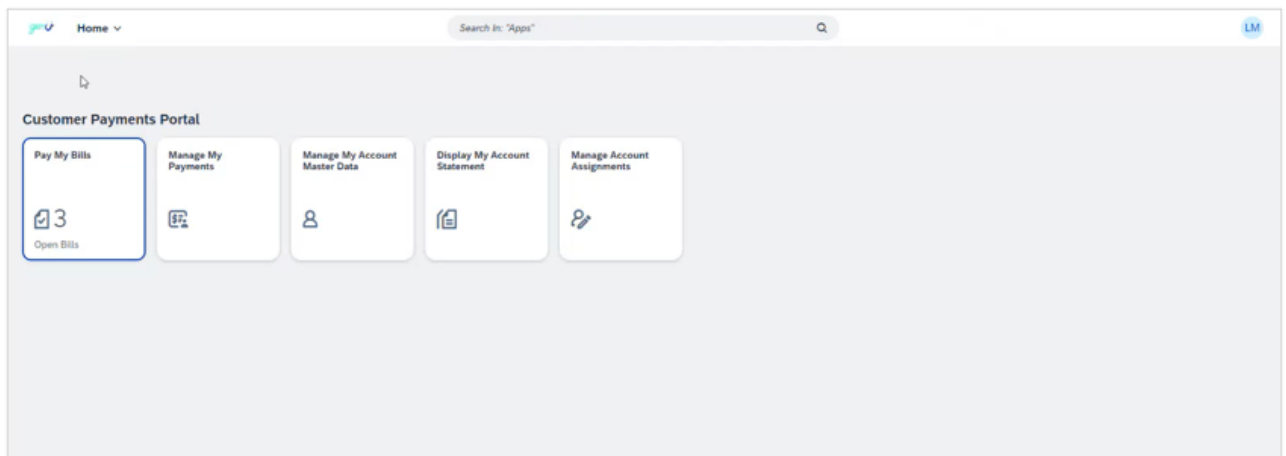
18	Complete all mandatory fields indicated by the * icon.
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Step	Action
	 <p>Result: The fields populate.</p>
19	<p>Click Continue.</p>  <p>Result: The Account Successfully Activated screen displays.</p>
20	<p>Click Continue.</p>

Step	Action
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Result: The genU Payments Portal home screen displays.



End procedure