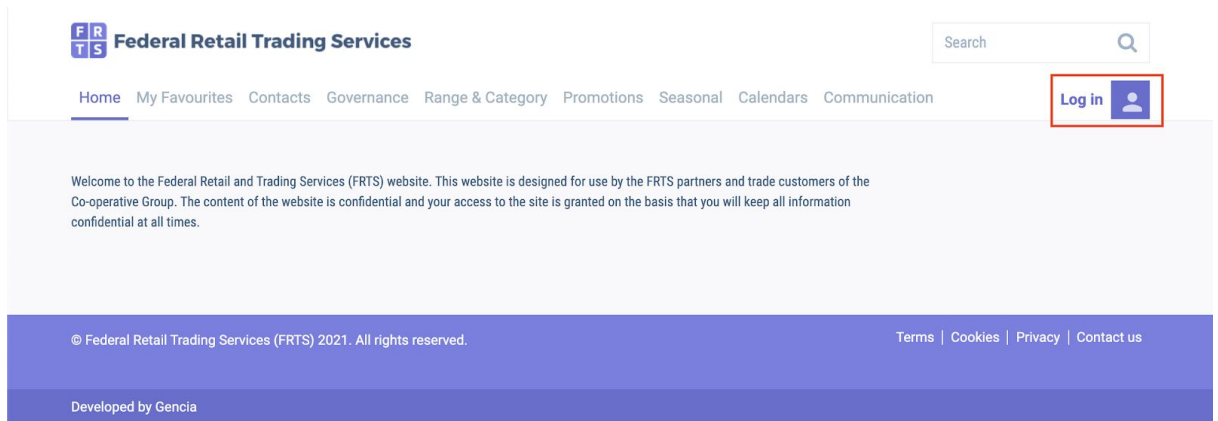


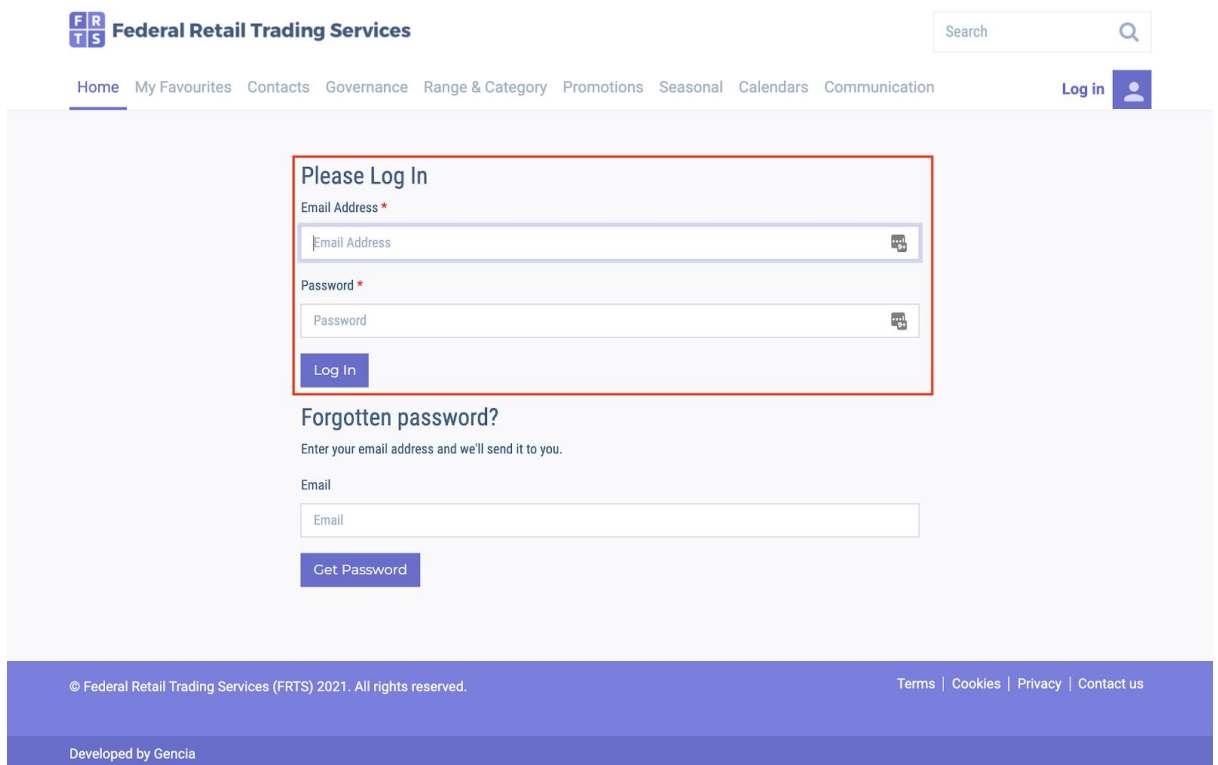
# FRTS Quick User Guide

## Log in / Multi Factor Authentication

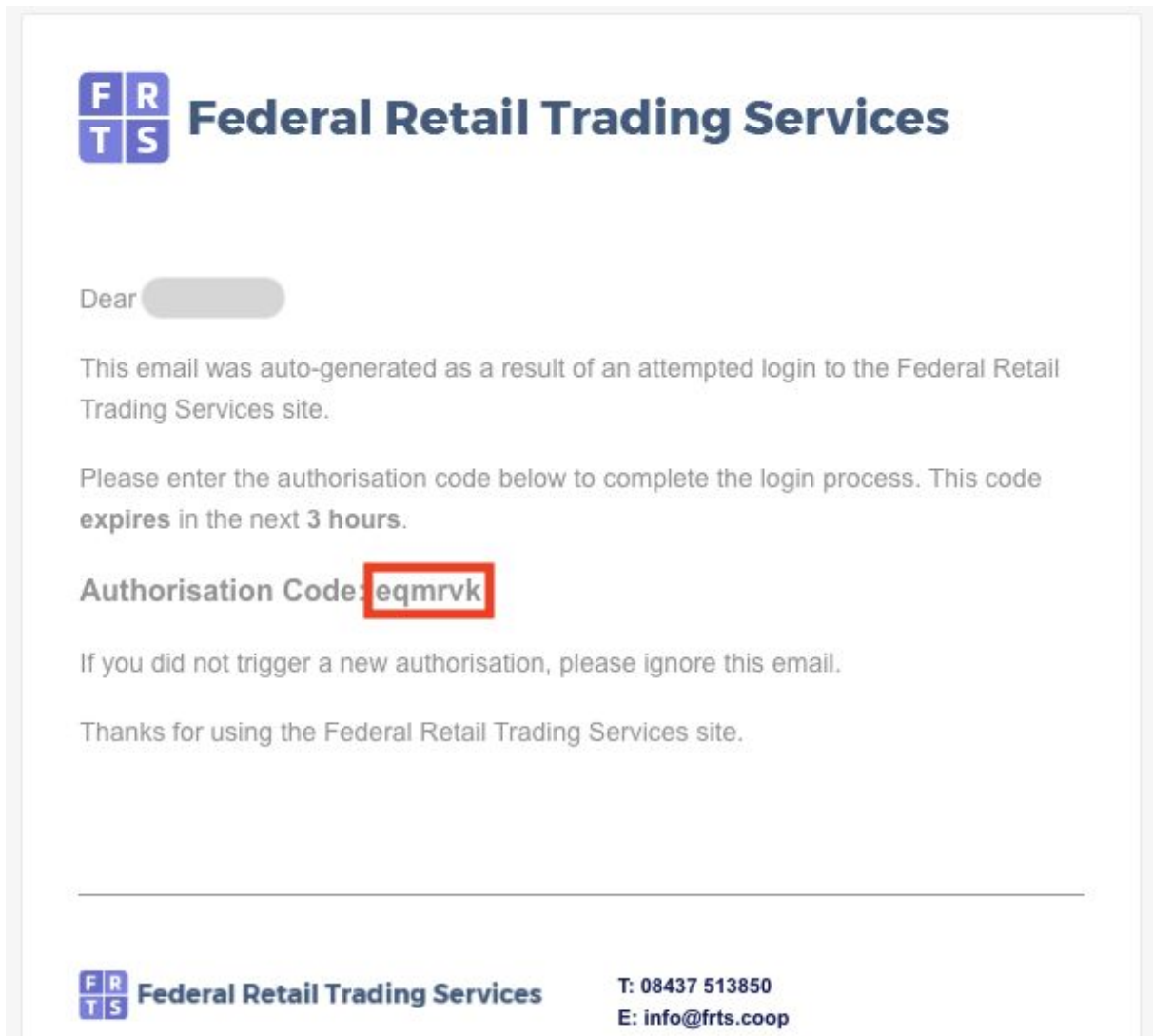
1. Click the Log in link shown in right hand side of menu



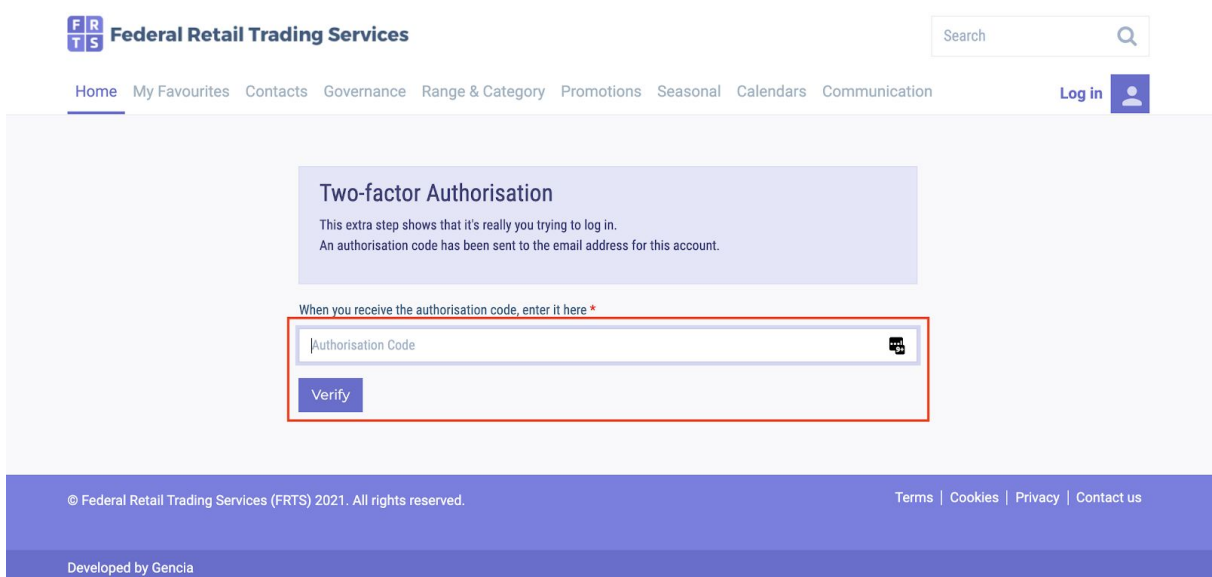
2. Enter login details and click the Log In button



3. Check the email account used to login to FRTS for an **Federal Retail Trading Services (FRTS) Device Authorisation Code** email



4. Enter the Authorisation Code contained within the email into the Authorisation Code field on the Two-factor Authorisation screen and click Verify button



This process will need to be completed every 30 days, and every time you login to the site on a new device.