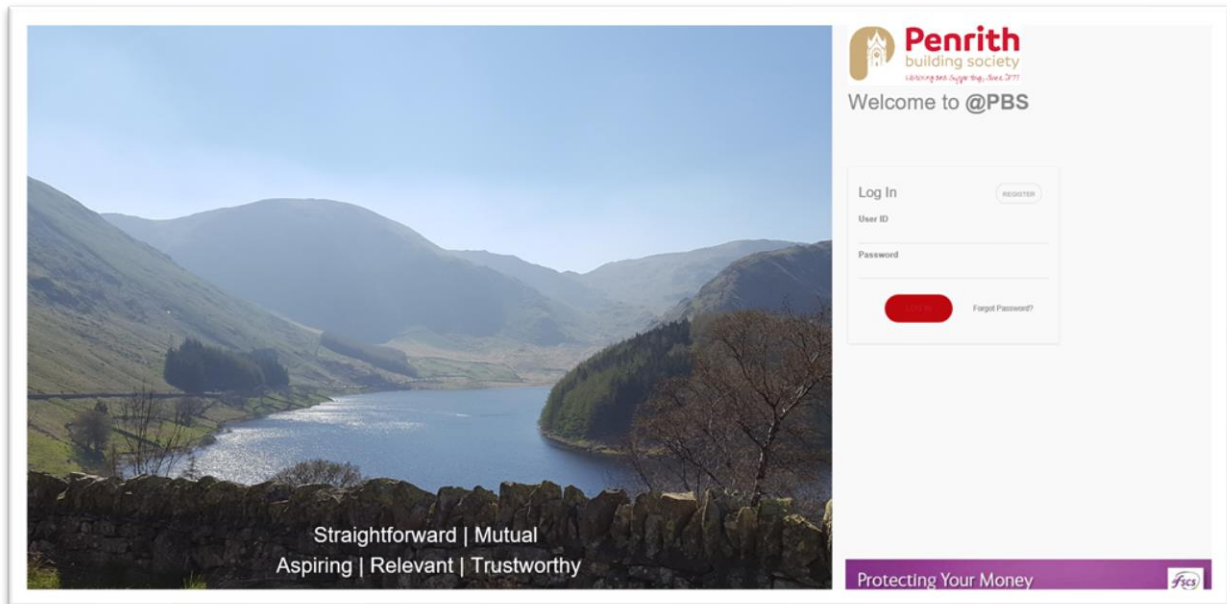


A GUIDE TO TWO FACTOR AUTHENTICATION FOR EXISTING @PBS USERS

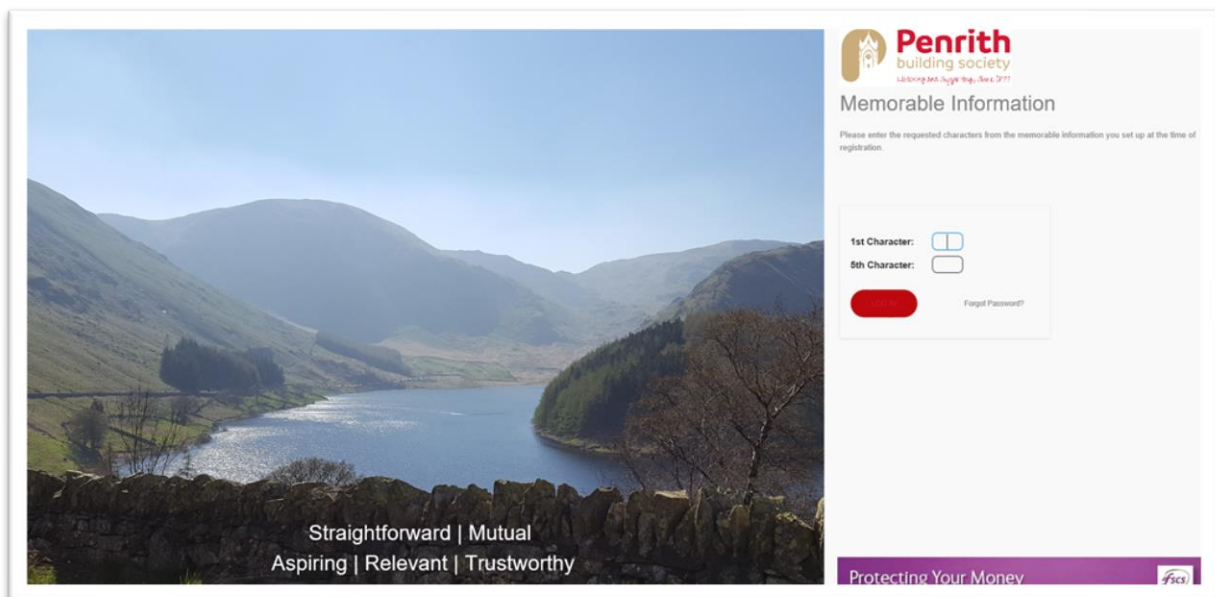
FIRST LOGIN AFTER INTRODUCTION OF TWO FACTOR AUTHENTICATION

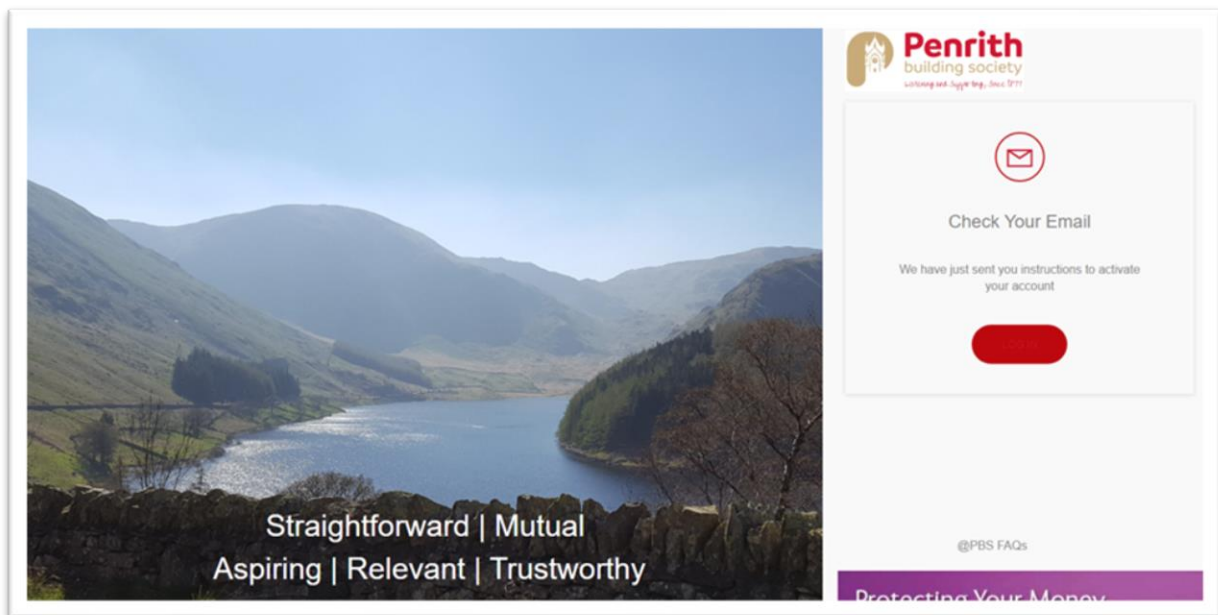
Visit the Society's website www.penrithbs.co.uk and click on the '@PBS / Secure Log In' button. This will take you to the Welcome screen.



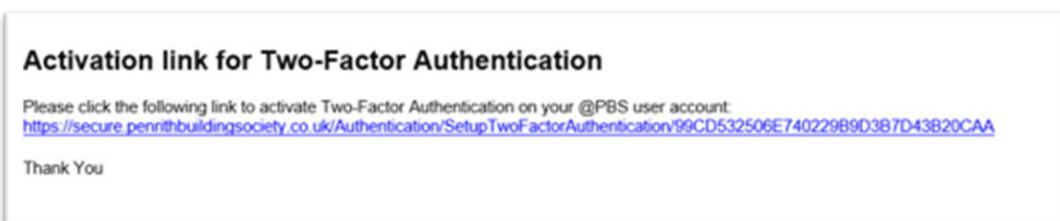
Enter your User ID number and password.

After clicking 'Log In', you will be taken to the 'Memorable Information' page where you should enter the requested characters from the memorable information set up at registration.





An email will now be sent to the email address used on your @PBS registration. This email will contain a link which you should click on.



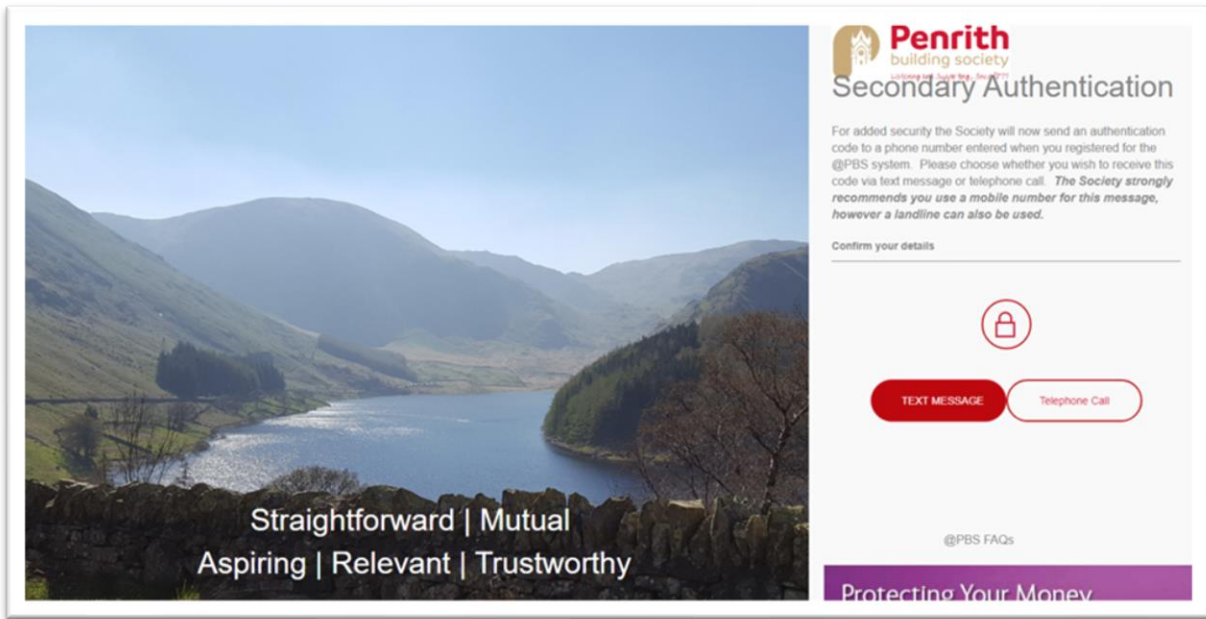
For added security the Society will now send an authentication code to a phone number which you entered during the registration process. Please choose whether you wish to receive this code via Text Message or Telephone Call. The Society strongly recommends you use a mobile number for this message, however a landline can also be used.

If you have chosen to receive a Text Message, you will be asked to confirm the mobile number given during the registration process. If this has not been provided at registration, you will be asked to give your mobile number.

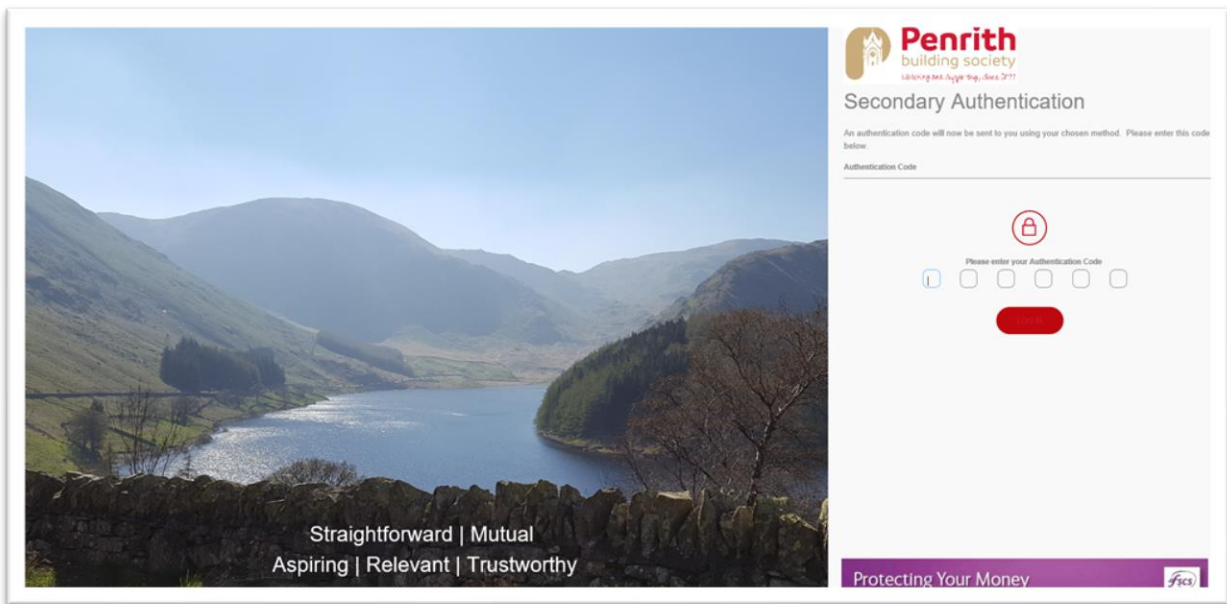
If you have chosen to receive this code in a Telephone Call, you will be asked to confirm any of the three existing telephone numbers: Mobile, Home or Work entered at registration.

Please note, after you have selected your preference; that type of authentication (Text Message or Telephone Call) and type of number (Home, Mobile or Work) will be saved as your authentication preference.

(If no telephone numbers are linked to your @PBS registration you will be asked to provide this information to the Society so your registration can be updated. Once your registration has been updated, you will then be able to log into @PBS.)



You will then receive an authentication code to your preferred contact number which should be entered in the next screen. (Please note if the code is sent via Text Message, this will show the sender as 'Code'. If you opt for a Telephone Call this will show the caller as 'Unknown'.)



You will now have access to @PBS