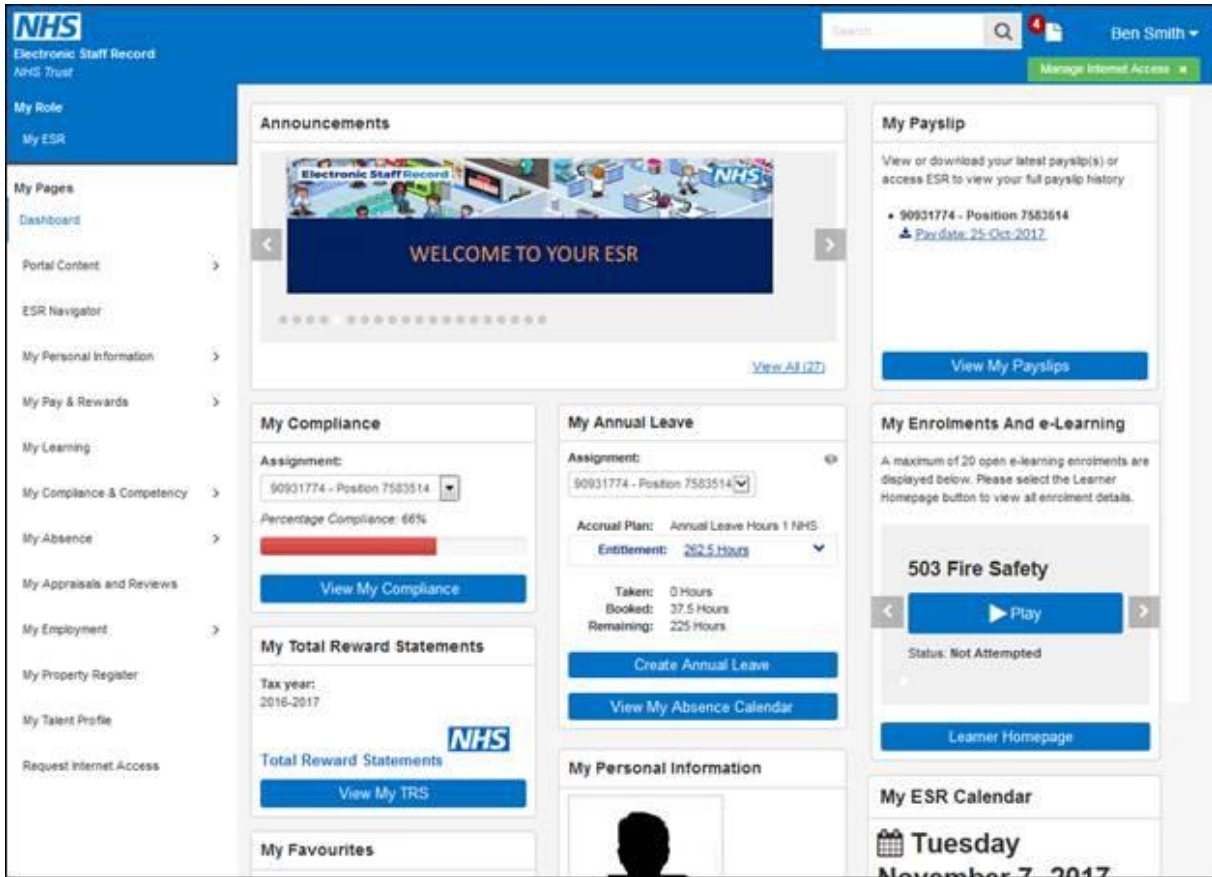


Managers, Supervisors & Administrators Accessing ESR Over the Internet

Registration

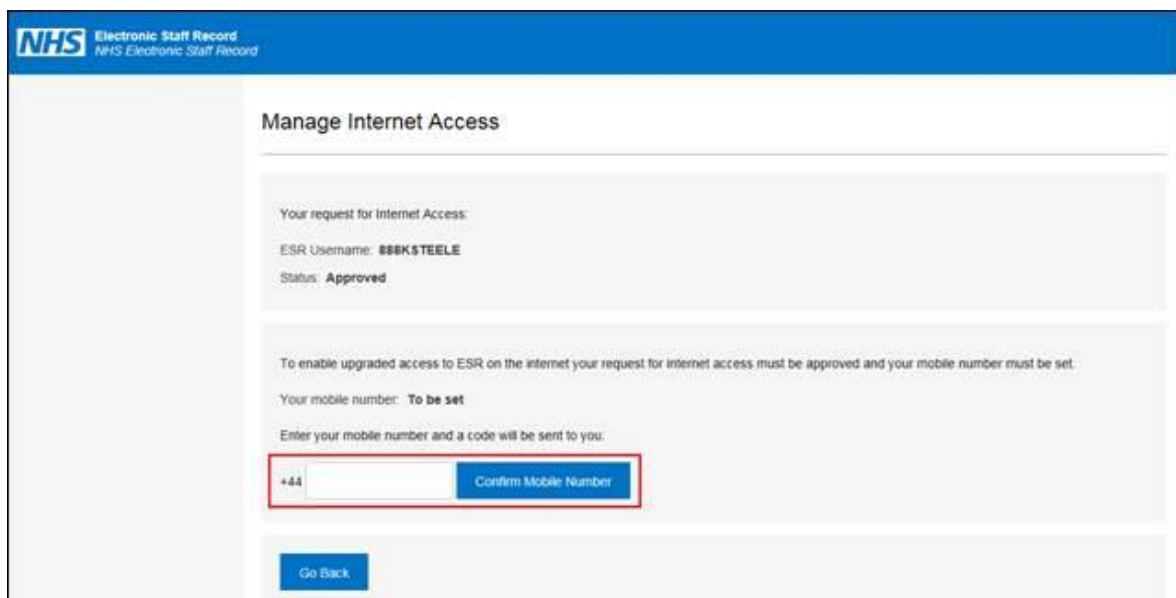
If you wish to have access to ESR over the Internet, a two-factor authentication is required.

1. From the ESR Portal click the **Manage Internet Access** link.



NOTE: Registration is only available when logged in via the N3 network.

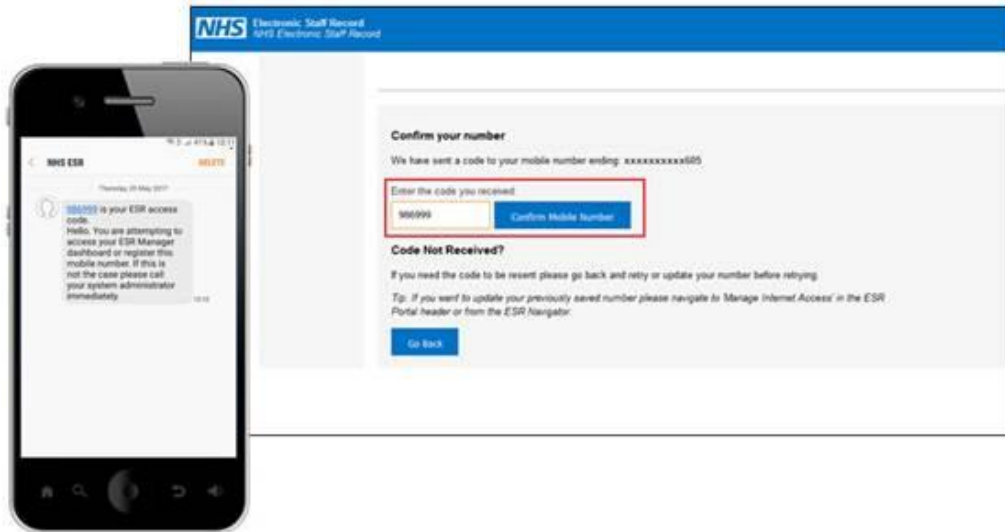
2. Enter your mobile phone number and click the **Confirm Mobile Number** button.



Managers, Supervisors & Administrators Accessing ESR Over the Internet

A One Time Passcode (OTP) will be sent to the mobile phone number entered.
The OTP can only be entered once and will expire after 10 minutes.

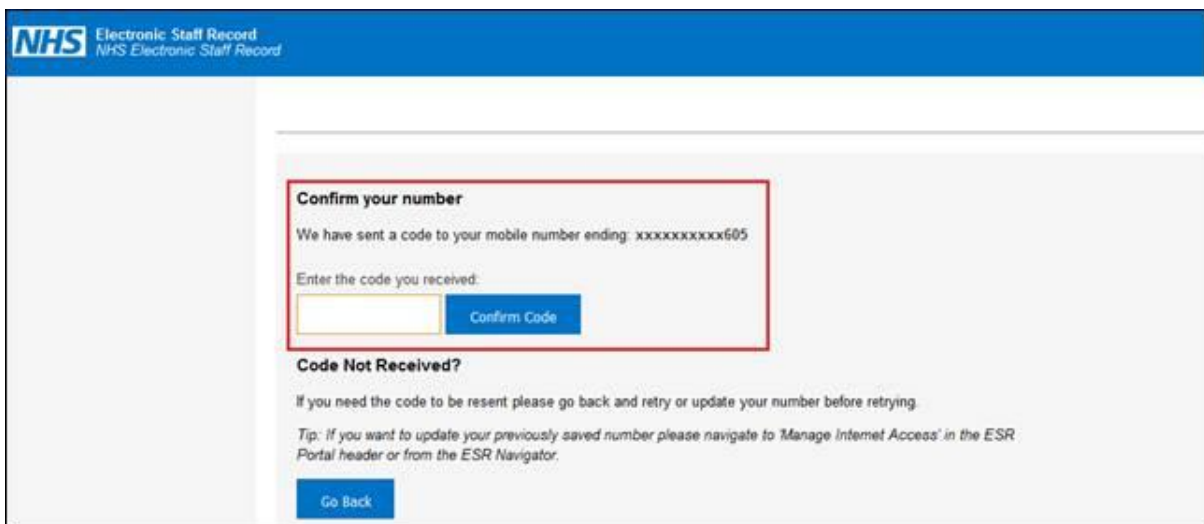
- Return to the Manage Internet Access screen and enter the OTP.



- Click the **Confirm Mobile Number** button to complete the step-up registration. Once registration is complete you are given the option to upgrade your access. This is required in order to access your Manager dashboard and related functionality over the Internet.



- Click the **Upgrade Access** button. This will generate an OTP to the previously registered mobile phone number.
- Enter the OTP in the **Upgrade Access** screen.



- Click the **Confirm Code** button. If the code is entered successfully you will then have access to your Manager Dashboard where you will use the Manager Self Service functionality in the same way as over the N3 network.