

## Register/Activate the App

**Before you can register for the Barclays Corporate App you will need:**

- 1. To have been set up as either a smart card /Fingervein user or a standalone mobile user by your System Administrator**
- 2. To have been set up with the permissions to use Mobile Services by your System Administrator**
- 3. To confirm with your System Administrator that your correct mobile number and e-mail address are held in iPortal**
- 4. Your mobile phone to hand and have downloaded the Barclays Corporate App from the relevant app store by searching 'Barclays Corporate'**
- 5. Access to the iPortal Desktop if you are a smart card /Fingervein user.**



### Step 1 - Register

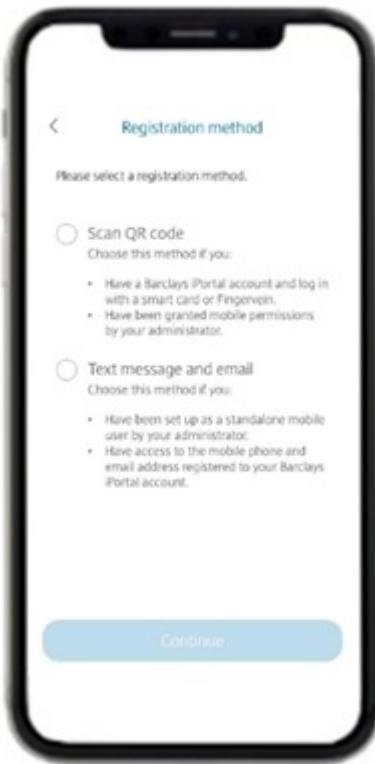
- Open the Barclays Corporate App and select 'Register'.**



- **Create a 5-digit passcode and then re-enter it. You will need to enter your passcode every time you use the app**

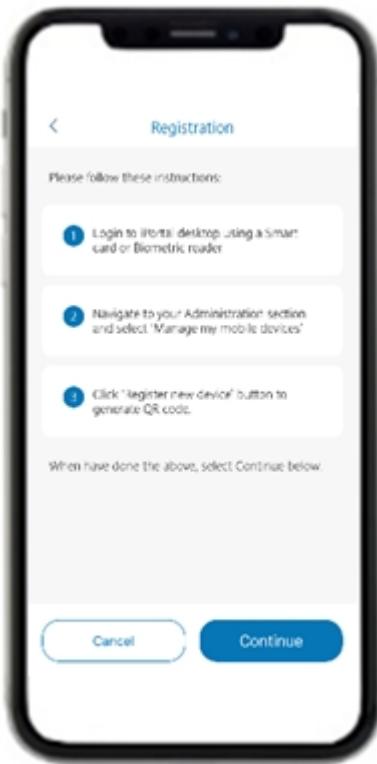
**(Tip: Your passcode needs to be something you find memorable, but not easily guessed by others. Remember not to share it with anyone)**

- **Read and accept the 'Terms and Conditions'. Scroll down the page and select a response.**



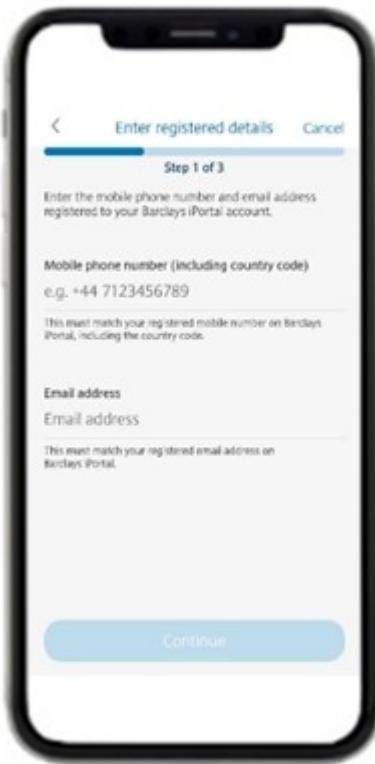
## Step 2 - Registration method options

- **Select 'Scan QR Code' if you login with a smart card or Fingervein and then follow Step 3a.**
- **Select 'Text message and email' if you have been set up as a standalone mobile user and then follow Step 3b.**



#### Step 3a – Scan QR code (**DO NOT USE – GO TO 3B**)

- Login to the iPortal Desktop with a smart card or Fingervein reader if you are not already
- Navigate to your Profile section and select ‘Manage my mobile devices’
- Select ‘Register New Device’ to generate a QR Code
- Scan the QR Code.



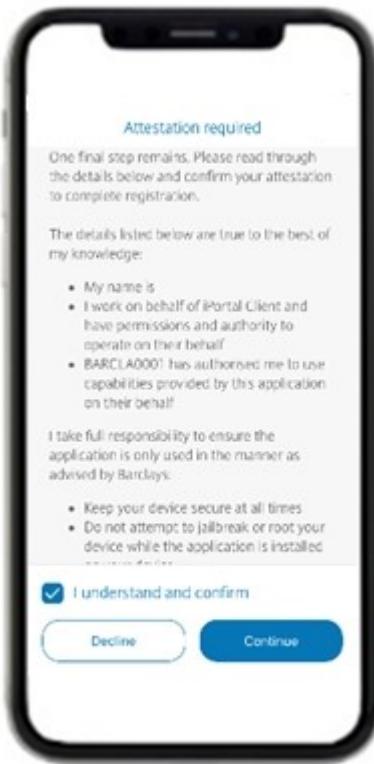
### 3b – Text message and email (BCC USERS)

- **On App Step 1. enter your mobile phone number (including country code and a space as per the onscreen example) and your email address**
- **Example Phone: +44 (space) (no zero) 7555 555555**
- **On App Step 2, select ‘Generate code’. You will receive an 8 digit one time mobile code via SMS. The code is valid for 5 minutes. Enter the code and select ‘Continue’**
- **On App Step 3, select ‘Generate code’. You will receive an 8 digit one time email code via email. The code is valid for 5 minutes. Enter the code and select ‘Continue’.**



#### Step 4 – Device Name

- Enter a Device Name that is easily recognisable to you.



#### Step 5 - Attestation

- **Read the attestation, confirm the details are correct and then select a response**
- **The device is now registered but will be Inactive**
- **An alert will be sent via SMS and e-mail advising that the mobile device has been registered**
- **In order to activate the device you will need to wait 24 hours and obtain an activation code from your System Administrator.**



#### **6 - Device activation (after 24hrs wait period – BCC will call you)**

- **Log back in to the app with the 5 digit passcode you have created**
- **Enter the 8 digit activation code that your System Administrator has given to you**
- **The activation code is valid for 48 hours and you have 3 attempts to enter it correctly.**



### Step 7 - Device activated

- **The device is now active**
- **An alert will be sent via SMS and email advising that the mobile device has been activated**
- **You can register up to 3 mobile devices**
- **If you don't use your App for 90 days then it will automatically switch back to being Inactive and you will need to get a new Activation code**
- **That's it – you're ready to start using the Barclays Corporate App.**