

How to Activate your Account

Introduction


This will show you how to activate your HireForms account and setup your 2-factor authentication.

STEP 1

Find the account activation email from HireForms. It will have your login credentials.


We recommend copying the password on this email.


Click the link to be taken to a direct webpage.

 **HireForms Account Information**
to John ▾

10:11 AM (4 minutes ago) ☆ ↶ ⋮

New Admin Account for Elite Services LLC





Hello John Test,

This is an automatic message sent by Elite Services LLC to notify you that an account has been created for you on the HireForms web site. You must activate your HireForms account before logging in for the first time. Please follow these instructions to activate your account:

Begin by clicking on the link below and follow the instructions to activate your account (if the link is not highlighted, copy the ENTIRE link into your web browser address bar).

- 1) Your username is: JTEST_Elite
- 2) Your temporary password is: I0XOY5j1
- 3) Click on the link below to activate your account. You will be asked for the password listed above. We recommend you copy and paste the password into the website to keep the confusion between letters and numbers to a minimum. Please make sure not to copy any spaces on either side of the password.
https://www.hireforms.com/content/account/account_validate.cfm?un=JTEST_Elite

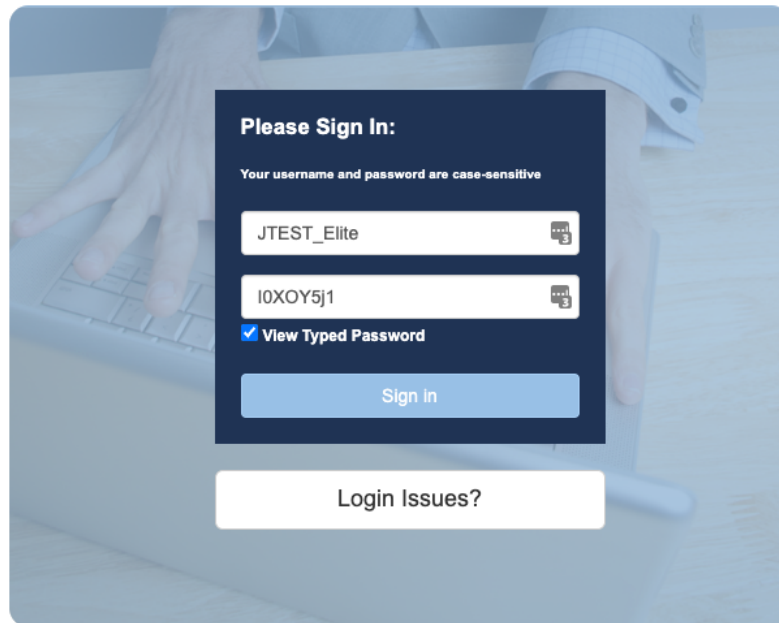
Sincerely,
HireForms Administration
https://www.hireforms.com/user/JTEST_Elite

If you have any questions about activating your account, please visit <https://www.hireforms.com/content/support/> to request technical assistance.

STEP 2

Username and passwords are case-sensitive and cannot have any leading or following spaces.

Select "Sign In" when ready.



STEP 3

You will need to set a new password and a security questions.

Click "Submit"

[Home](#) / Account Activation

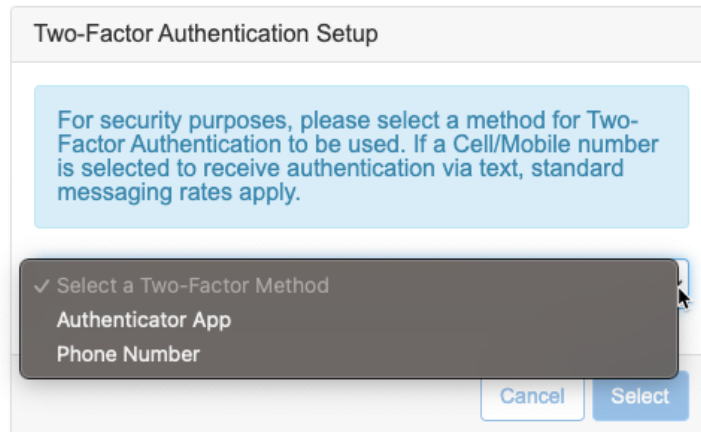
Account Activation

Reset Password	Secret Question
<p>Please change your password to activate your account.</p> <p>A password must be at least 7 characters long and contain one letter and one number.</p> <p>New Password:</p> <input type="password"/>	<p>Please select a secret question. Onboard_Support will ask you for the answer to this question should you forget your password.</p>
<p>Confirm New Password:</p> <input type="password"/>	<p>Secret Question *</p> <p>-- SELECT QUESTION --</p>
	<p>Secret Answer*</p> <input type="text"/>
	<p>Submit</p>

STEP 4

All users are required to setup 2-factor authentication.

There are two options that can be used: Cell/Mobile Phone number or an Authenticator app.



Two-Factor Authentication Setup

For security purposes, please select a method for Two-Factor Authentication to be used. If a Cell/Mobile number is selected to receive authentication via text, standard messaging rates apply.

✓ Select a Two-Factor Method

- Authenticator App
- Phone Number

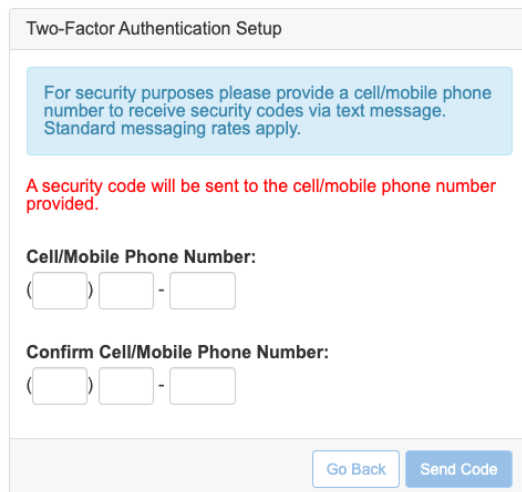
Cancel Select

STEP 4a

To use a Cell/Mobile phone, choose “Phone Number” from the drop down and click “Select”

Enter and confirm your phone number and select “Send Code”

Enter the code you receive via text message with no leading or following spaces and select “Submit”



Two-Factor Authentication Setup

For security purposes please provide a cell/mobile phone number to receive security codes via text message. Standard messaging rates apply.

A security code will be sent to the cell/mobile phone number provided.

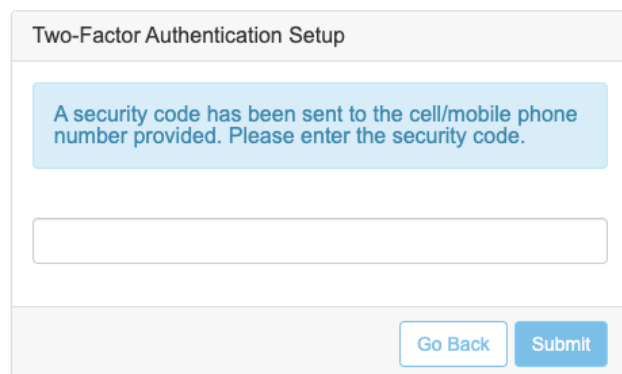
Cell/Mobile Phone Number:

() -

Confirm Cell/Mobile Phone Number:

() -

Go Back Send Code



Two-Factor Authentication Setup

A security code has been sent to the cell/mobile phone number provided. Please enter the security code.

Go Back Submit

STEP 4b

To use an authenticator app, choose “Authenticator App” from the drop down and click “Select”

Be sure to have your app ready and select “Create Authorization”

Scan the QR code or enter the Secret Key into your app of choice.

Enter the temporary code from your app with no leading or following spaces and select “Submit” before it expires.

Two-Factor Authentication Setup

In order to start the Authenticator App process, you will need to have an authentication app such as Google Authenticator or Authy installed on a trusted device. Then select "Create Authorization". Please note each time the button is selected a new authorization/QR code is generated.

[Create Authorization](#)


* you will need to have an authentication app such as Google Authenticator installed on a trusted device.

[Go Back](#) [Submit](#)

Two-Factor Authentication Setup

To use an authentication app, either scan the QR code below or type the secret key into the app.

QR-code



Secret Key
HY65HNXF2PNXYFG4

To confirm successful setup within the authentication app, enter the security code displayed on your device.
Enter Security Code:

[Go Back](#) [Submit](#)