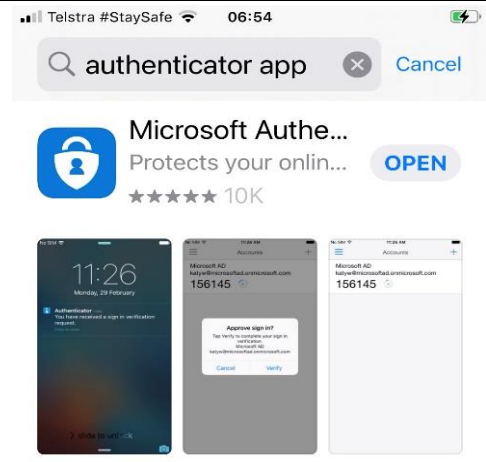
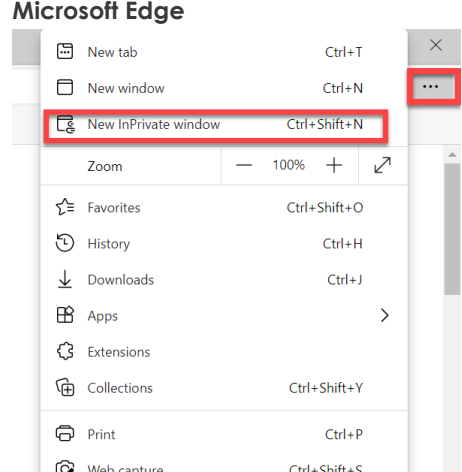
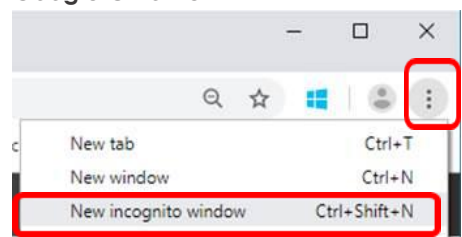
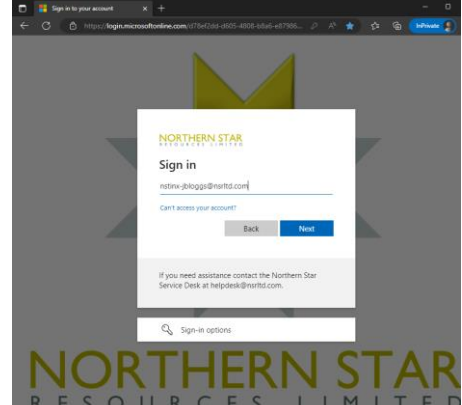
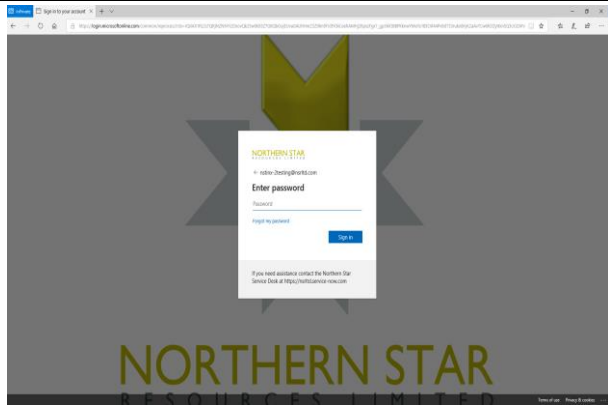
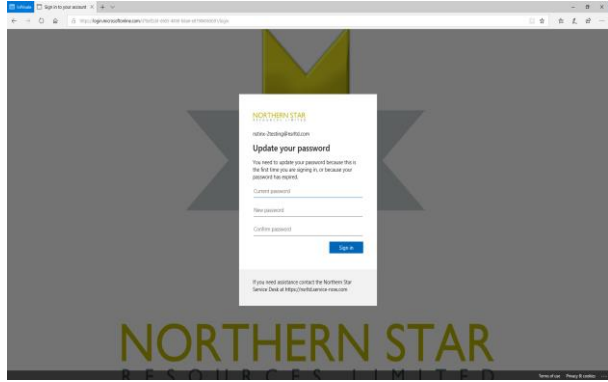
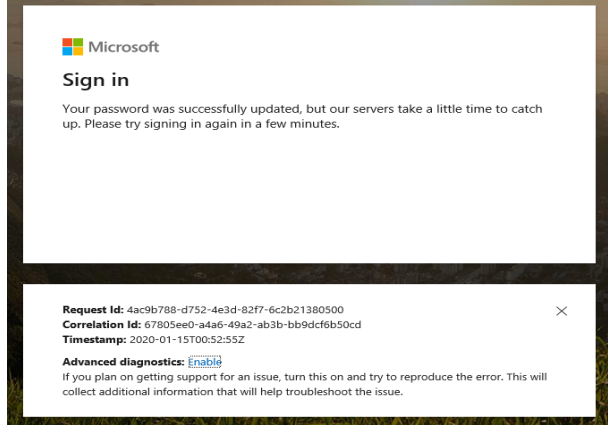
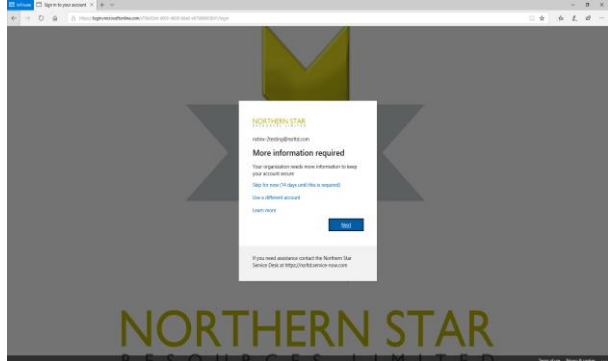


How to log into +Process (online Site Entry Requests) for the first time	
<p>1. Logging into +Process for the first time. You will be required to authenticate your NSR account.</p> <p>You will need the Microsoft Authenticator App on your mobile phone.</p> <p>Navigate to the Apple App Store or Google Play Store and download the Microsoft Authenticator app. It will need access to your camera.</p>	
<p>2. It is likely you will need to use an InCognito/InPrivate browser session, due to security policies.</p> <p>Select the three dots in the top right corner of the browser.</p> <p>Select "New InPrivate window" or "New incognito window", depending on the browser.</p> <p>Enter the url https://inx-process.nsr ltd.com/ into the browser address field</p>	<p>Microsoft Edge</p>  <p>Google Chrome</p> 
<p>3. Enter the Northern Star NSTINX username that was provided in your welcome email: nstinx-name@nsr ltd.com, then click 'Next'.</p> <p>URL: https://siteentryrequest.nsr ltd.com/ Username: NSTINX-JBloggs@nsr ltd.com Password: GjewoTrMgkPw <i>(please update your password to a minimum of 12 characters)</i></p>	

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		Approver's Signature:	Melissa Collins

Document No:	NSR-OHS-022D-GUI
Revision No:	3.0
Issue Date:	02/05/2023
Page No:	1 of 5

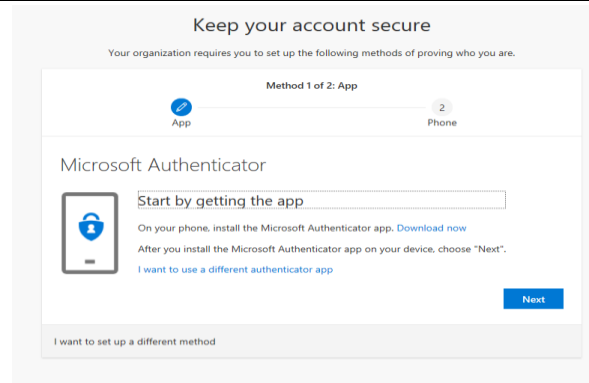
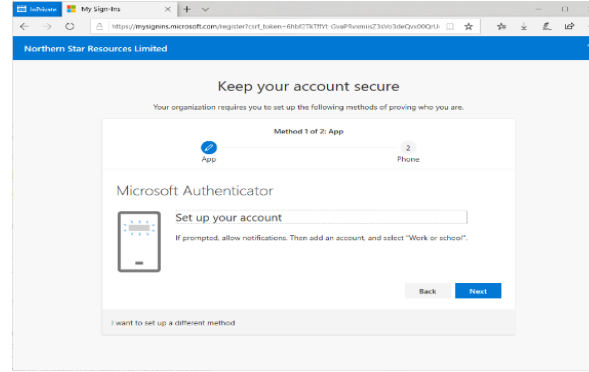
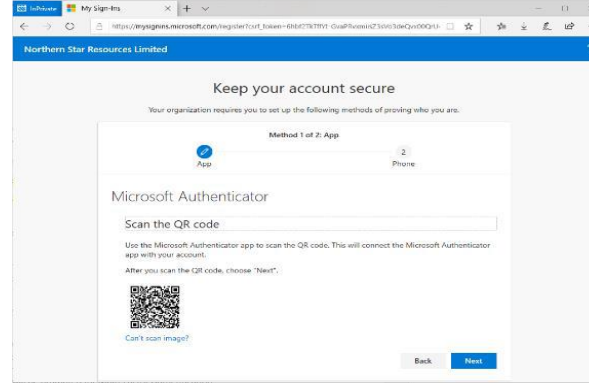
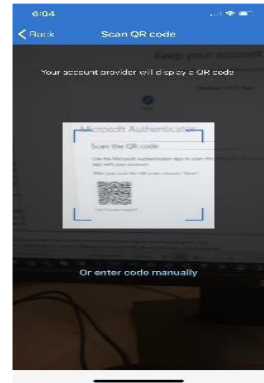
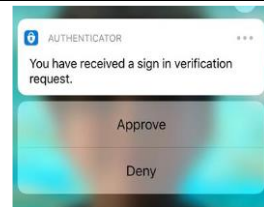
+PROCESS (ONLINE SITE ENTRY) CONTRACTOR SYSTEM LOGIN AUTHENTICATION

How to log into +Process (online Site Entry Requests) for the first time		
4.	Enter the password provided, click 'Next'. You will be prompted to change your password.	
5.	Re-enter your password, then enter your new preferred password, repeat your new password. Note: Please update your password to a minimum of 12 characters.	
6.	When this Microsoft message displays, log in again using your new password.	
7.	Click 'Next' to continue.	

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Document No:	NSR-OHS-022D-GUI
Revision No:	3.0
Issue Date:	02/05/2023
Page No:	2 of 5

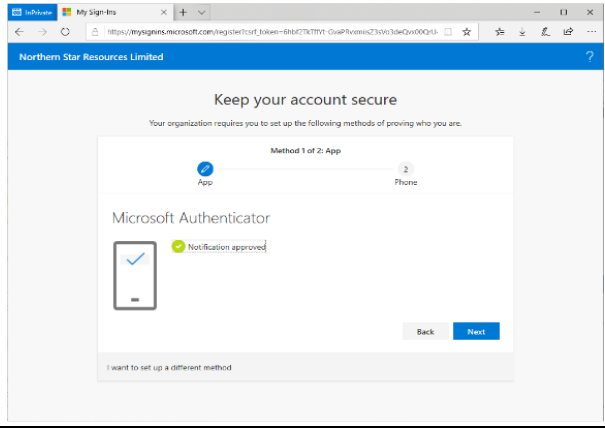
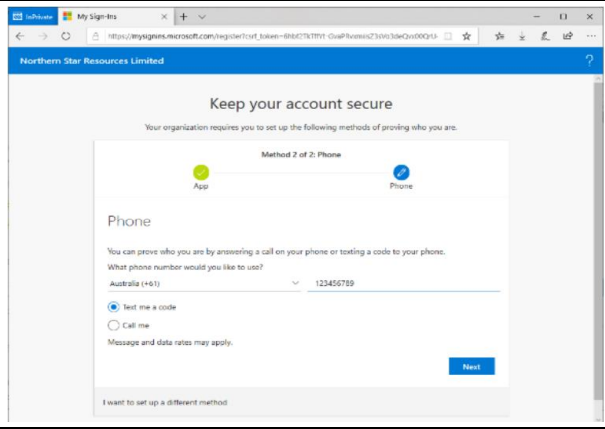
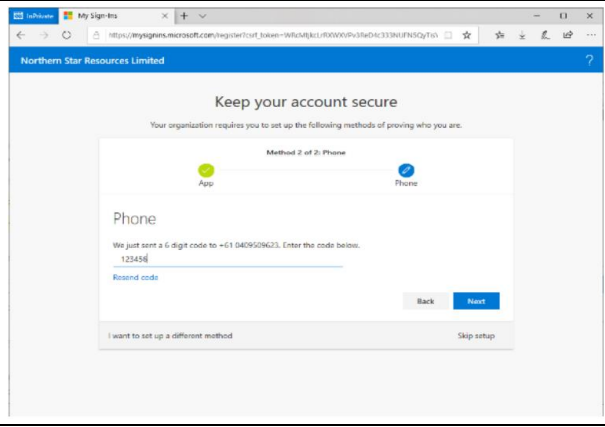
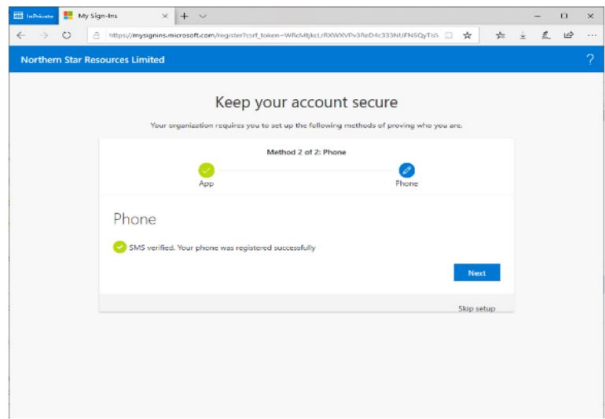
+PROCESS (ONLINE SITE ENTRY) CONTRACTOR SYSTEM LOGIN AUTHENTICATION

How to log into +Process (online Site Entry Requests) for the first time		
8.	Click 'Next' to continue.	
9.	Click 'Next' to link Microsoft Authenticator to your login.	
10.	A QR code will display.	
11.	<p>Open the Microsoft Authenticator app on your mobile phone.</p> <p>Within the app click + in the top right corner, then select Work or school account.</p> <p>Move the phone to take a picture of the QR code on the computer screen and the account will then be added automatically.</p> <p>When complete, click 'Next' on your computer.</p>	
12.	<p>Click 'Next' and a notification will be sent to your phone.</p> <p>On your mobile phone, press Approve.</p>	

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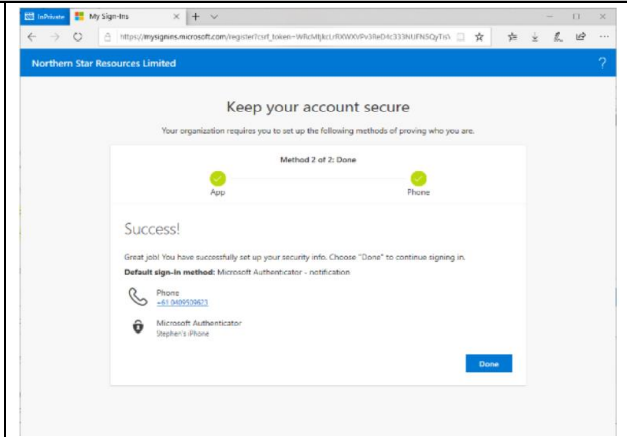

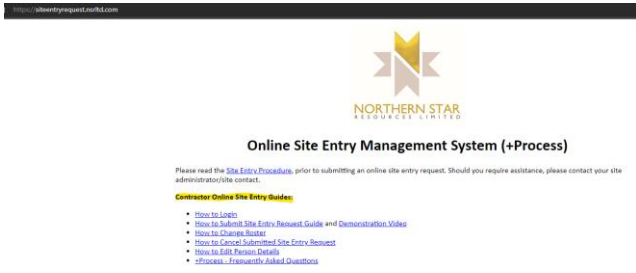
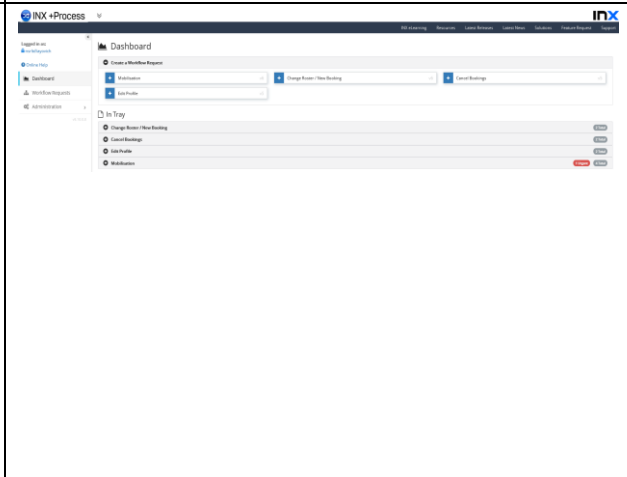
Document No:	NSR-OHS-022D-GUI
Revision No:	3.0
Issue Date:	02/05/2023
Page No:	3 of 5

+PROCESS (ONLINE SITE ENTRY) CONTRACTOR SYSTEM LOGIN AUTHENTICATION

How to log into +Process (online Site Entry Requests) for the first time	
<p>13. Click 'Next' to continue.</p>	
<p>14. Select your country and enter your mobile phone number.</p> <p>Click 'Next', to continue.</p>	
<p>15. Enter the 6-digit code that is sent to your mobile phone.</p> <p>Click 'Next', to continue.</p>	
<p>16. Click 'Next' once your phone has been verified.</p>	

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Document No:	NSR-OHS-022D-GUI
Revision No:	3.0
Issue Date:	02/05/2023
Page No:	4 of 5

How to log into +Process (online Site Entry Requests) for the first time	
<p>17. Click 'Done'.</p>	
<p>18. Click 'Yes', to stay signed in and do not show this message again.</p>	
<p>19. Northern Star +Process home page displays.</p> <p>Refer to the +Process Site Entry Guides available on the Site Entry Request landing page for further guidance:</p> 	

REVISION HISTORY

Revision Number	Date	Changes made to document
1.0	20/01/2020	New Document
2.0	08/07/2020	
2.1	04/03/2021	
3.0	02/05/2023	Full content reviewed. Rewrote Step 3 and added screenshot, Step 5 added note re minimum password length, Step 11 updated wording, Step 16 corrected grammar, Step 19 added reference to site landing page user guides.

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Revision No:	3.0
Issue Date:	02/05/2023
Page No:	5 of 5