

Guidance document to create NIDA LOA2 account for AccessNI Applications

What you will need:-

- a valid mobile phone number or email address.
- a valid passport or driving licence.
- a selfie.

1. Select how you would like to receive your MFA code each time you log on.

*****Where possible please select SMS. This is the easiest/safest option to keep access to your account.*****



Multi-factor authentication

How do you want to receive your security code?

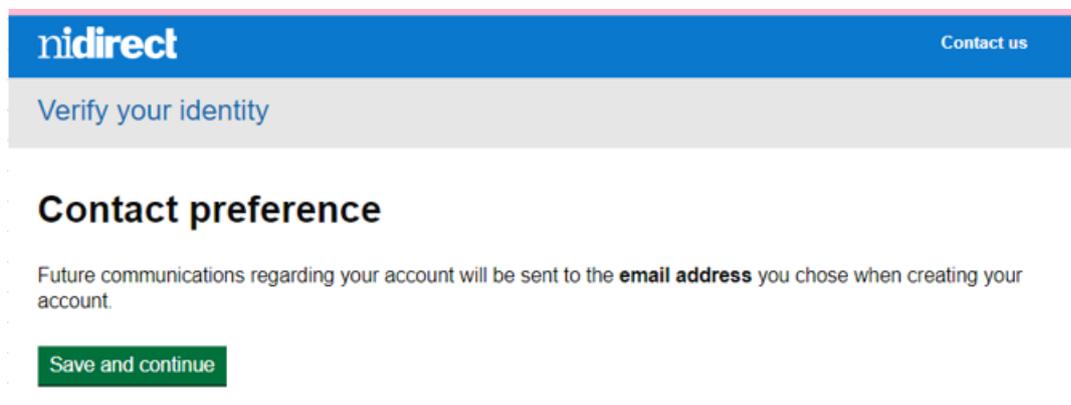
A screenshot of a dropdown menu. The menu is open, showing four options: '--- Select ---', 'Email', 'SMS', and 'Authenticator app'. The 'SMS' option is highlighted with a dark grey background.

If you select email, please follow instructions on screen to confirm your email address

If you select SMS, please follow instructions on screen to confirm your mobile number

Please **do not select** Authenticator App.

2. Your preference will be confirmed



3. Identity Verification process

nidirect [Contact us](#)

Verify your identity

Identity verification

Click **Continue** to be guided through the identity verification process

Continue

4. Confirm address details have not changed or update

nidirect [Contact us](#)

Verify your identity

Confirm your address

[< Back](#)

Address  RANMILLIS GARDENS [Change](#)
AST
ANTRIM
NORTHERN IRELAND
BT9 5AT

Have you lived at this address for longer than 3 months?

Yes

No

Save and continue

5. Select Driving Licence or Passport

nidirect Contact us

Verify your identity

Can you upload an image of one of these documents?

[< Back](#)

Driving licence
Can be registered in UK, NI, ROI, Isle of Man, Channel Islands or any EU country.

Passport
Any nationality.

or

No, upload other documents (your verification may take longer this way)

[▶ Why do you need this from me?](#)

Save and continue

6. Upload image and confirm image quality

Before you continue and submit a photo of your passport please confirm that:

- All 4 edges of the page are in your photo
- You can clearly see your face and all the text
- There is no shine from a light or window

Save and continue

Change image

7. Take selfie and confirm image quality

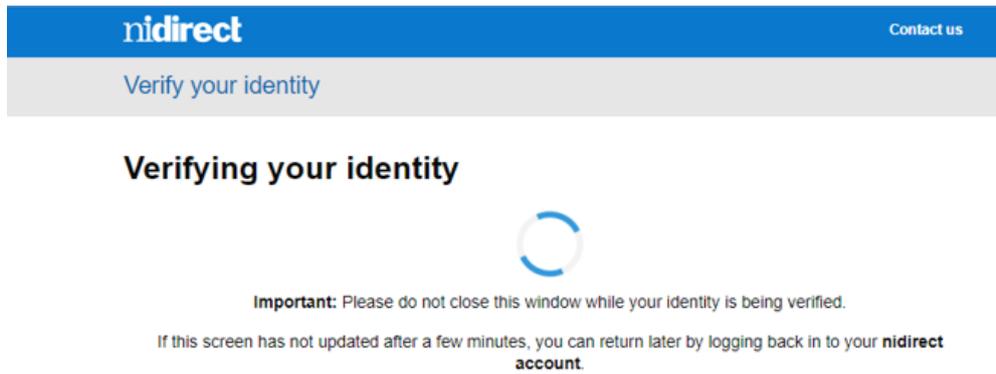
Before you continue, and submit this photo of yourself, please confirm that:

- The image is clear and in focus
- The image contains no other people
- Your face is clearly visible, well lit and without strong shadows
- The image is not blurred by movement

Save and continue

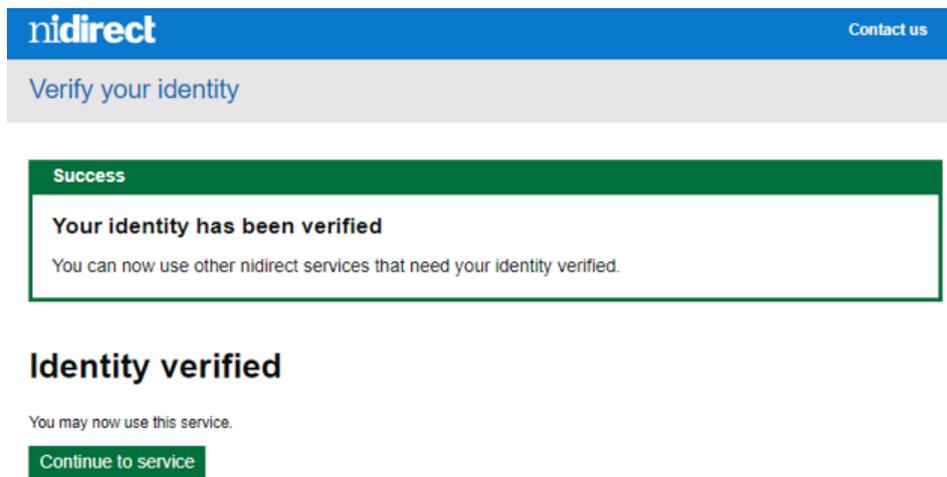
Change image

8. Verification may take a few minutes



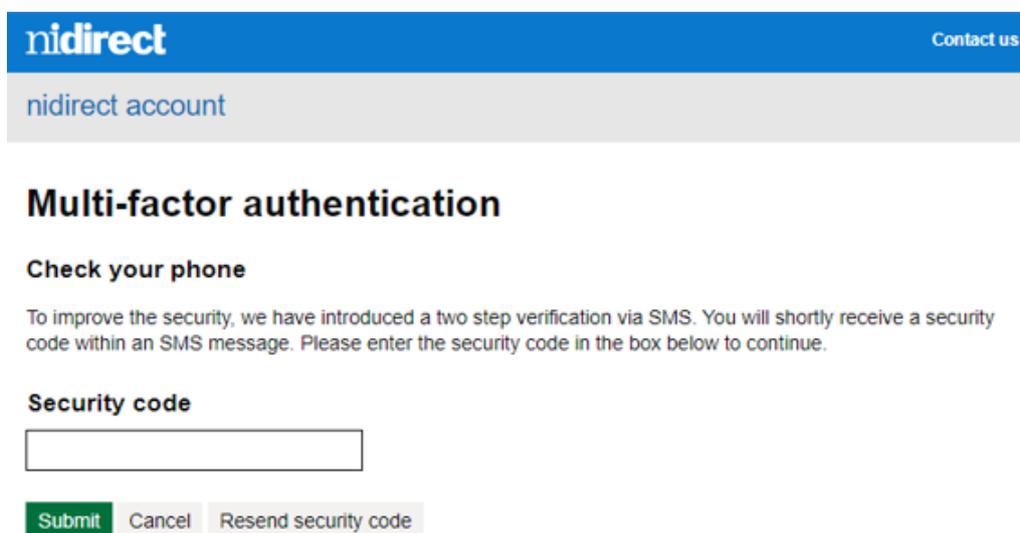
The screenshot shows the nirect website header with the logo and a 'Contact us' link. Below the header is a grey bar with the text 'Verify your identity'. The main content area has the heading 'Verifying your identity' and a circular loading spinner. Below the spinner, there is an important notice: 'Important: Please do not close this window while your identity is being verified. If this screen has not updated after a few minutes, you can return later by logging back in to your nirect account.'

9. Your identity is confirmed and you can continue to AccessNI service



The screenshot shows the nirect website header with the logo and a 'Contact us' link. Below the header is a grey bar with the text 'Verify your identity'. A green success message box is displayed, containing the text: 'Success Your identity has been verified You can now use other nirect services that need your identity verified.' Below the success message, the heading 'Identity verified' is shown, followed by the text 'You may now use this service.' and a green button labeled 'Continue to service'.

*PLEASE NOTE - Every time you log into your NIDA LOA 2 account you will be asked to enter a Multi-factor Authentication Code (MFA) that will be sent to you by the method you chose ie email or text. It is **IMPORTANT** you keep your account details correct ie change of email address or a change of name/address*



The screenshot shows the nirect website header with the logo and a 'Contact us' link. Below the header is a grey bar with the text 'nirect account'. The main content area has the heading 'Multi-factor authentication' and the sub-heading 'Check your phone'. Below this, there is a message: 'To improve the security, we have introduced a two step verification via SMS. You will shortly receive a security code within an SMS message. Please enter the security code in the box below to continue.' Below the message is the heading 'Security code' and an empty text input field. At the bottom, there are three buttons: 'Submit', 'Cancel', and 'Resend security code'.