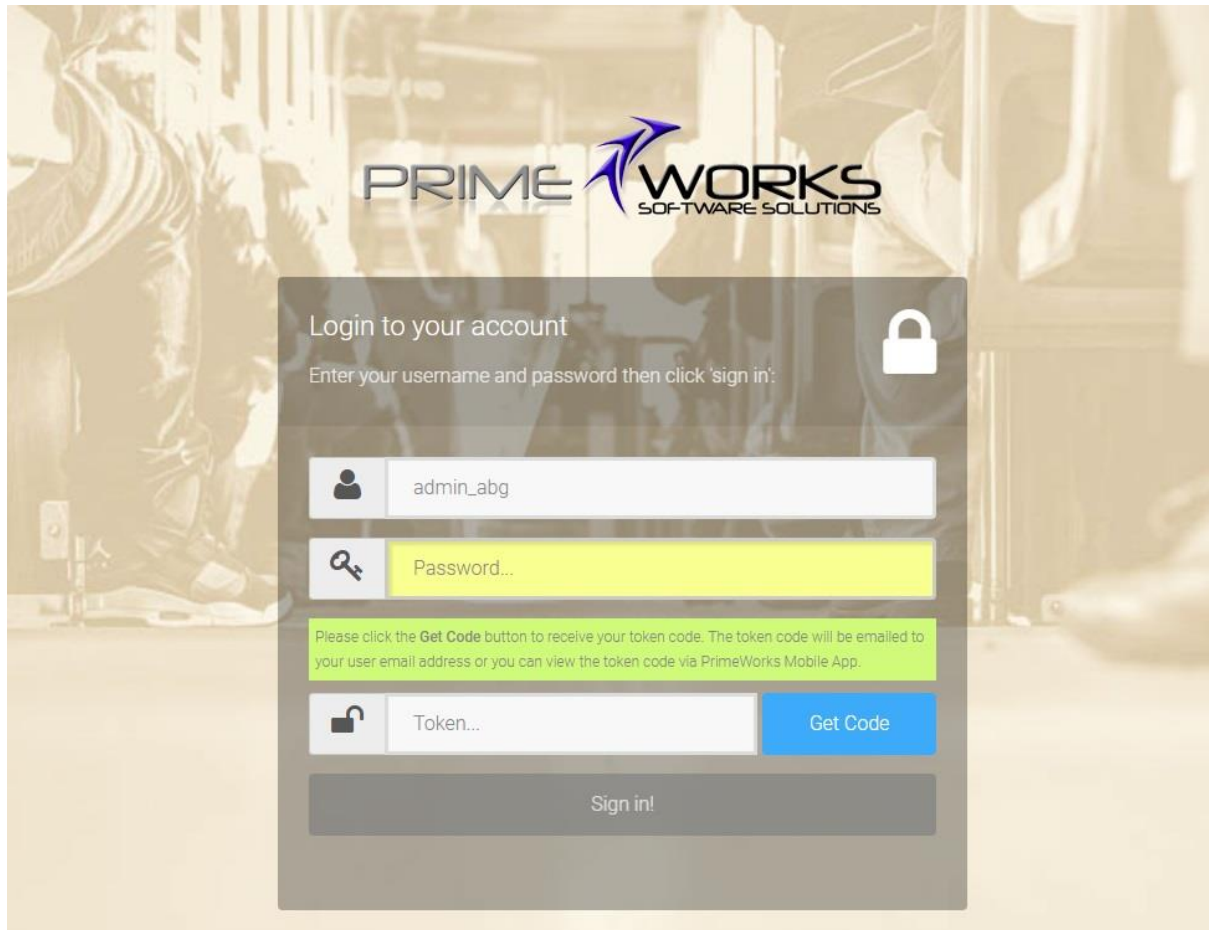


PrimeWorks was required to implement an extra layer of additional security for Single Touch Payroll (STP). This update is a compulsory requirement for companies that use our Payroll with the STP option.

This additional security involves an extra access token to be supplied when you login into PrimeWorks site. The access token code will consist of 6 (random) numbers.

The image shows a login form for PrimeWorks Software Solutions. The form is overlaid on a background image of a construction site. The form has a title 'Login to your account' and a subtitle 'Enter your username and password then click 'sign in':'. There are three input fields: 'Username' with the value 'admin\_abg', 'Password' (highlighted in yellow), and 'Token...' (highlighted in green). A 'Get Code' button is next to the 'Token...' field. A 'Sign in!' button is at the bottom. A lock icon is in the top right corner of the form. A green message box states: 'Please click the Get Code button to receive your token code. The token code will be emailed to your user email address or you can view the token code via PrimeWorks Mobile App.'

The access token feature will be compulsory and automatically turned (compulsory) on for the following case:

- Applies to all payroll users that have access to all payroll screens with the STP option enabled.

Companies that do not use the PrimeWorks Payroll (and STP option) & wish to have this extra security feature enabled should contact [support@primeworks.com.au](mailto:support@primeworks.com.au)

# How does the access token work?

When you enter your username in the login screen, our system will check if an access token is required as an additional field. The access token can be accessed two ways:

- First option is by clicking the “Get Code” button. This will send an email notification to your user email address with the access token code.  
Note: the email address will be based on the email address specified into your user login account (Not Employee record email address). To check what is the email address of your user login account can be viewed under Prime Menu > User Access
- Second option is by getting the code automatically via the PrimeWorks App. You will need to notify your administrator to enable this option. They can turn this option on via Prime Menu > App Users.

When you edit a specific mobile app user, there is an option call Multi Factor Authentication. Simply tick this checkbox if you want to allow this user to have access to the Generated Access Token code.

Once it has been activated, there will be a menu called MFA Access Token. It will then automatically generate an access token every time the user access to this page. The token will be automatically generated every 5 minutes.

## Multi Factor Authentication

### Access Token

The following access token is required when MFA option is enabled in PrimeWorks site. Please entered the following generated access token in PrimeWorks login page.

**879355**

The token will be automatically generated after 5 minutes.

**4:51**

For security purposes, the access token will expire in 5 minutes (either generated via email or mobile app).