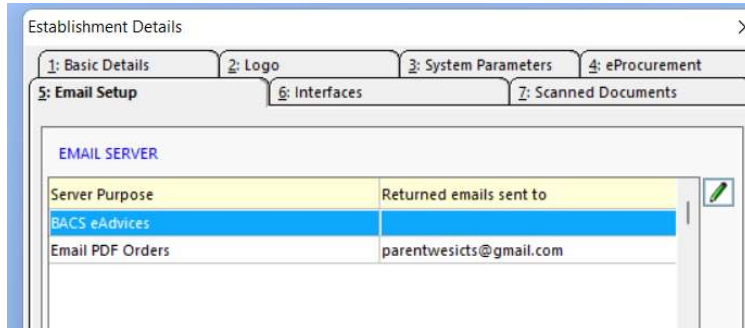


Updating FMS BACS remittances and email pdf orders – FMS users who use gmail or gsuite

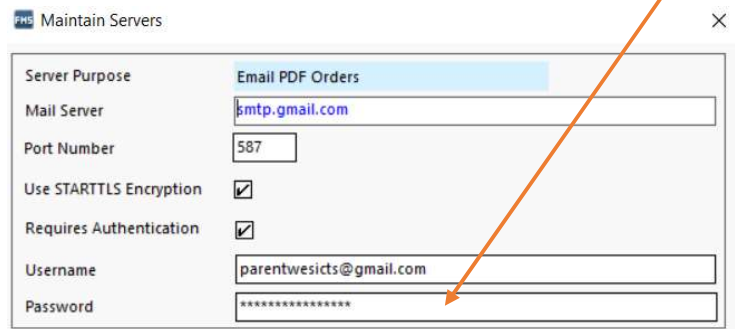
FMS

Tools – Establishment details – Tab 5: Email setup



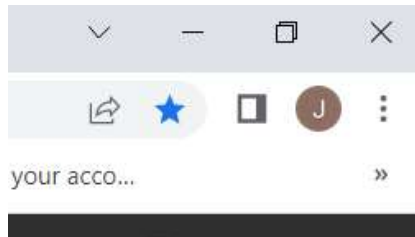
If both **BACS eadvices** or **Email PDF Orders** functions are in use, the email account password will need to be updated in line with 2 factor authentication.

Double click the selected row or click the pencil to edit.

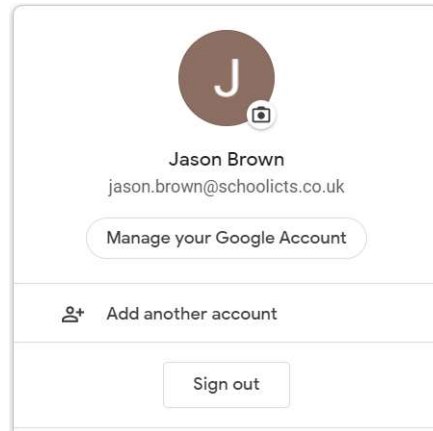


Google Chrome

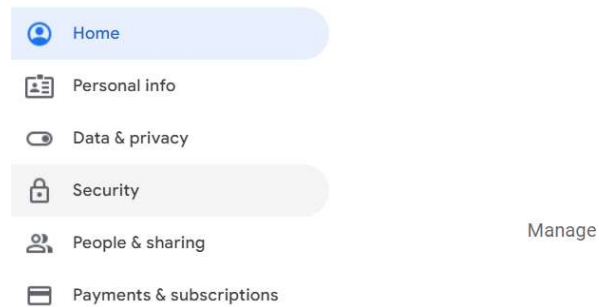
- 1) Log into the google account that is the administrator account for the FMS username.



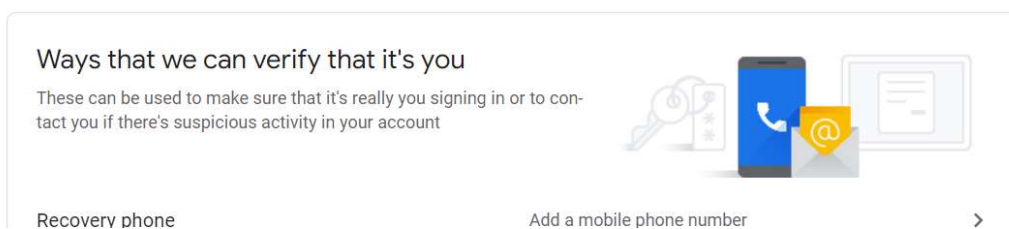
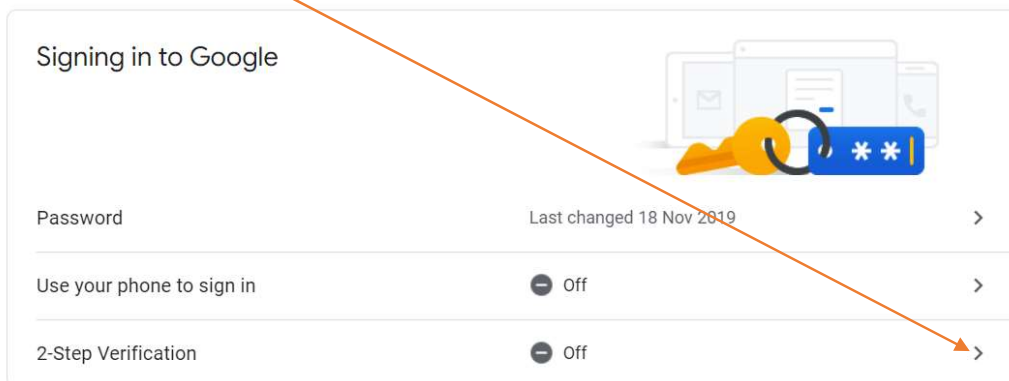
2) Choose Manage your Goole Account.

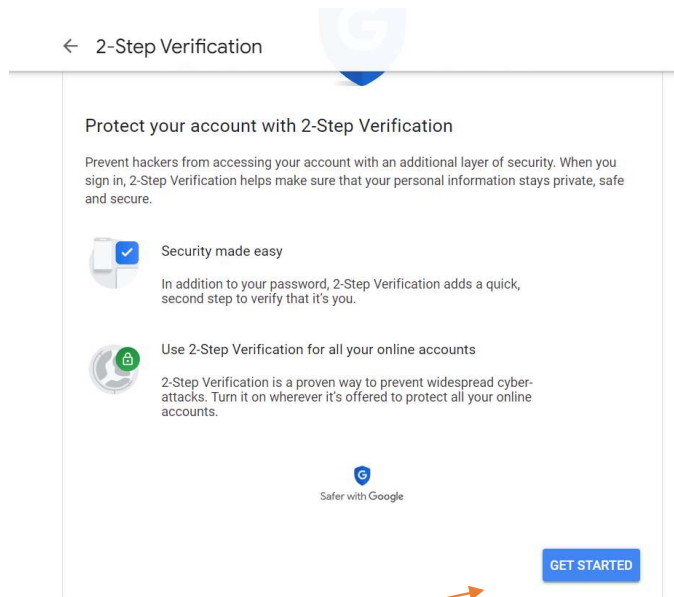


3) From the Homepage – Go to **Security**.

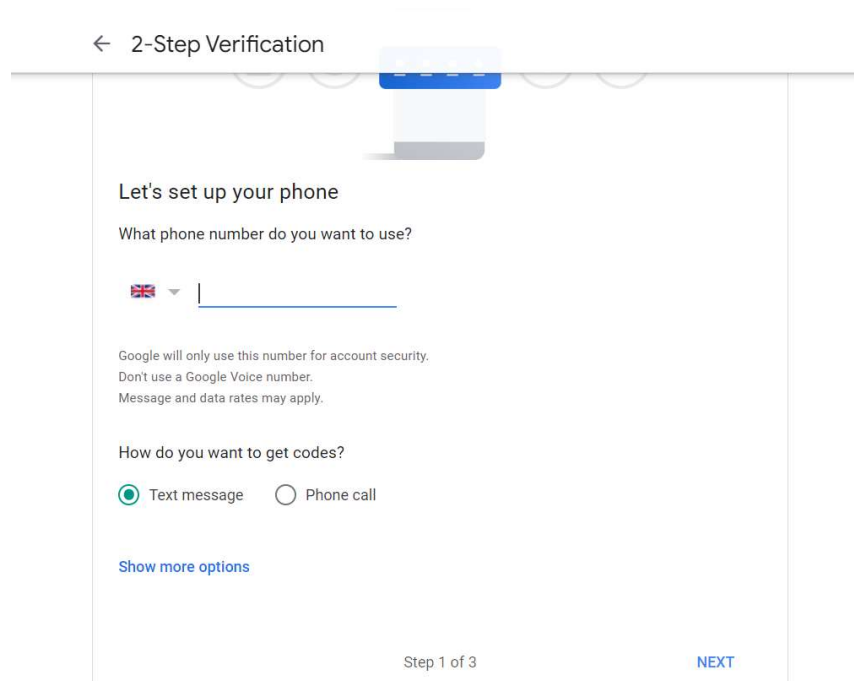


4) Click **2-Step verification**





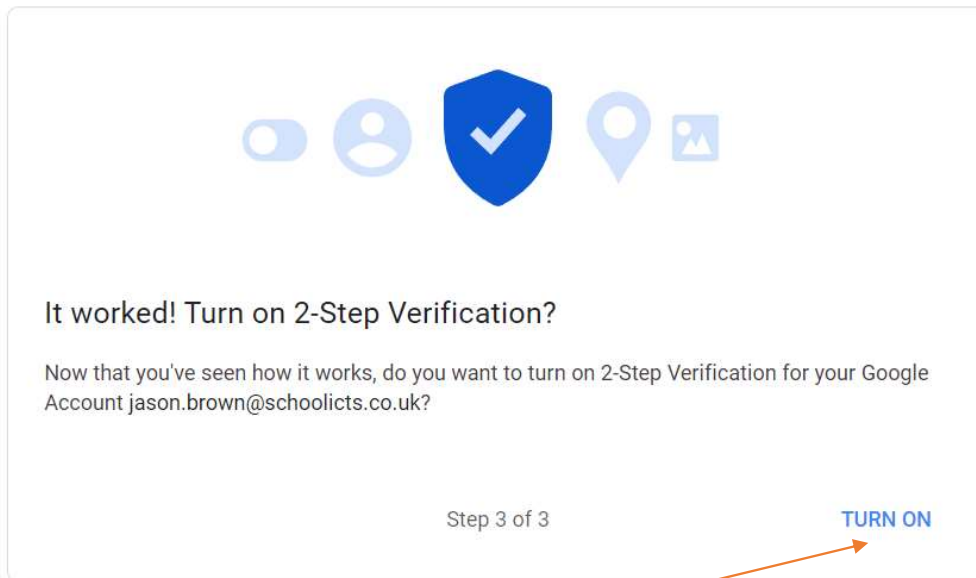
5) Click **Get Started** - Then log in to your account.



6) You will need to enter a mobile phone or **show more options** and use **google prompt** – Click **Next**.

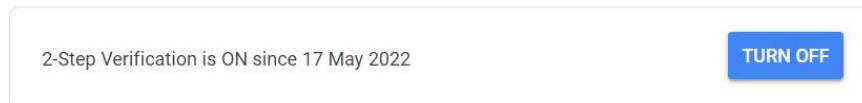
7) Enter code G-***** if using a mobile phone or follow on screen prompts if using an alternative method.

← 2-Step Verification



- 8) Click turn on.
- 9) Confirmation page.

← 2-Step Verification



Available second steps

A second step after entering your password verifies that it's you signing in. [Learn more](#)

Note: If you sign in to your Google Account on any eligible phone, Google prompt will be added as another method for 2-Step Verification.

- 10) Then go to second link - <https://security.google.com/settings/security/apppasswords>
- 11) Sign in to your Google Account

12) You should be presented with an “App password” Window.

← App passwords

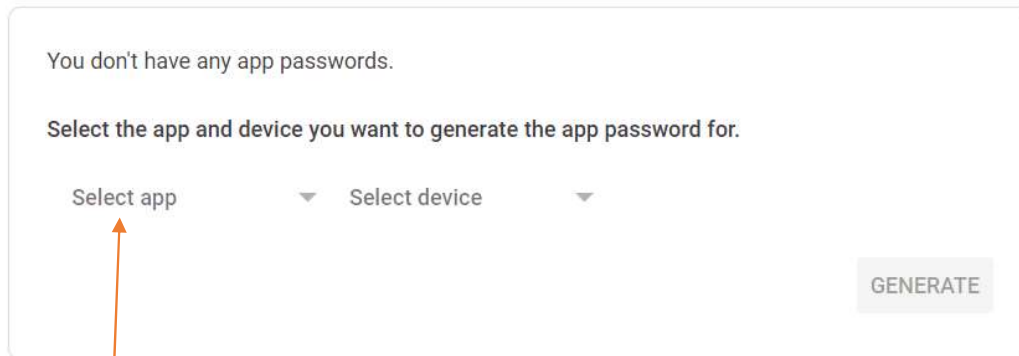
App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)

You don't have any app passwords.

Select the app and device you want to generate the app password for.

Select app ▼ Select device ▼

GENERATE

A screenshot of the 'App passwords' window. It shows a message 'You don't have any app passwords.' followed by the instruction 'Select the app and device you want to generate the app password for.' Below this are two dropdown menus: 'Select app' and 'Select device'. A 'GENERATE' button is located to the right of the dropdowns. An orange arrow points from the 'Select app' dropdown to the 'Other (Custom name)' option in the next screenshot.

13) Select app – **choose other**.

You don't have any app passwords.

Select the app and device you want

Select app ▼ Select device ▼

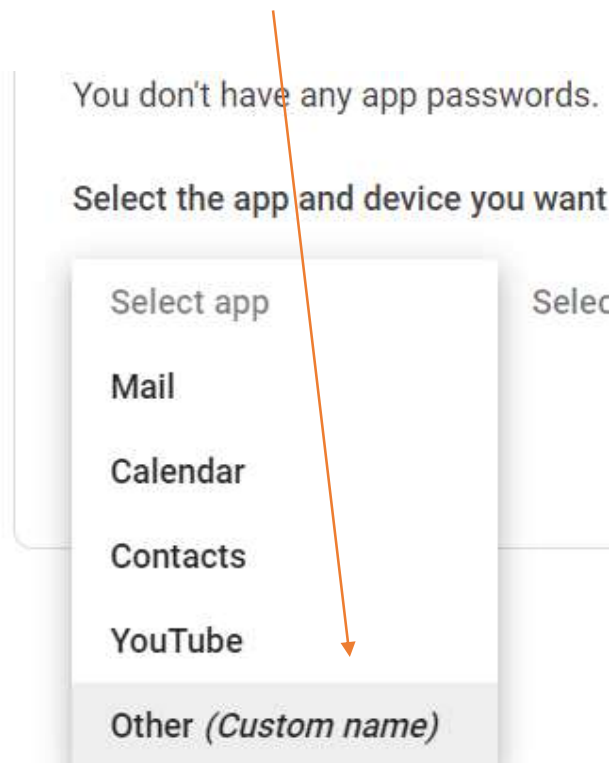
Mail

Calendar

Contacts

YouTube

Other (*Custom name*)

A screenshot of the 'App passwords' window, showing the 'Select app' dropdown menu open. The menu lists several options: 'Mail', 'Calendar', 'Contacts', 'YouTube', and 'Other (Custom name)'. The 'Other (Custom name)' option is highlighted in grey. An orange arrow points from the 'Select app' dropdown in the previous screenshot to this option.

14) Name the app **FMS**.

15) Click **Generate**.

App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)

You don't have any app passwords.

Select the app and device you want to generate the app password for.

FMS

← App passwords

Generated app password

Your app password for your device

xiyf oasm wrrv bjgn

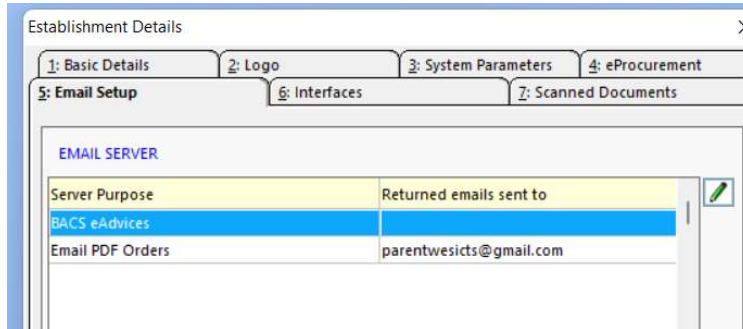
How to use it

Go to the settings for your Google Account in the application or device you are trying to set up. Replace your password with the 16-character password shown above. Just like your normal password, this app password grants complete access to your Google Account. You won't need to remember it, so don't write it down or share it with anyone.

16) Copy or make a note of **16 digit number**.

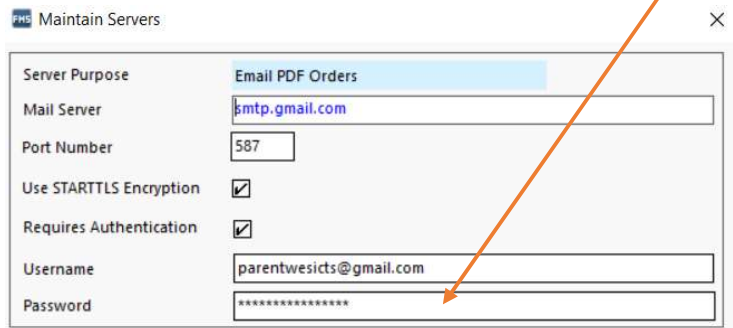
FMS

Tools – Establishment details – Tab 5: Email setup



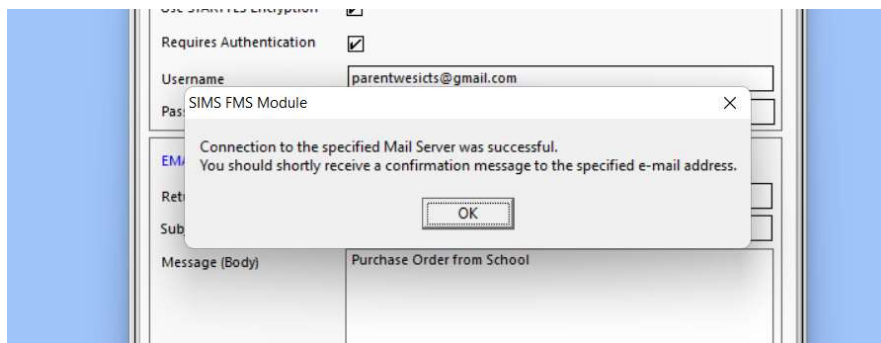
If both **BACS eadvices** or **Email PDF Orders** functions are in use, the email account password will need to be updated in line with 2 factor authentication.

Double click the selected row or click the pencil to edit.



17) Paste the 16 digit code into the password field.

18) Click **“Test Mail server setup”**.



19) **Save and repeat if required.**