SA Portable Long Service Leave
Construction Industry

Multi Factor Authentication Employer Guide

Employers will need to complete the Multi Factor Authentication process when they wish to log into the Employer Portal.

Step 1 – Employer Enters Details

Enter your email address, ID number if required, and password and then click the 'Sign In' button. If the login credentials entered are correct, a pop up box will appear advising a security code has been sent to the email address being used to log in.

Authorisation Required ✕

A security code has been sent to your email ja****l@te****u. If you do not receive the security code within the next 60 seconds, please click 'Resend'.
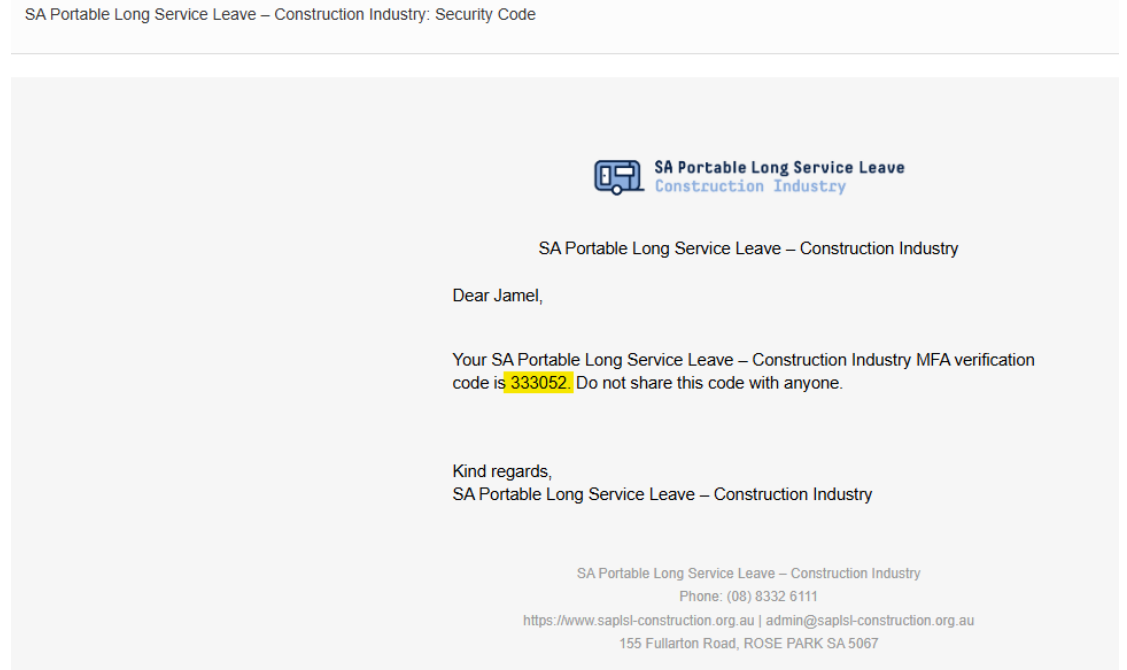
Enter the 6-digit Security Code

[Enter code] [Submit]

Didn't receive a code? Resend(7)

If you are unable to verify via this email, please contact SA Portable Long Service Leave – Construction Industry on (08) 8332 6111.
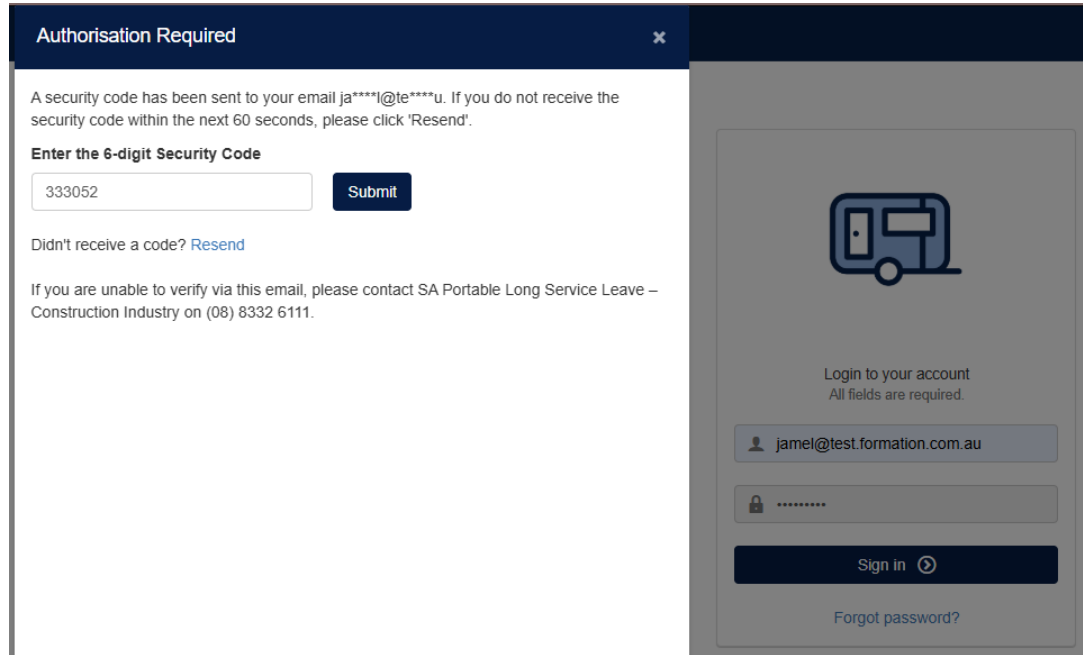
Step 2 – Open Authentication Email

You will need to navigate to your email inbox and open the email containing the Security Code.

SA Portable Long Service Leave – Construction Industry: Security Code

SA Portable Long Service Leave — Construction Industry

SA Portable Long Service Leave – Construction Industry

Dear Jamel,

Your SA Portable Long Service Leave – Construction Industry MFA verification code is 333052. Do not share this code with anyone.

Kind regards,
SA Portable Long Service Leave – Construction Industry

SA Portable Long Service Leave – Construction Industry
Phone: (08) 8332 6111
https://www.saplsl-construction.org.au | admin@saplsl-construction.org.au
155 Fullarton Road, ROSE PARK SA 5067

Step 3 – Enter Security Code

You will then return to the login screen and enter the Security Code and select Submit. If the code is correct and still valid (it will expire after 5 minutes) it will be accepted, and you will now be logged into the portal.

Authorisation Required   ✕

A security code has been sent to your email ja****l@te****u. If you do not receive the security code within the next 60 seconds, please click 'Resend'.

Enter the 6-digit Security Code

333052   Submit

Didn't receive a code? Resend

If you are unable to verify via this email, please contact SA Portable Long Service Leave – Construction Industry on (08) 8332 6111.

Login to your account
All fields are required.

jamel@test.formation.com.au

•••••••••

Sign in ⊙

Forgot password?

Possible Errors

- **Incorrect Code -** If you try to authenticate using an incorrect code, you will encounter a pop up that says Authorisation Failed. You can close this box and check you email inbox again to confirm the correct code, or request a new code be sent by selecting *Resend.*

- **Expired Code -** If you try to authenticate using a code that was generated more than 5 minutes prior, you will encounter a pop up that says Code expired. You can close this box and request a new code be sent by selecting *Resend.*

- **Max Attempt Reached -** If you request too many codes be sent at once you may encounter an error that advises Max attempt reached. This error appears when too many of the code emails are queued to be sent, and you will be able to try again once these emails have cleared from the queue.

- **Email Invalid** – If your email address is marked in our system as invalid an SMS will be sent instead to the mobile number recorded on your contact. If a mobile number is not recorded, a message will advise you to contact our office.