

# RPW Ar-Lein Online

Taliadau Gwledig Cymru  
Rural Payments Wales



## Registering Multi Factor Authentication as an Existing User



[www.gov.wales](http://www.gov.wales)

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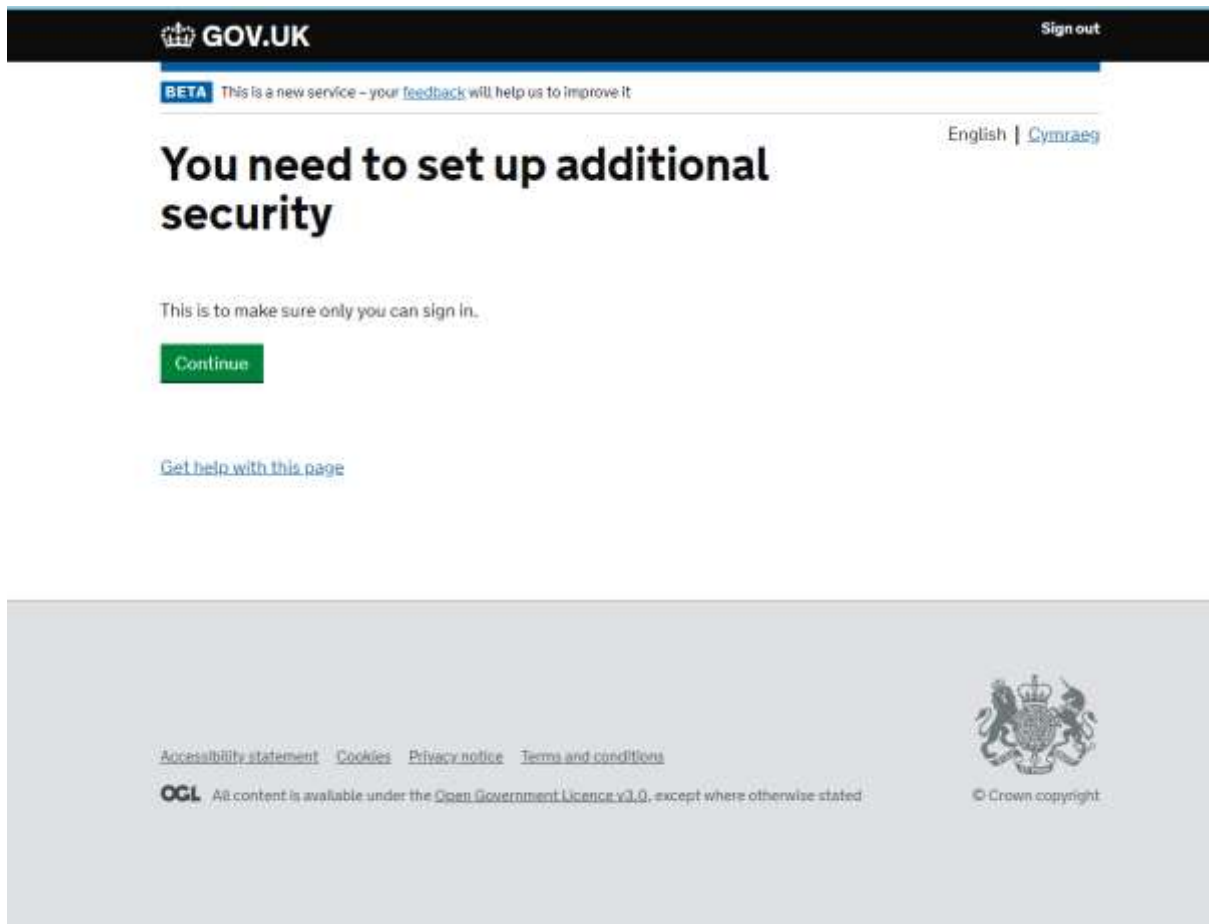
## Registering Multi Factor Authentication as an Existing User

MFA is an additional security measure requirement for accessing RPW Online going forward.

- Navigate to [RPW Online](#) and select 'Log in to Rural Payments Wales (RPW) Online'. Click Sign in.
- From the Government Gateway login screen, enter your details and select 'Sign in'.

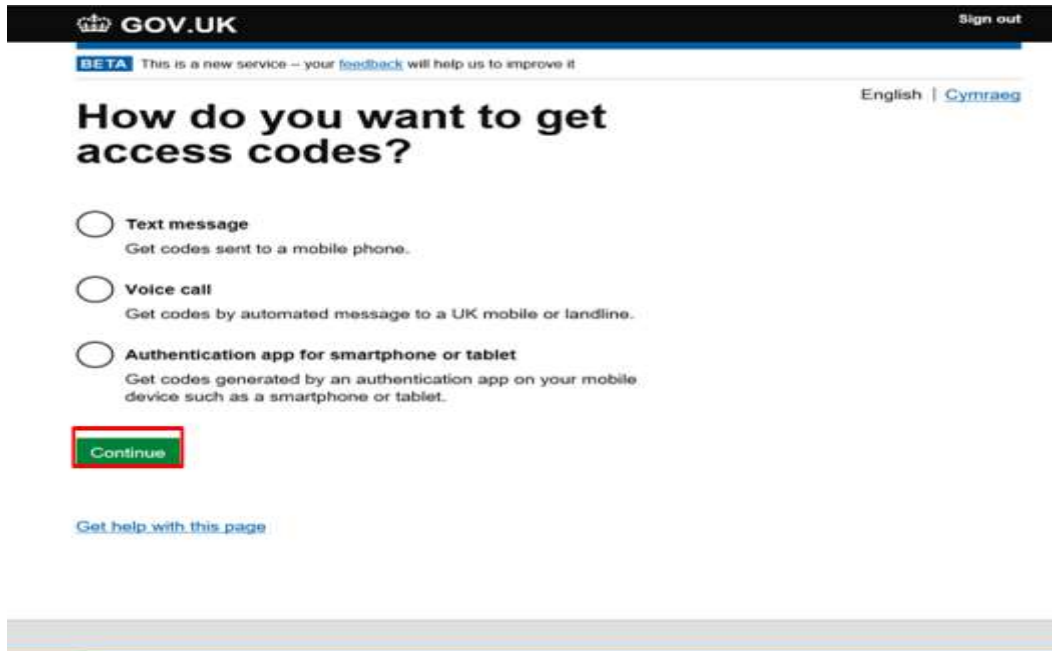
### Additional Security

You will be asked to set up additional security to your account. Select 'Continue' to select your additional security.



The screenshot shows the GOV.UK website interface. At the top, there is a black header with the GOV.UK logo on the left and a 'Sign out' link on the right. Below the header, a blue banner reads 'BETA This is a new service - your feedback will help us to improve it'. To the right of this banner, there are links for 'English' and 'Cymraeg'. The main heading is 'You need to set up additional security' in a large, bold, black font. Below this heading, a smaller line of text says 'This is to make sure only you can sign in.' A prominent green button labeled 'Continue' is centered below the text. At the bottom left of the main content area, there is a link that says 'Get help with this page'. The footer of the page is light grey and contains several links: 'Accessibility statement', 'Cookies', 'Privacy notice', and 'Terms and conditions'. To the right of these links is the Royal Coat of Arms. Below the coat of arms, it says '© Crown copyright'. At the bottom left of the footer, the OGL logo is followed by the text 'All content is available under the Open Government Licence v3.0, except where otherwise stated'.

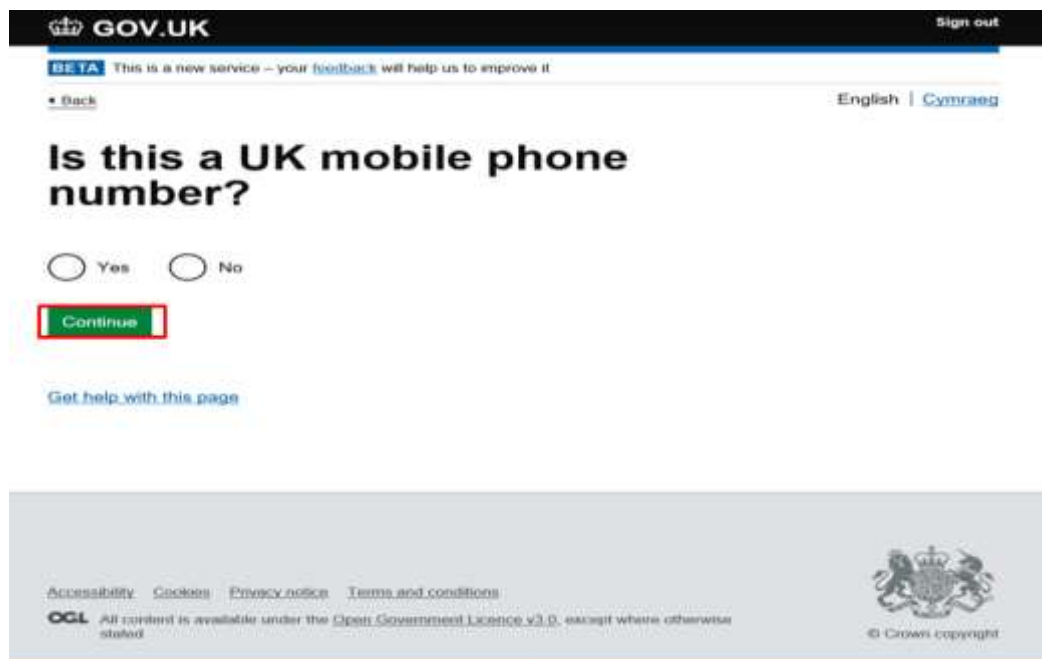
You will have the choice of three different additional security methods; Text, Voice call or Authentication App. Please note that if you are based outside of the UK, you will need to use the Authentication app option. Select one of the options and then select 'Continue'.



The screenshot shows the GOV.UK website header with the logo and 'Sign out' link. Below the header is a 'BETA' notice: 'This is a new service – your [feedback](#) will help us to improve it'. Language options 'English' and 'Cymraeg' are visible. The main heading is 'How do you want to get access codes?'. There are three radio button options: 'Text message' (with subtext 'Get codes sent to a mobile phone.'), 'Voice call' (with subtext 'Get codes by automated message to a UK mobile or landline.'), and 'Authentication app for smartphone or tablet' (with subtext 'Get codes generated by an authentication app on your mobile device such as a smartphone or tablet.'). A green 'Continue' button is highlighted with a red box. At the bottom, there is a link 'Get help with this page'.

## Text

When you first select the text option, you will need to verify if you are using a UK mobile phone number. Confirm that you are using one, then select 'Continue'.



The screenshot shows the GOV.UK website header with the logo and 'Sign out' link. Below the header is a 'BETA' notice: 'This is a new service – your [feedback](#) will help us to improve it'. A 'Back' link is on the left, and language options 'English' and 'Cymraeg' are on the right. The main heading is 'Is this a UK mobile phone number?'. There are two radio button options: 'Yes' and 'No'. A green 'Continue' button is highlighted with a red box. At the bottom, there is a link 'Get help with this page'. The footer contains links for 'Accessibility', 'Cookies', 'Privacy notice', and 'Terms and conditions', followed by the OGL logo and text: 'All content is available under the [Open Government Licence v3.0](#), except where otherwise stated'. The Royal Coat of Arms and '© Crown copyright' are also present.

You will be prompted to provide a number. Enter your mobile number then select 'Send access code'.

The screenshot shows the GOV.UK website header with the logo and 'Sign out' link. Below the header, there is a 'BETA' notice and a 'Back' link. The main heading is 'Enter a UK mobile phone number'. The text below reads: 'We will send an access code to this mobile phone by text message.' There is a text input field for the 'UK mobile phone number' which is highlighted with a red box. Below the input field is a link: 'Choose a different way to get access codes'. A green button labeled 'Send access code' is highlighted with a red box. At the bottom of the page, there is a link: 'Get help with this page' and a footer with the Royal Coat of Arms and links for 'Accessibility', 'Cookies', 'Privacy notice', and 'Terms and conditions'.

You will receive a six digit code via text. Enter the code and then select 'Continue'.

The screenshot shows the GOV.UK website header with the logo and 'Sign out' link. Below the header, there is a 'BETA' notice and a 'Back' link. The main heading is 'Enter the access code'. The text below reads: 'We have sent a 6 digit access code to' and 'It may take a few minutes to arrive'. There is a text input field for the 'Access Code' which is highlighted with a red box. Below the input field is a link: 'Problems with this code? Try another option'. A green button labeled 'Continue' is highlighted with a red box. At the bottom of the page, there is a link: 'Get help with this page' and a footer with the Royal Coat of Arms and links for 'Accessibility', 'Cookies', 'Privacy notice', and 'Terms and conditions'.

You will then be re-directed to the confirmation screen. Select 'Continue' to navigate to RPW Online.

## Voice call

With the Voice call option, you will be asked to provide a UK phone number. Enter the number, then select 'Call me'.



The screenshot shows the GOV.UK website interface. At the top, there is a black header with the GOV.UK logo on the left and a 'Sign out' link on the right. Below the header, a blue banner indicates 'BETA' status and provides a link for feedback. A 'Back' link is on the left, and language options for 'English' and 'Cymraeg' are on the right. The main heading is 'Enter a UK phone number'. Below this, a message states: 'We will call this number and read out an access code - you will need to make a note of it.' There is a text input field for the 'UK phone number' with a red border. Below the field is a link: 'Choose a different way to get access codes'. A green 'Call me' button with a red border is positioned below the link. At the bottom of the form area, there is a link: 'Get help with this page'. The footer contains links for 'Accessibility', 'Cookies', 'Privacy notice', and 'Terms and conditions', along with the Royal Coat of Arms.

You should receive a phone call within a few minutes of requesting. Once you have the code, enter it in the 'Access Code' field and then select 'Continue'.



The screenshot shows the GOV.UK website interface. At the top, there is a black header with the GOV.UK logo on the left and a 'Sign out' link on the right. Below the header, a blue banner indicates 'BETA' status and provides a link for feedback. A 'Back' link is on the left, and language options for 'English' and 'Cymraeg' are on the right. The main heading is 'Enter the access code'. Below this, a message states: 'We are calling with a 6 digit access code. This may take a few minutes.' There is a text input field for the 'Access Code' with a red border. Below the field is a link: 'Problems with this code? Try another option'. A green 'Continue' button with a red border is positioned below the link. At the bottom of the form area, there is a link: 'Get help with this page'. The footer contains links for 'Accessibility', 'Cookies', 'Privacy notice', and 'Terms and conditions', along with the Royal Coat of Arms.

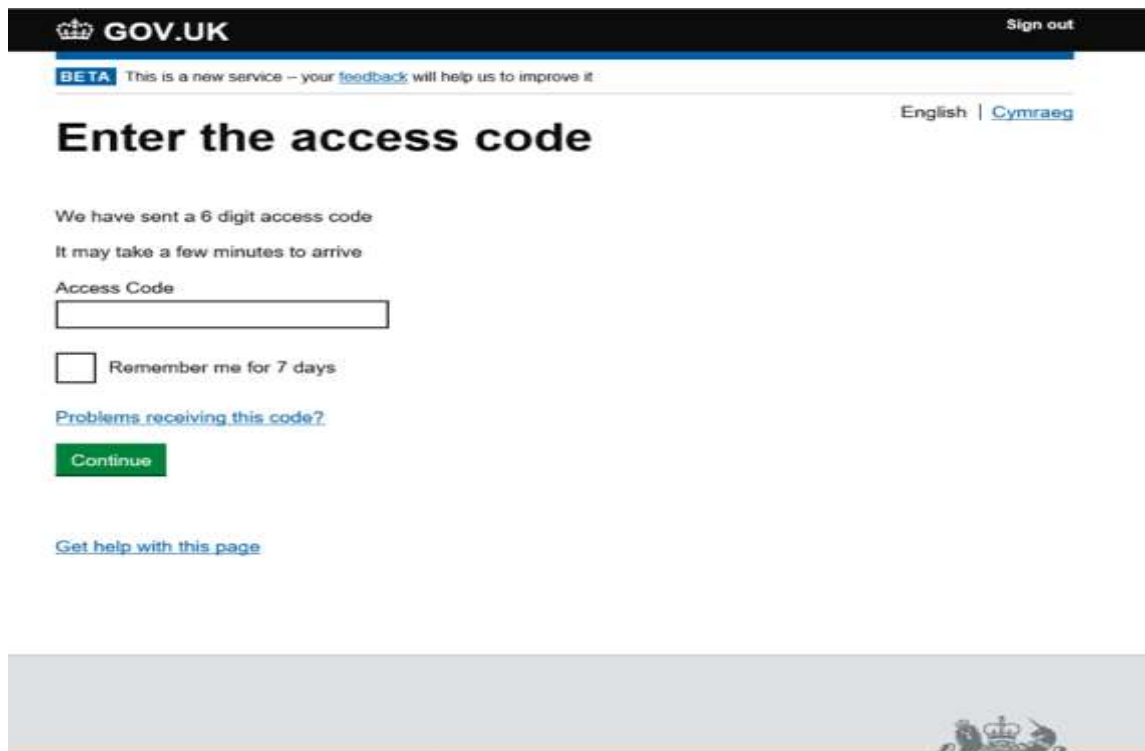
You will then be re-directed to the confirmation screen. Select 'Continue' to navigate to RPW Online.

## Authentication App

With the Authentication App option, the app will generate a code for you each time you need to log in. You can find various Authentication Apps by searching in the App Store of your mobile phone. Once done, you will need to link the app to your Government Gateway account. Click 'Continue' to do so. You will be asked to set up your authentication app. You can do this be either scanning the QR Code, or manually entering the Secret key into your phone. Once you have done this, click 'Continue'. Your access code will then be displayed on your mobile phone. Enter the access code and then select 'Continue'. When you use an Authentication App for the first time, you will be asked to provide a name for the app. Enter a name and then select 'Continue'. You will then be re-directed to the confirmation screen. Select 'Continue' to navigate to RPW Online.

## Sign In

The next time you log in to RPW Online, you will be prompted to enter an access code using the additional security that you set up. Enter the code and then select 'Continue'. You will then be directed to RPW Online.



The screenshot shows the GOV.UK login interface. At the top left is the GOV.UK logo with a crown icon. At the top right is a 'Sign out' link. Below the logo is a 'BETA' badge and a message: 'This is a new service – your [feedback](#) will help us to improve it'. On the right side, there are language options: 'English | [Cymraeg](#)'. The main heading is 'Enter the access code'. Below this, it says 'We have sent a 6 digit access code' and 'It may take a few minutes to arrive'. There is a text input field labeled 'Access Code'. Below the field is a checkbox labeled 'Remember me for 7 days'. There is a link: '[Problems receiving this code?](#)'. A green 'Continue' button is located below the checkbox. At the bottom left, there is a link: '[Get help with this page](#)'. At the bottom right, there is a small crest logo.

You can tick the 'Remember me for 7 days' box when logging in with a code. This will remember you on the device and browser you are using, so you will not need to login using an access code for 7 days. Please note, clearing your cookies on the browser you are using or logging in on a different browser and/or device will reset the 7 day period. Upon next login with your original device or browser you will need to authorise the login using an access code.

#### Further Assistance

If you require further assistance with this function, please contact the Customer Contact Centre on 0300 062 5004.