SimplrACCESS support – imported users

Registering for SimplrACCESS as an existing Connect or CamAcct user

SIMPLRACCESS

Users who registered an email address in Connect and CamAcct will automatically be imported into SimplrACCESS. Starting October 11, please follow the steps below to register your account.
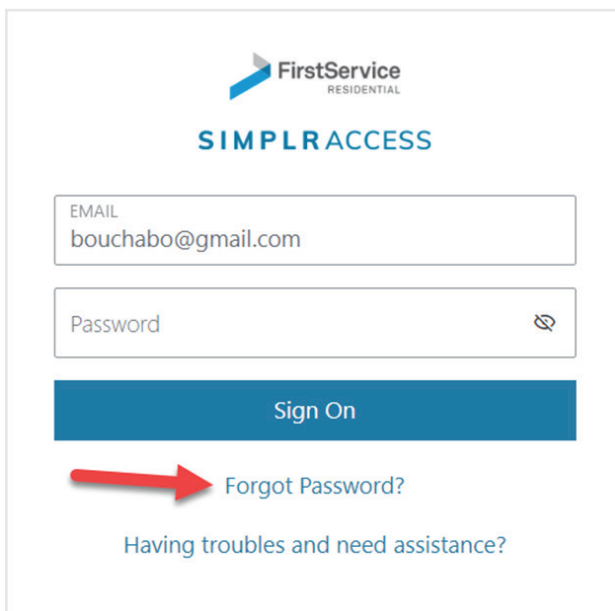
1   **Launch the My Account Portal.** https://simplraccess.fsresidential.com/myaccount

2   **Enter your email address for single sign-on.**

Log in using the email address you entered to link your Connect or CamAcct user account during the registration process in August and September 2023. When done, click the Sign On button.

3   **Initiate a Forgot Password process.**

All imported users must set a permanent password using the Forgot Password process since a password has not yet been created for your account. Click on the Forgot Password option to start the process.

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On the Password Reset screen, enter your email address and then click Submit. You will see the Success confirmation screen, and an email will be sent with instructions.
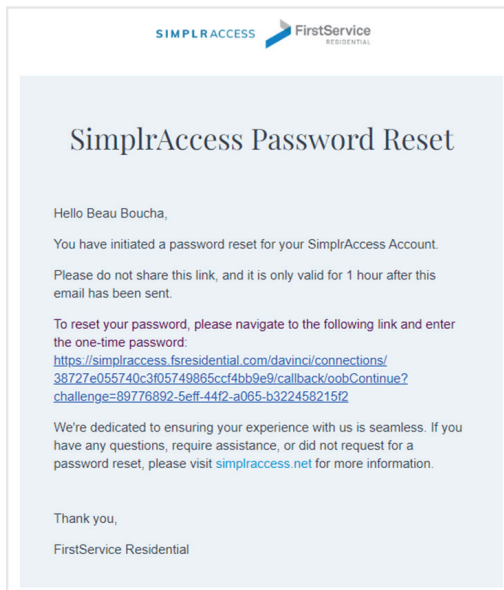
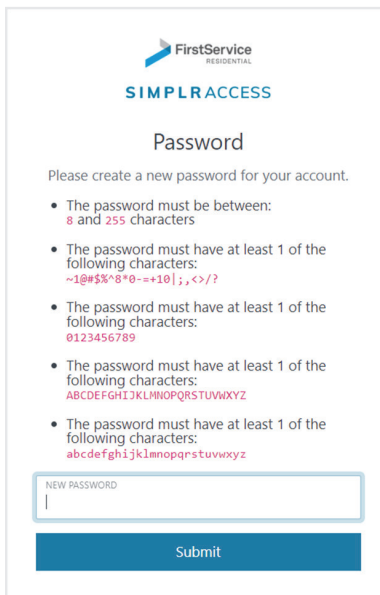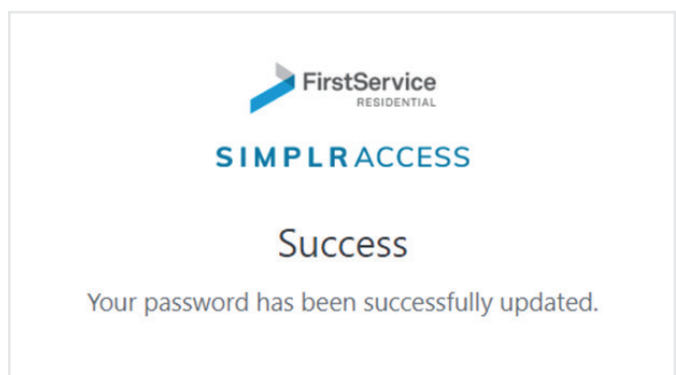# SimplrACCESS support – imported users

4   **Look for the Password Reset email and enter a new password.**

Click on the link within the Password Reset email.

Enter a new password and then click Submit. You will receive the Success confirmation message. You may now close your browser.

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5 **Complete the multifactor authentication process.**

Log into one of the applications supported by SSO such as Connect, CamAcct or Budget Tool. After entering your email and password, you will be prompted to select from one of the multifactor authentication methods to associate to your account.

Select Method

Select the authentication method you want to pair with your account.

Authenticator App
Use an authenticator app (like Google) to authenticate.

Text Message
Receive a text message with a passcode to authenticate.

Voice
Receive a phone call with a passcode to authenticate.

Email
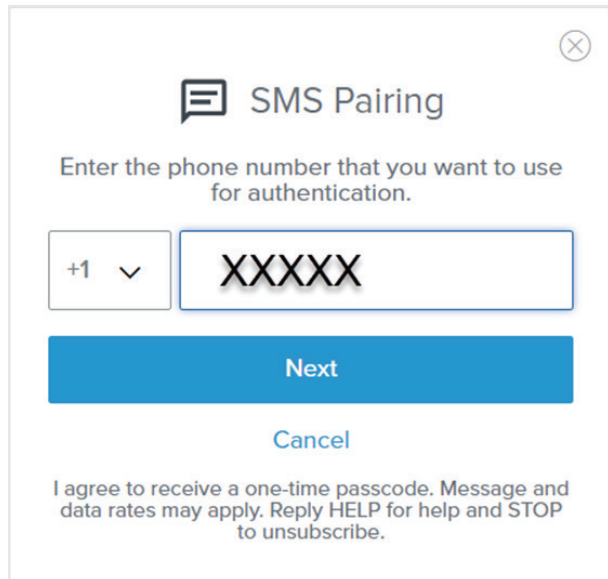Receive an email with a passcode to authenticate.

Passkey
Use your Passkey device to authenticate.

Cancel

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After you make a selection, then proceed with the linking process. The example below is for text messaging (SMS). The user will receive code sent to their new authentication method and they must enter that code in the pop up on the next screen.

Once successfully linked, you will be redirected to the application you initially launched. The SimplrACCESS registration process is complete.