



# **QBE Multinational**

## **QGlobal+ Basic Navigation**

### **Registration & Login (External, non-QBE User)**

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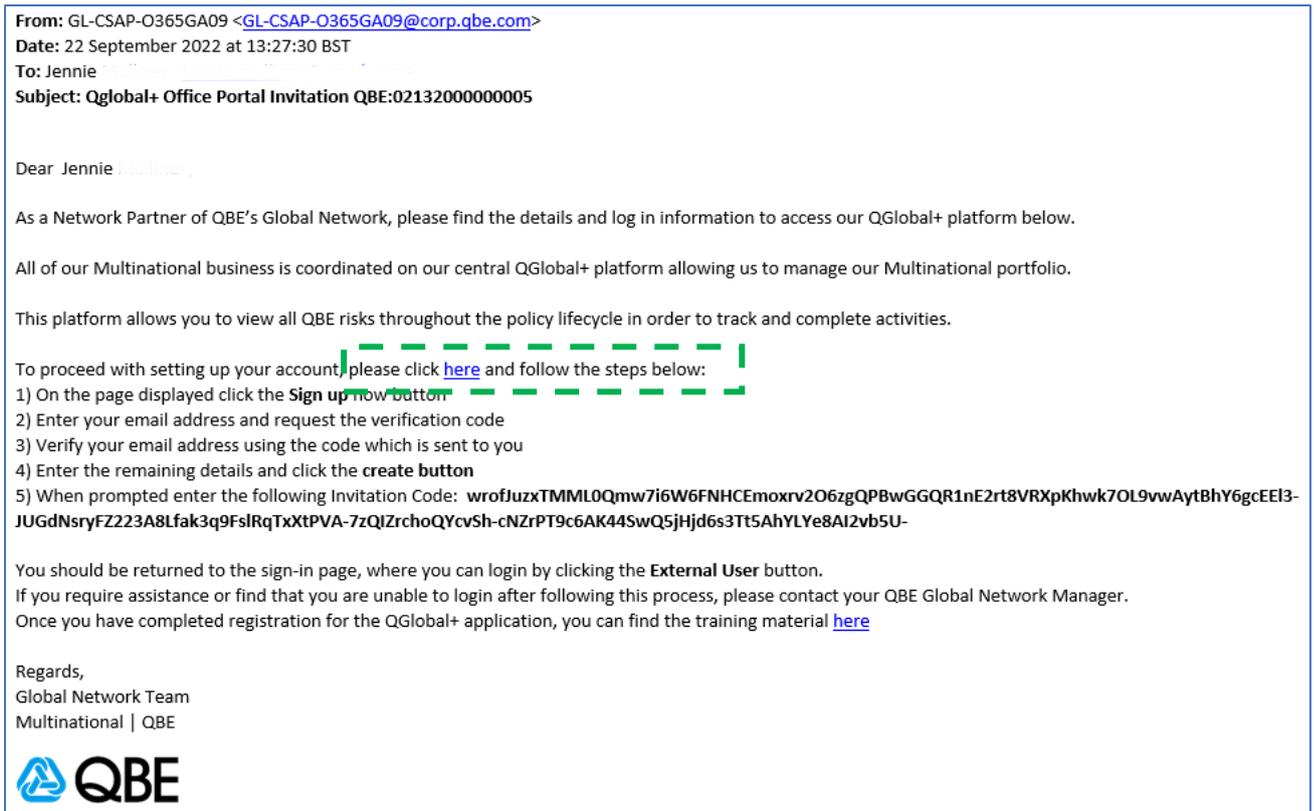
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# 1. REGISTER FOR QGLOBAL+

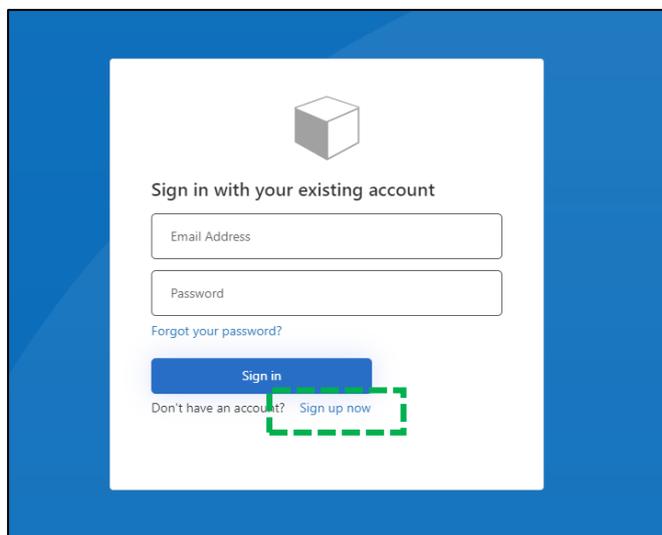
All users of QGlobal+ must sign-up for the first time to access the QGlobal+ portal. The registration process uses Multi-factor Authentication for security purposes, and requires users to provide two verification factors (email address and phone number) to register for QGlobal+.

1. You will receive an invitation email from [gl-csap-o365ga09@corp.qbe.com](mailto:gl-csap-o365ga09@corp.qbe.com), with the subject line "Qglobal+ Office Portal Invitation". If you cannot locate the email be sure to also check your junk email folder.

Click on the link in the email to set up your QGlobal+ account:



2. Once you click the link, you will see the screen below. Click on the ‘**Sign up now**’ option.



3. Enter your email address and then click on **'Send Verification Code'**. The verification code will then be sent to your email address.

A screenshot of a mobile application registration screen. At the top left, there is a back arrow and the text 'Cancel'. In the center, there is a 3D cube icon. Below the icon is a text input field containing the email address 'fkhowaja@gmail.com'. Underneath the email field is a blue button labeled 'Send verification code', which is highlighted with a green dashed border. Below this button are five more text input fields: 'New Password', 'Confirm New Password', 'Display Name', 'Given Name', and 'Surname'. At the bottom of the screen is a blue button labeled 'Create'.

4. Enter the verification code that you received to your email address and click **'Verify Code'**. You can then:
- Set your password,
  - Enter your first name and surname
  - Enter your Display Name.
  - Then click **'Create'**.

A screenshot of the same mobile application registration screen. The email field still contains 'fkhowaja@gmail.com'. Below it, a new text input field contains the verification code '878678'. Underneath this field are two blue buttons: 'Verify code' (highlighted with a green dashed border) and 'Send new code'. Below these buttons are the same five text input fields as in the previous screenshot: 'New Password', 'Confirm New Password', 'Display Name', 'Given Name' (now containing 'Faisal'), and 'Surname' (now containing 'Khowaja'). At the bottom, the 'Create' button is highlighted with a green dashed border.

5. A screen will display asking for a phone number. Enter a valid phone number and click **'Send Code'** (or **'Call Me'**). A verification code will be sent to your requested phone number. Enter the verification code received into the screen, and click **'Verify Code'**.



**Note:** The phone number that you provide here during the registration process will be used each time you log in to QGlobal+ as part of the multi-factor authentication. Therefore, it is important that you use a phone number that you will always have access to whilst working.

The image displays two screenshots of the QGlobal+ registration process. The left screenshot shows the phone number entry screen. It features a 'Country Code' dropdown menu set to 'United Kingdom (+44)', a 'Phone Number' input field with a red error message 'Please enter a valid phone number', and two buttons: 'Send Code' and 'Call Me'. The right screenshot shows the verification code entry screen, with a green dashed box highlighting the 'Enter your verification code below, or send a new code' input field.

6. At this point the following message may display: "Sign in failed". Click on **'Sign in'**, which takes you to the login page. Click on **'External User'**. Now enter the invitation code from step 5 in your invitation email, and click **'Register'**.

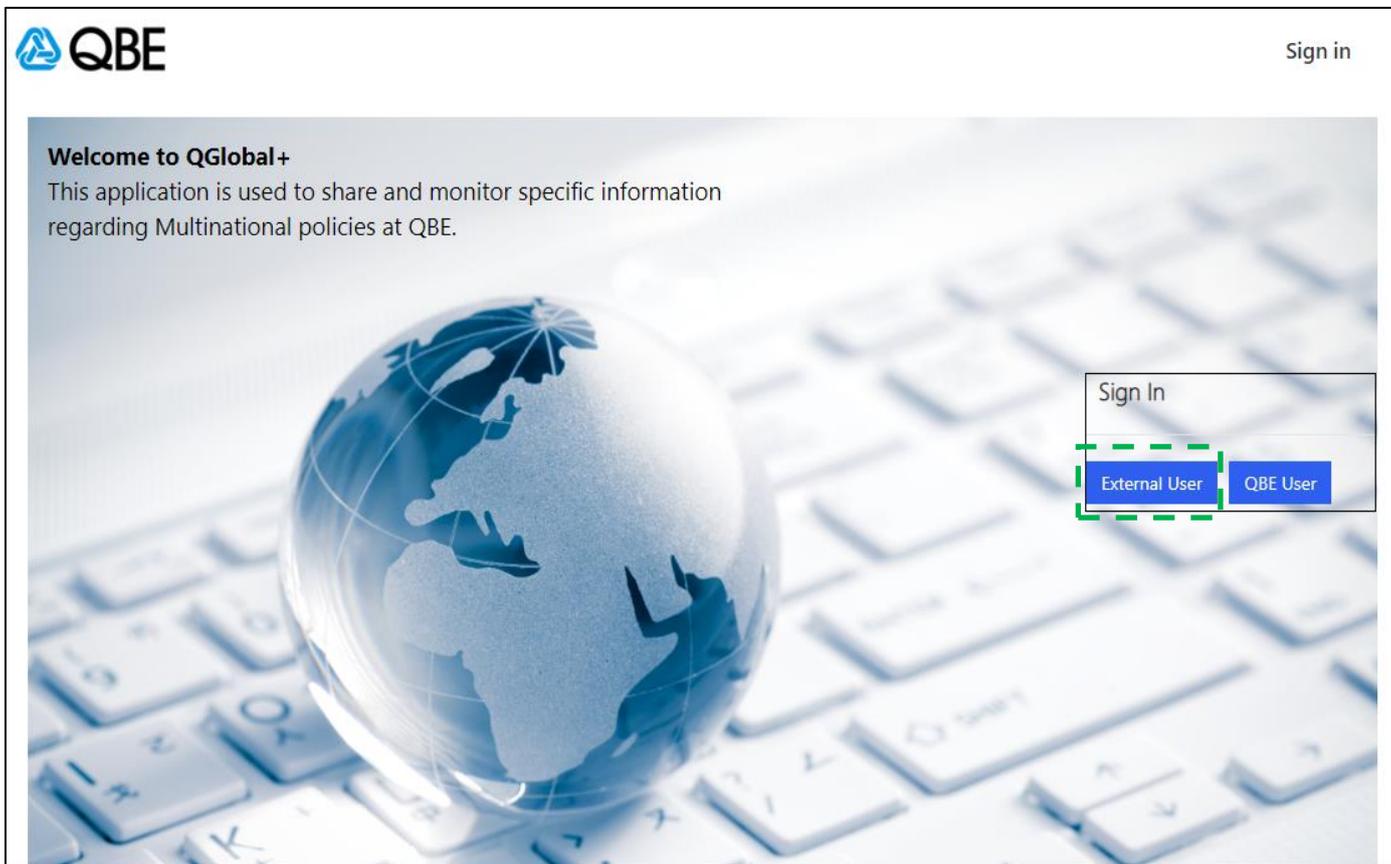
If it has been successful, a message will display: "Redeeming code:....". Under Register an Account, click on **'External User'**.

If you receive the following message: "Invalid invitation code", please contact your Global Network Manager.

7. The Term and Conditions for QGlobal+ will be displayed. Scroll down to tick the checkbox at the end to agree. Click **'Continue'**.
8. You should now be logged in to QGlobal+. Once your account is created, you can update your profile on the QGlobal+ **Profile Page**.

## 2. LOG INTO QGLOBAL+

1. To log in to the QGlobal+ Portal as an external user, click on this link:  
<https://qbeportal.powerappsportals.com>
2. Click on the '**External User**' button.



3. Enter your email address and password.
4. External users will have to go through Multi-factor authentication each time they log in for security purposes. A verification code will be sent to the mobile number that you provided during the registration step. Click '**Send Code**' (or '**Call Me**'). The verification code should be sent to your mobile phone number instantly.
5. Enter the verification code into the screen, and click '**Verify Code**'. The code will expire after 5 mins, but you can click '**send a new code**' at any time to get another verification code sent to your mobile phone number.

You will be automatically logged out from QGlobal+ after 24 hours.