

MY BETTER COMPLIANCE

USER MANUAL FOR THE SINGLE SIGN-ON SYSTEM



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REGISTERING AND LOGGING IN

To register to start using any portal, or to start using Single-Sign On and Portal Quick-Switch, you'll use My Better Compliance.

My Better Compliance is the brand-new Better Compliance Single-Sign On portal and can be used to quickly sign into, and switch between portals. It also offers enhanced security, and a single username or password to log into any of the portals.

You can register and sign by following these easy steps:

- Go to my.bettercompliance.co.uk
- Click on "Register"
 - **TIP:** You will need to do this, regardless of whether you have profiles on other Better Compliance Portals. You will not be automatically registered on the My Better Compliance Portal, nor will your username or password from other portals work on this system.
- Fill in your details and choose a new password
- You will now receive an e-mail to verify your email address, click on the link in the email to do so.
- Now, you'll be taken back to the login page.
 - **TIP:** You can bookmark this page for easy access in the future!
- Enter your login details and press "Login"
 - **IMPORTANT:** The login details that you used when registering on the My Better Compliance portal will only work on the My Better Compliance portal and cannot be used to log into other portals
- When you log in for the first time, you will be prompted to set up your two-factor authentication. Follow the simple on-screen prompts to do so.
 - **Remember:** You will need to enter your OTP from your authenticator app every time you log in. If you lose your phone, [contact support](#) for assistance.
- Once you've logged in, choose the portal that you would like to use. Once you've navigated to the desired portal, you will also be able to quickly switch to another portal by using the "Switch Portals" option at the top of any of the portals.
 - **TIP:** Once you've registered for My Better Compliance, you can also use the "Login with Better Compliance Single-Sign On" button on any of the portal login pages to log into the portal using your My Better Compliance login details

CONCLUSION

That's all there is to it! We hope that you find this new login system easier to use and useful in increasing your day-to-day work efficiency. If you have any questions at any time, please feel free to reach out to our support team by going to support.bettercompliance.co.uk