

# App Proxy User Guide

## Contents

Introduction to App Proxy.....	2
Invitation Email.....	2
Setting up Microsoft Authenticator App.....	4

**Business Intelligence**  
*Using Information to put Residents First*

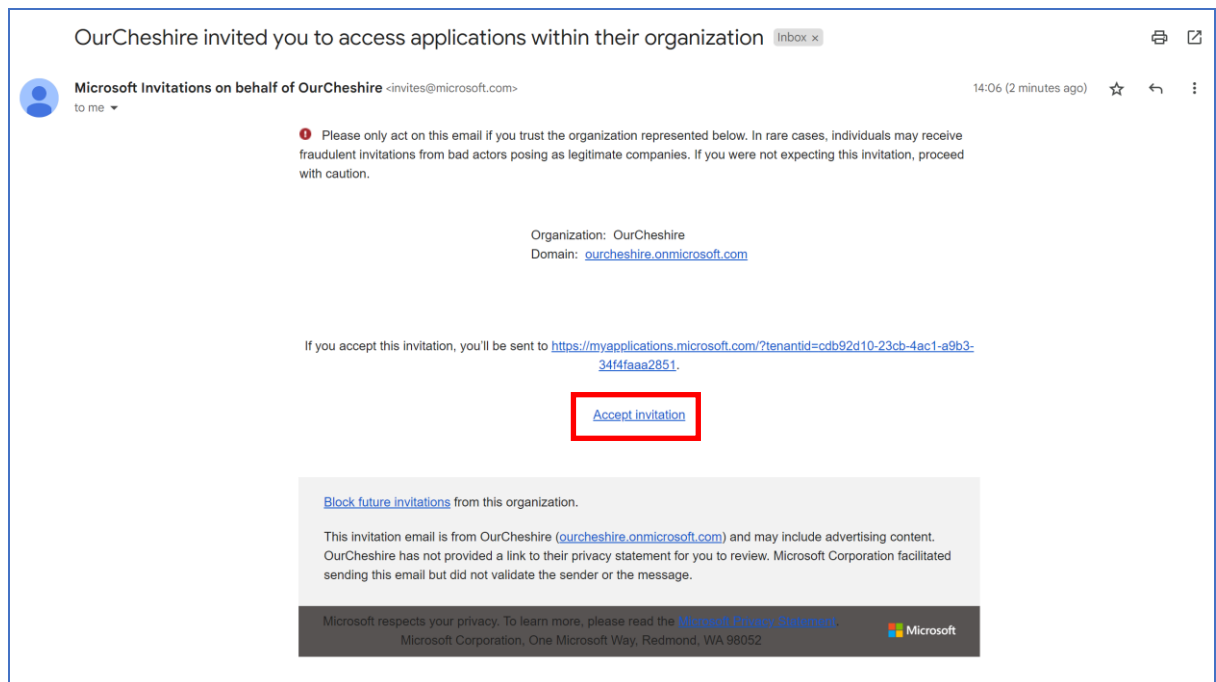
## Introduction to App Proxy

App proxy is a solution that enables partner agencies to access Cheshire East's ePayments service.

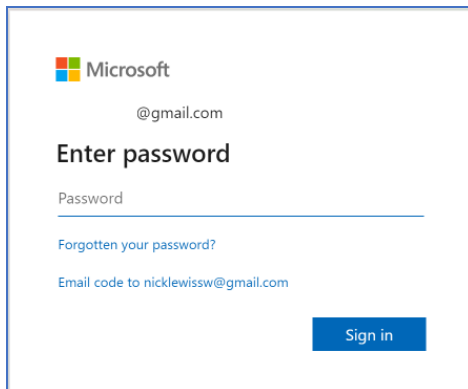
The setup process detailed below should take between 15-20 minutes.

## Invitation Email

You will receive an invitation email from 'OurCheshire'. Click the 'Accept invitation' link.



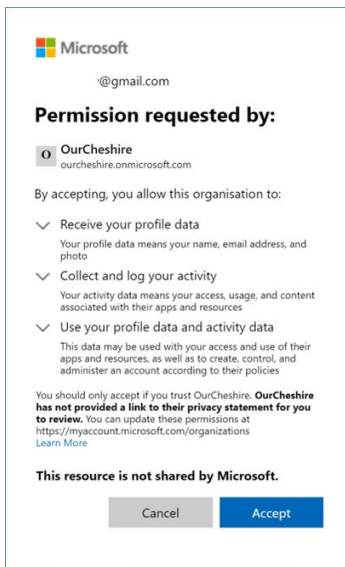
Your default web browser (Edge, Chrome etc) will open and you will be asked to enter your password. **Note:** this is usually your Outlook/Hotmail/Microsoft 365 password if your organisation uses a trusted domain.



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text '@gmail.com'. The main heading is 'Enter password'. There is a text input field labeled 'Password'. Below the field are two links: 'Forgotten your password?' and 'Email code to nicklewisw@gmail.com'. At the bottom right is a blue 'Sign in' button.

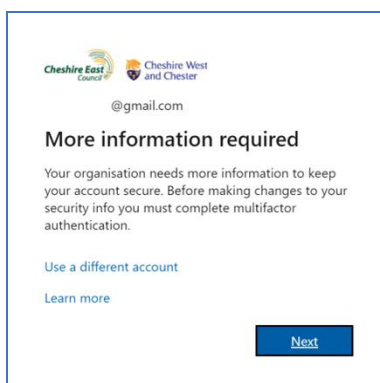
If your organisation isn't using a trusted domain, navigate to [One-time passcode authentication for B2B guest users - Microsoft Entra | Microsoft Learn](#) to receive a one-time passcode authentication.

Review and 'Accept' permissions for OurCheshire.



The image shows a Microsoft permission request screen. At the top left is the Microsoft logo. Below it is the text '@gmail.com'. The heading is 'Permission requested by:'. Below this is a list item for 'OurCheshire' with the URL 'ourcheshire.onmicrosoft.com'. Below the list item is the text 'By accepting, you allow this organisation to:'. There are three items in the list, each with a checkmark icon: 'Receive your profile data' (with subtext 'Your profile data means your name, email address, and photo'), 'Collect and log your activity' (with subtext 'Your activity data means your access, usage, and content associated with their apps and resources'), and 'Use your profile data and activity data' (with subtext 'This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies'). Below the list is a warning: 'You should only accept if you trust OurCheshire. OurCheshire has not provided a link to their privacy statement for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations Learn More'. Below the warning is the text 'This resource is not shared by Microsoft.' At the bottom are two buttons: 'Cancel' and 'Accept'.

Click 'Next'.

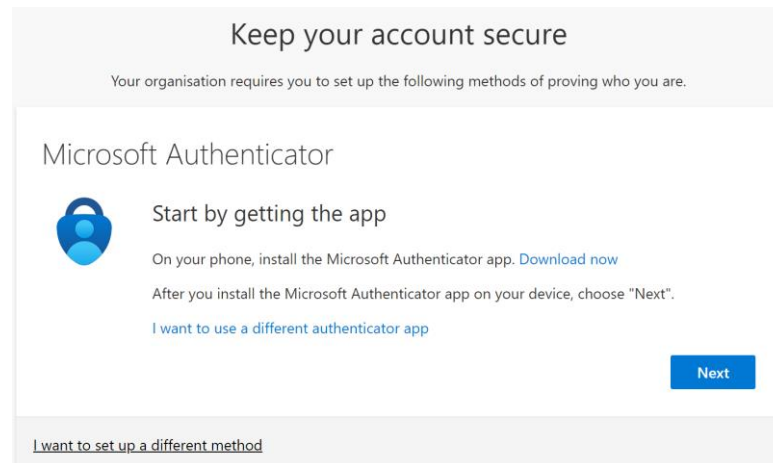


The image shows a Microsoft 'More information required' screen. At the top left are the logos for 'Cheshire East Council' and 'Cheshire West and Chester'. Below them is the text '@gmail.com'. The heading is 'More information required'. Below the heading is the text 'Your organisation needs more information to keep your account secure. Before making changes to your security info you must complete multifactor authentication.' Below this is a link 'Use a different account' and another link 'Learn more'. At the bottom right is a blue 'Next' button.

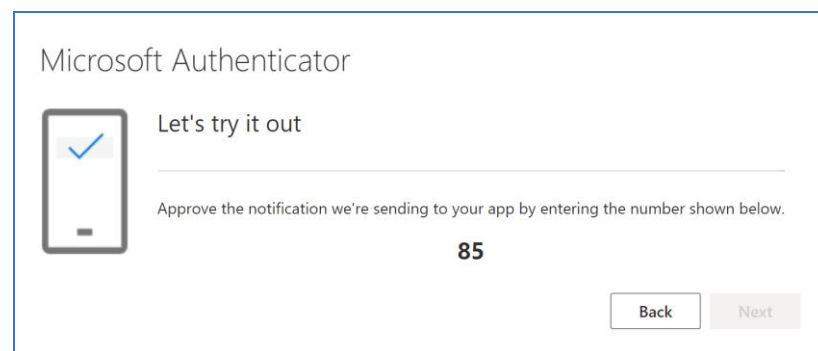
## Setting up Microsoft Authenticator App

Proceed with the onscreen guidance for setting up MFA. The next steps detail how to setup MFA using the Microsoft Authenticator app.

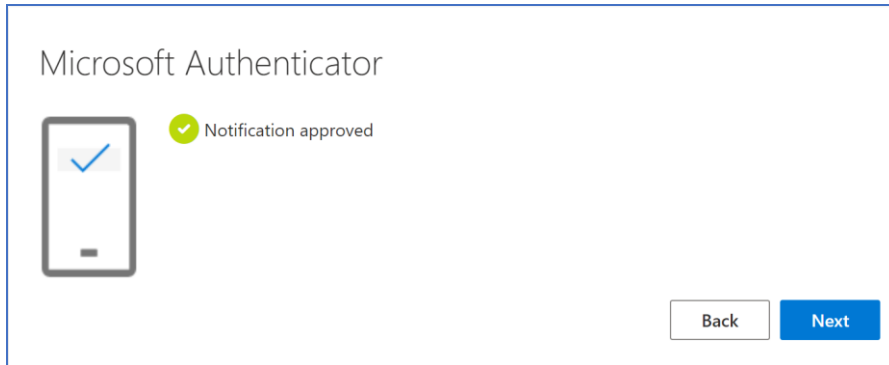
Click 'Next', to use the Microsoft Authenticator app. **Note:** You will need to download the Microsoft Authenticator app if not already installed on your smartphone (use your App store or equivalent).



- Click Next
- Open the Microsoft Authenticator app.
- Click '+' to add a new account and select Work or school account
- Use your phone to scan the QR code displayed on your computer
- Click Next
- Microsoft will test that MFA is setup correctly by sending you a notification on your smart phone. Enter the two digit number that is showing on your computer.

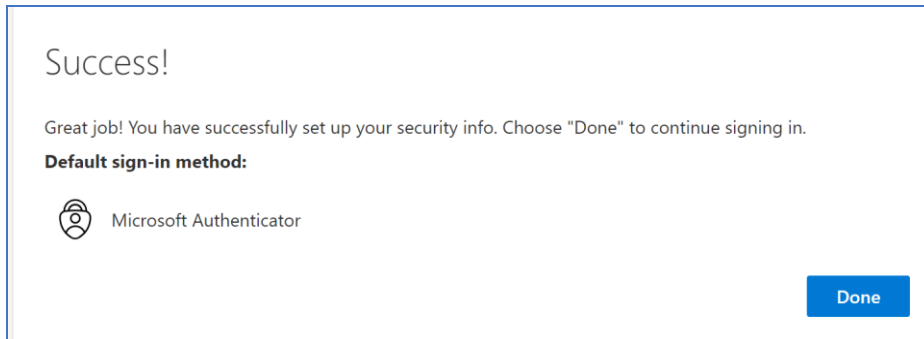


Click 'Next' once you see the 'Notification approved' screen.



Click 'Done' on the final 'Success!' screen.

MFA is now set up and will be required to sign in.



You now need to read and accept the OurCheshire Terms of Use  
Click on the 'Guest user terms of use' title to expand its content.

Then click Accept (**Note:** the Terms of Use must be expanded before you can proceed).

