

Guidance document to create NIDA LOA2 account for AccessNI Applications

What you will need:-

- a valid mobile phone number or email address.
- a valid passport or driving licence.
- a selfie.

Please ensure your identity documents contain up-to-date information.
Eg address and surname (if recently married).

1. Select how you would like to receive your MFA code each time you log on.

*****Where possible please select SMS. This is the easiest/safest option to keep access to your account.*****



Multi-factor authentication

How do you want to receive your security code?

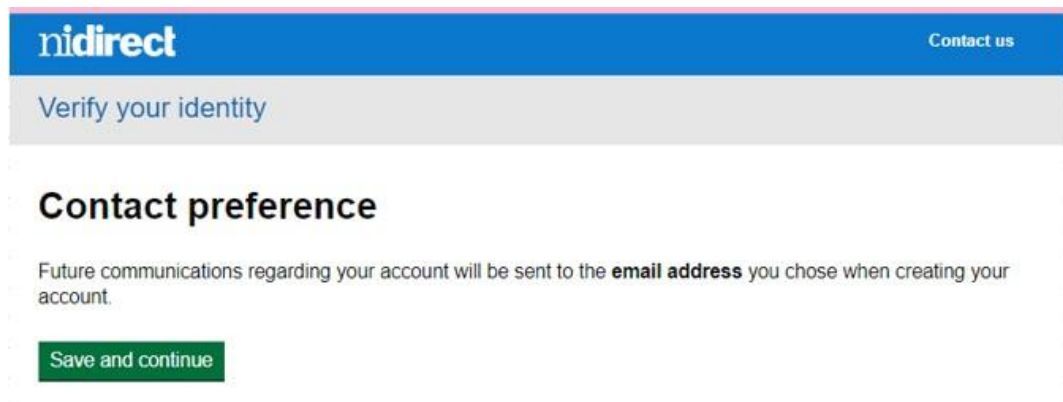
A screenshot of a dropdown menu. The top part shows '--- Select ---' with a downward arrow. The menu is open, showing four options: '--- Select ---', 'Email', 'SMS' (which is highlighted with a grey background), and 'Authenticator app'.

If you select email, please follow instructions on screen to confirm your email address

If you select SMS, please follow instructions on screen to confirm your mobile number

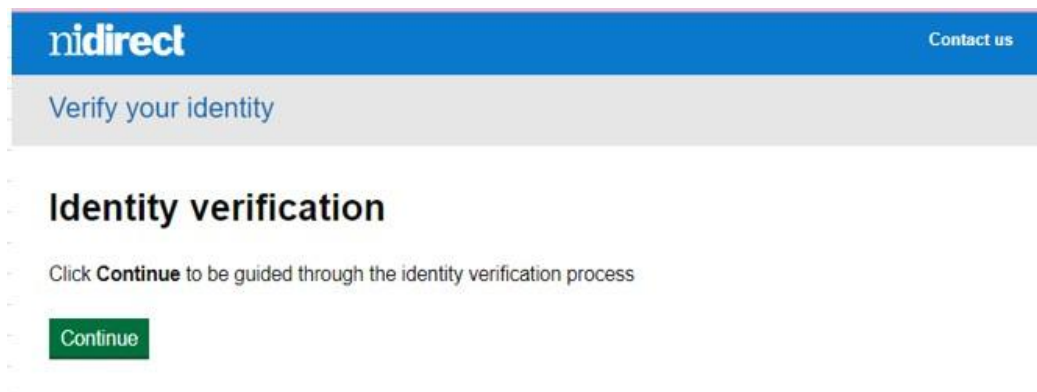
Please **do not select** Authenticator App.

2. Your preference will be confirmed



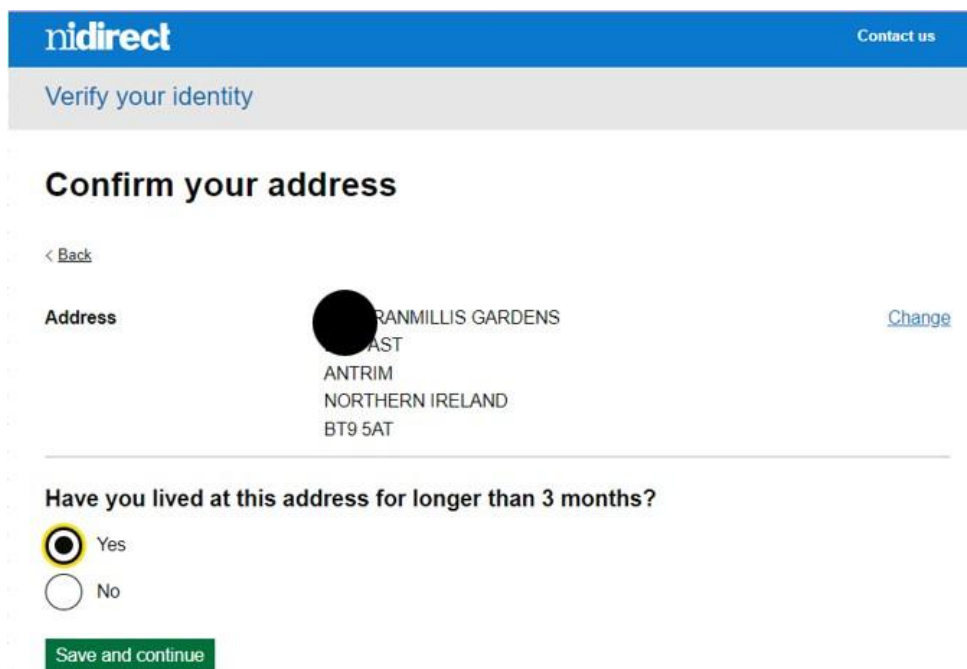
3. Identity Verification process

When uploading documents to verify your identity, where possible please ensure your ID documents are up-to-date and reflect your current details eg address and surname (for recently married individuals). This will avoid delays in the identity verification process.



The screenshot shows the 'nidirect' logo in the top left corner and a 'Contact us' link in the top right corner. Below the logo is a grey bar with the text 'Verify your identity'. The main heading is 'Identity verification'. Below this, there is a text instruction: 'Click **Continue** to be guided through the identity verification process'. At the bottom, there is a green button labeled 'Continue'.

4. Confirm address details have not changed or update



The screenshot shows the 'nidirect' logo in the top left corner and a 'Contact us' link in the top right corner. Below the logo is a grey bar with the text 'Verify your identity'. The main heading is 'Confirm your address'. Below this, there is a '< Back' link. The address is displayed as follows: 'Address' followed by a black circle icon, 'RANMILLIS GARDENS', 'AST', 'ANTRIM', 'NORTHERN IRELAND', and 'BT9 5AT'. To the right of the address is a 'Change' link. Below the address, there is a question: 'Have you lived at this address for longer than 3 months?'. There are two radio buttons: 'Yes' (selected) and 'No'. At the bottom, there is a green button labeled 'Save and continue'.

5. Select Driving Licence or Passport

nidirect

Contact us

Verify your identity

Can you upload an image of one of these documents?

[< Back](#)

☐

Driving licence
Can be registered in UK, NI, ROI, Isle of Man, Channel Islands or any EU country.

☐

Passport
Any nationality.

or

☐

No, upload other documents (your verification may take longer this way)

[► Why do you need this from me?](#)

Save and continue

6. Upload image and confirm image quality

Before you continue and submit a photo of your passport please confirm that:

☐

All 4 edges of the page are in your photo

☐

You can clearly see your face and all the text

☐

There is no shine from a light or window

Save and continue

Change image

7. Take selfie and confirm image quality

Before you continue, and submit this photo of yourself, please confirm that:

☐

The image is clear and in focus

☐

The image contains no other people

☐

Your face is clearly visible, well lit and without strong shadows

☐

The image is not blurred by movement

Save and continue

Change image

8. Verification may take a few minutes

nidirect

Contact us

Verify your identity

Verifying your identity



Important: Please do not close this window while your identity is being verified.

If this screen has not updated after a few minutes, you can return later by logging back in to your **nidirect** account.

9. Your identity is confirmed and you can continue to AccessNI service

nidirect

Contact us

Verify your identity

Success

Your identity has been verified
You can now use other nidirect services that need your identity verified.

Identity verified

You may now use this service.

Continue to service

*PLEASE NOTE - Every time you log into your NIDA LOA 2 account you will be asked to enter a Multi-factor Authentication Code (MFA) that will be sent to you by the method you chose ie email or text. It is **IMPORTANT** you keep your account details correct ie change of email address or a change of name/address*

nidirect

Contact us

nidirect account

Multi-factor authentication

Check your phone

To improve the security, we have introduced a two step verification via SMS. You will shortly receive a security code within an SMS message. Please enter the security code in the box below to continue.

Security code

Submit

Cancel

Resend security code