

Instructions for accessing Microsoft Business Central for external users

If you have any questions or problems, please contact:

EJOT IT HelpLine

Tel.: +49 (0)2751 529 555

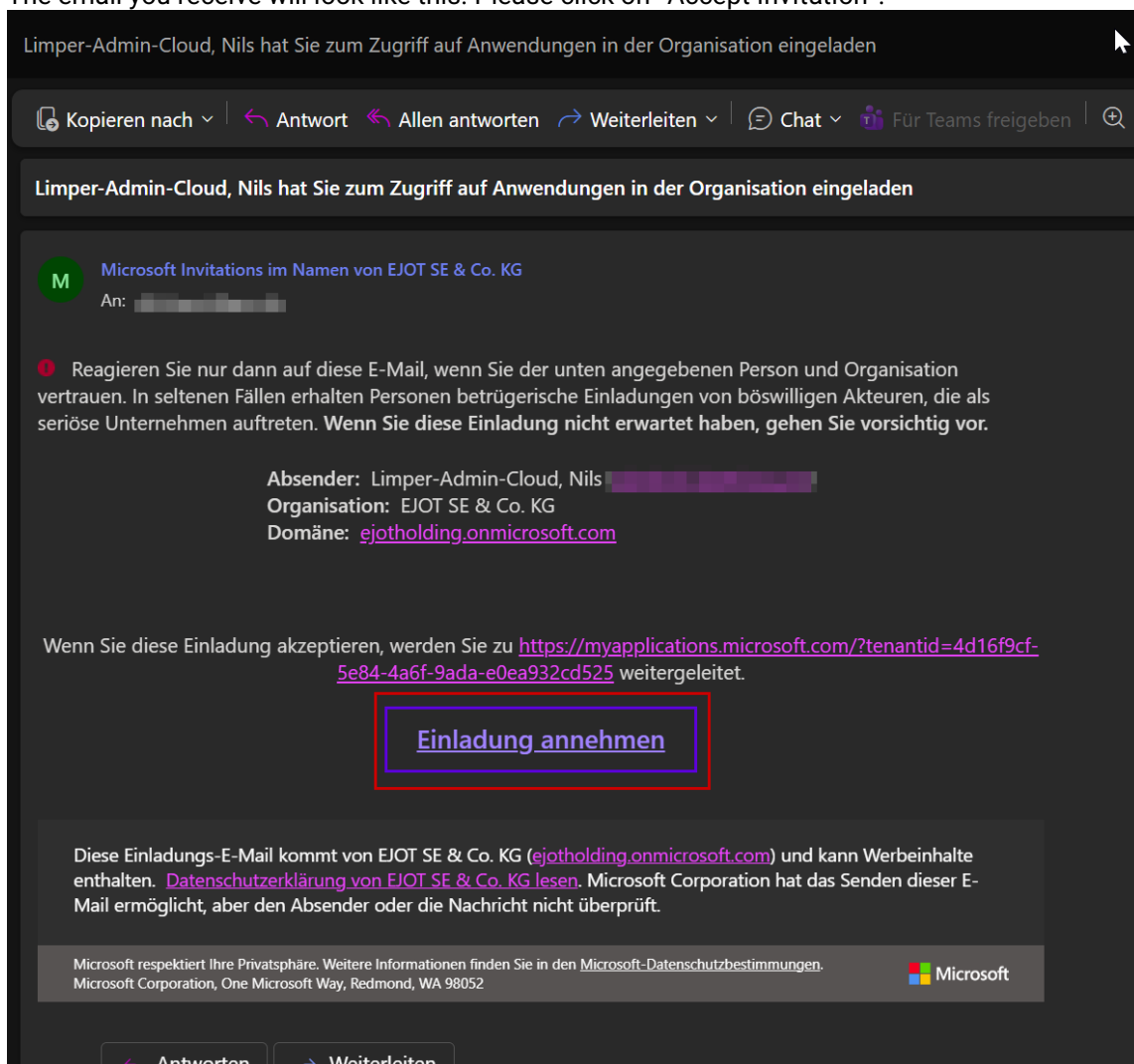
Email: it-helpline@ejot.com

To enable you to access Microsoft Business Central (also known as BC), we will send an invitation to your email address in the near future. This invitation will link your address to our Microsoft environment.

What happens after sending?

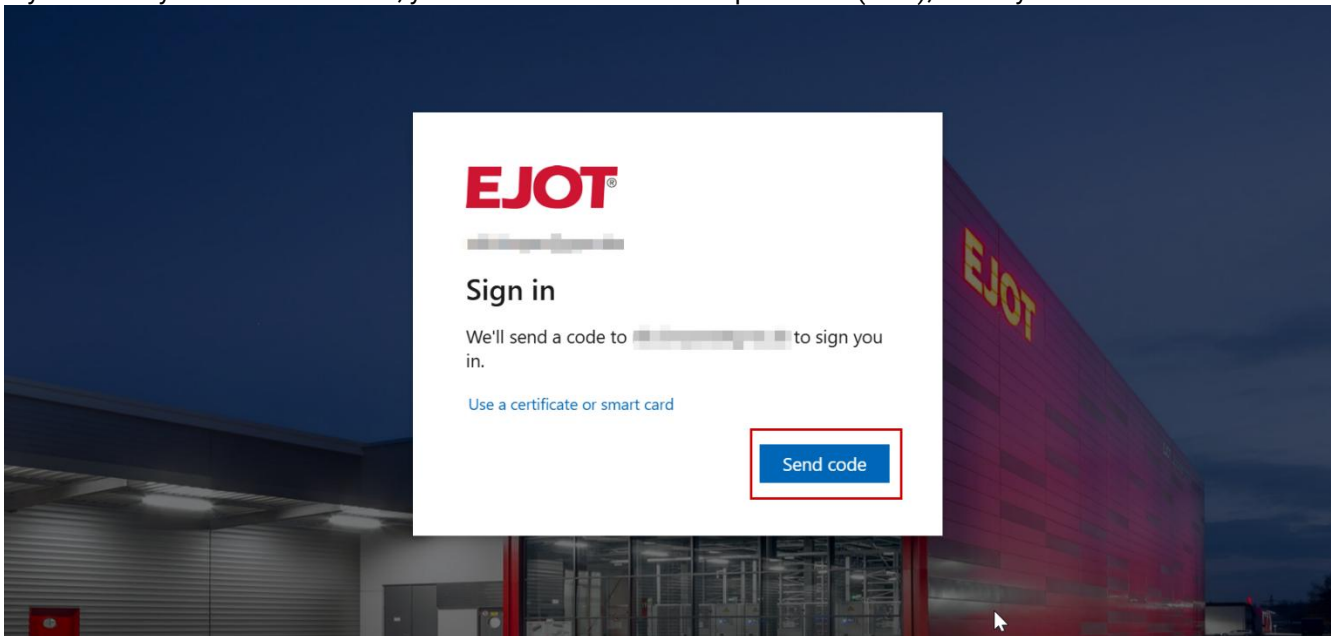
- If a Microsoft account already exists under the email address, the invitation can be accepted directly.
- If you do not have an account, you will be asked to log in with a one-time passcode when you open the invitation.

The email you receive will look like this. Please click on "Accept invitation".

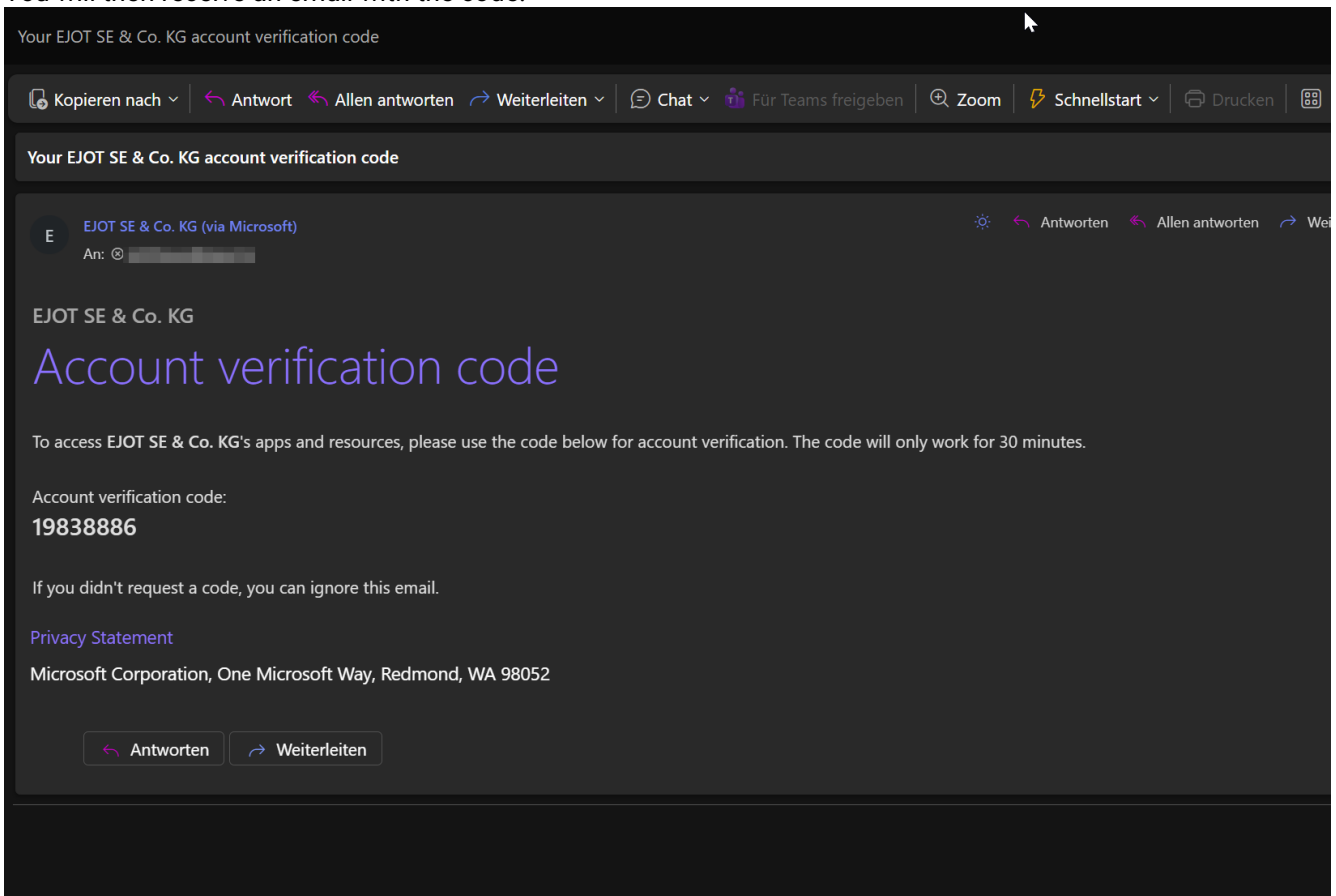


If you already have a Microsoft account with the email address provided, you can skip the next step and log in directly with your credentials.

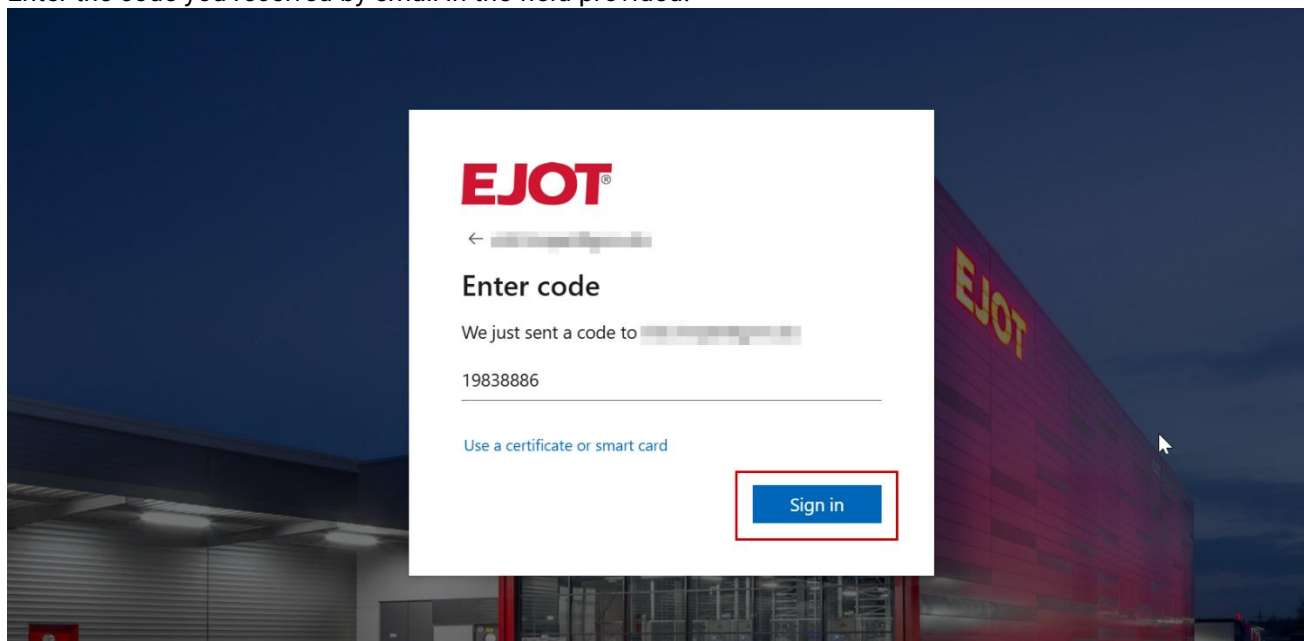
If you do not yet have an account, you will be sent a one-time passcode (OTP), which you must then enter:



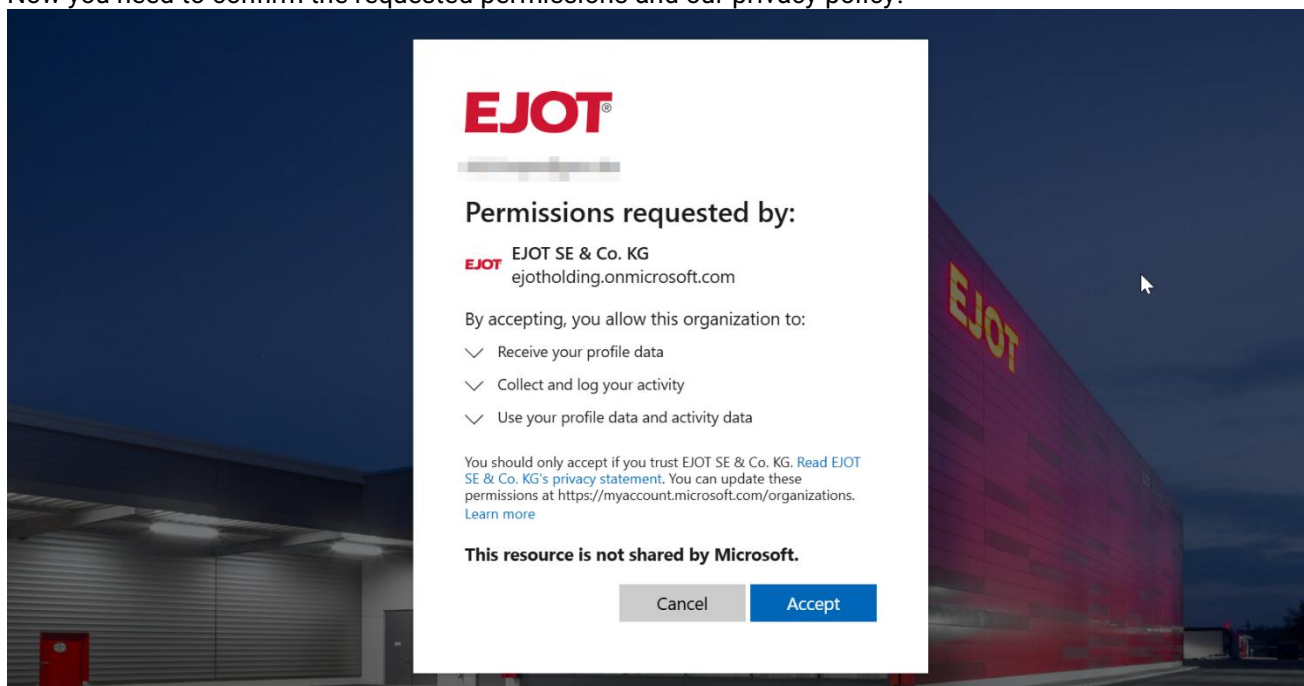
You will then receive an email with the code.



Enter the code you received by email in the field provided.

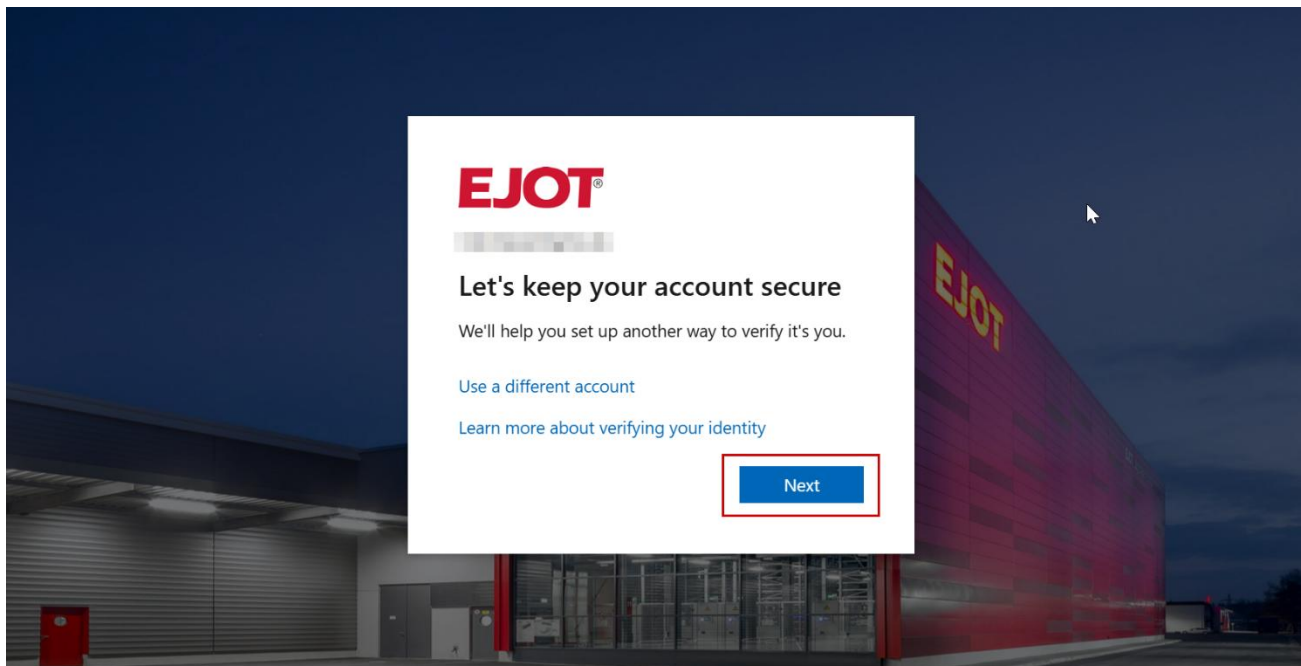


Now you need to confirm the requested permissions and our privacy policy:



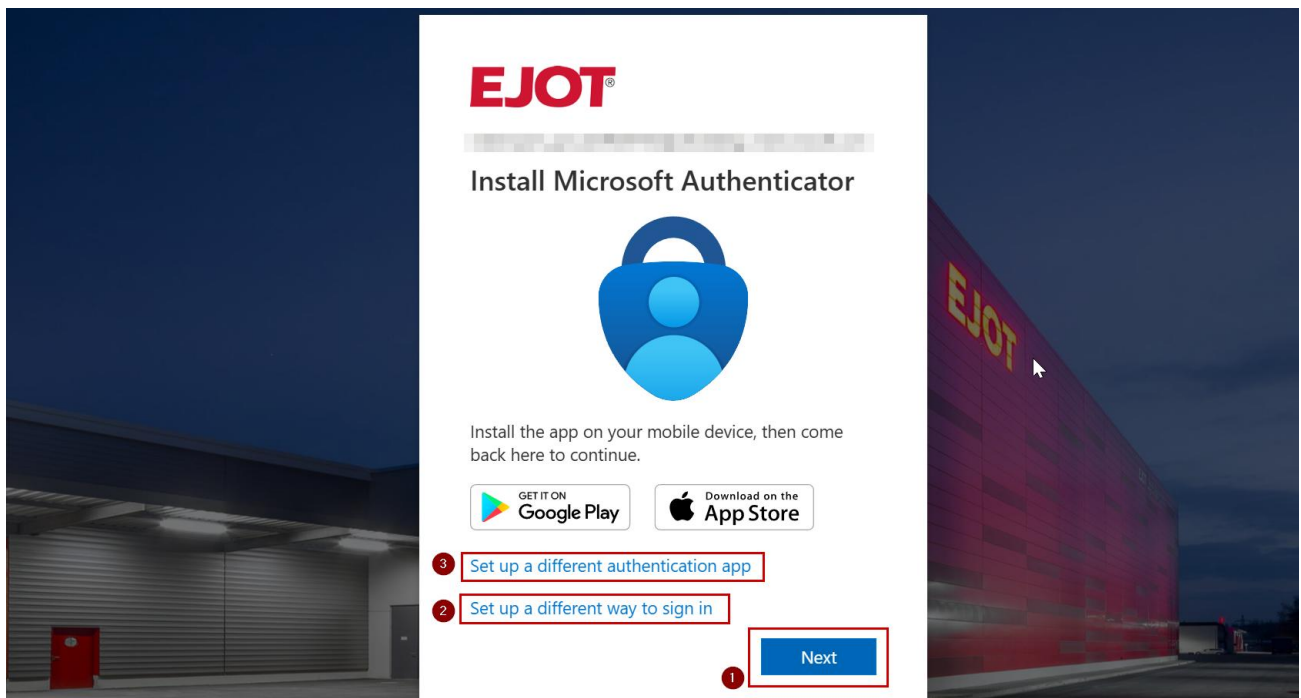
Setting up the second factor for login

Once you have accepted the permissions, you will be prompted to set up a second factor for login. Simply follow the instructions on the page displayed.



There you now have several options for your second factor:

1. Set up the Microsoft Authenticator app on your phone ("Next")
2. Another method, such as a hardware token or a phone number for receiving a call or text message for confirmation ("Set up a different way to sign in")
3. A different authenticator app, such as Google Authenticator ("Set up a different authentication app")



You have now completed the first step to access Microsoft Business Central.

Your account now needs to be activated and processed on our site. You will be notified separately as soon as the processing is complete.