

User Guide

How to activate my account to access the IDB Extranet

and the information about my operations with
the IDB Group.

August 2024



Recommended Browsers:

Google Chrome version 85.0.4183.121 and above

Microsoft Edge version 85.0.564.63 and above

Need help?

Contact ExtranetSupport@iadb.org to report issues and please include the following information:

1. Description of the issue
2. Screenshots

How to activate your IDB Extranet account

01/ Step 1

- You will receive an email with instructions on how to activate your account.
- **Go to your e-mail inbox** and look for an email from [BID-NoReply@iadb.org](mailto: BID-NoReply@iadb.org)
Subject: "IDB Group's Extranet – ACTIVATE YOUR ACCOUNT"
- Open the email and **click on the link to activate your account.**

BID-NoReply@iadb.org <BID-NoReply@iadb.org>
to me ▾

Dear VICTORIA CANTOS,

Your Extranet access account has been approved. Please click on the following link to activate your account:

[Activate Account](#)

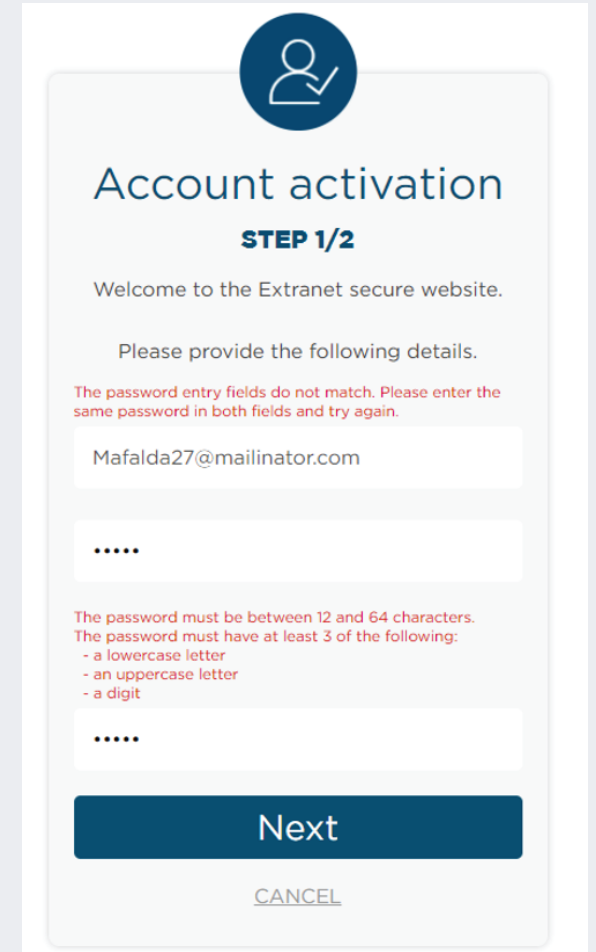
IMPORTANT: The activation link can only be used once and expires 7 days after receipt. To request a new activation link, please email us at extranetsupport@iadb.org.


After activating your account, you will be able to access the Extranet through the following link: <https://registrodefirmasauditoras.iadb.org/>. Please note that the email address

How to activate your IDB Extranet account

02/ Step 2

- **Enter your New Password** and Confirm New Password.
- Please note that your password must meet all the requirements **indicated in red**.
- Click Next





Account activation

STEP 1/2

Welcome to the Extranet secure website.

Please provide the following details.

The password entry fields do not match. Please enter the same password in both fields and try again.

Mafalda27@mailinator.com

.....

The password must be between 12 and 64 characters.
The password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit

.....

Next

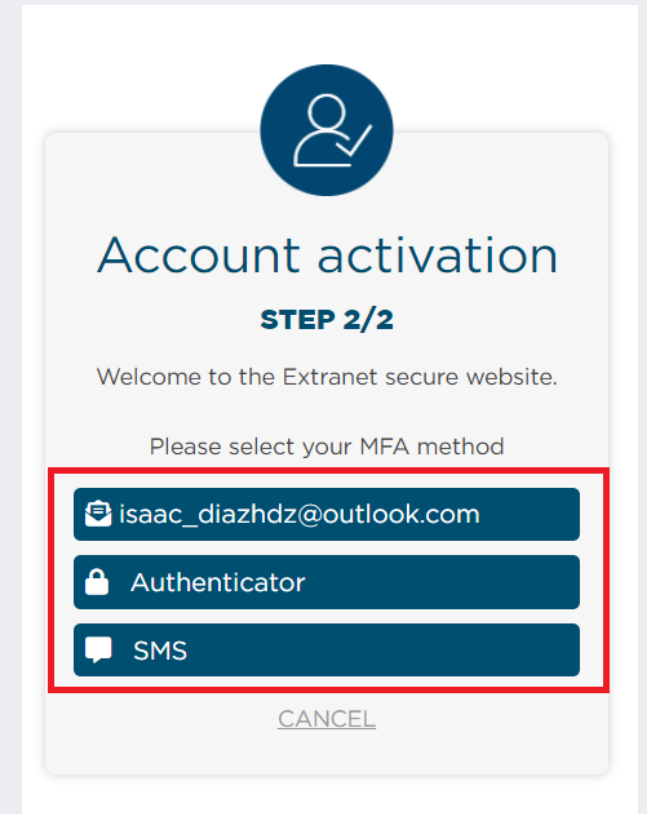
[CANCEL](#)


How to activate your IDB Extranet account

03/ Step 3

You have 3 options for Authentication methods. Please choose your preferred method and follow the appropriate instructions:

- **Option 1:** Using your Email.
- **Option 2:** Using the Microsoft Authenticator App on your smartphone.
- **Option 3:** Using text messages (SMS) on your phone.








Account activation

STEP 2/2

Welcome to the Extranet secure website.

Please select your MFA method

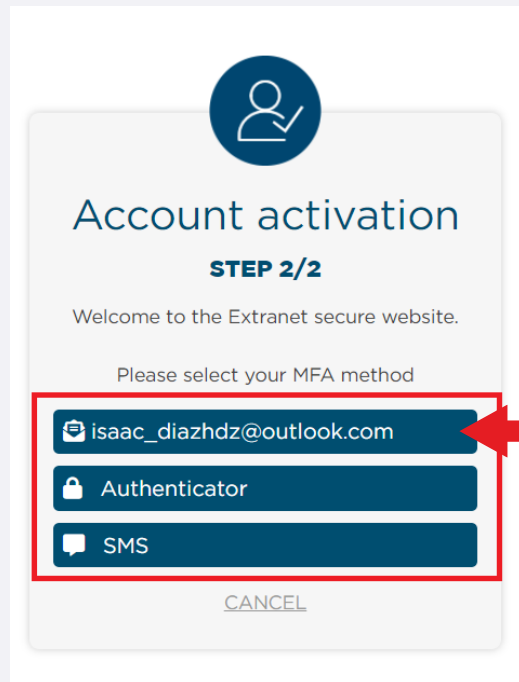
-  isaac_diazhdz@outlook.com
-  Authenticator
-  SMS

[CANCEL](#)

Account Activation: **Option 1**

Using your Email:

1- Click on your email address.

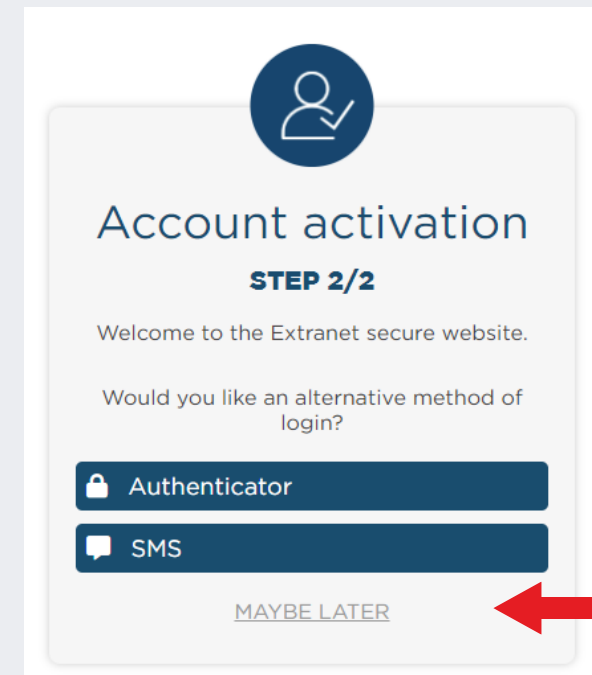


The screenshot shows the 'Account activation' screen at 'STEP 2/2'. It includes a welcome message and a prompt to 'Please select your MFA method'. Three options are listed: an email address 'isaac_diazhdz@outlook.com', 'Authenticator', and 'SMS'. A red box highlights the email address option, and a red arrow points to it from the right.

2- An Account Activation message will appear on your screen.

If you do not wish to add an alternative login method, please click **"Maybe Later."**

Otherwise, select the alternative method you would like to add.

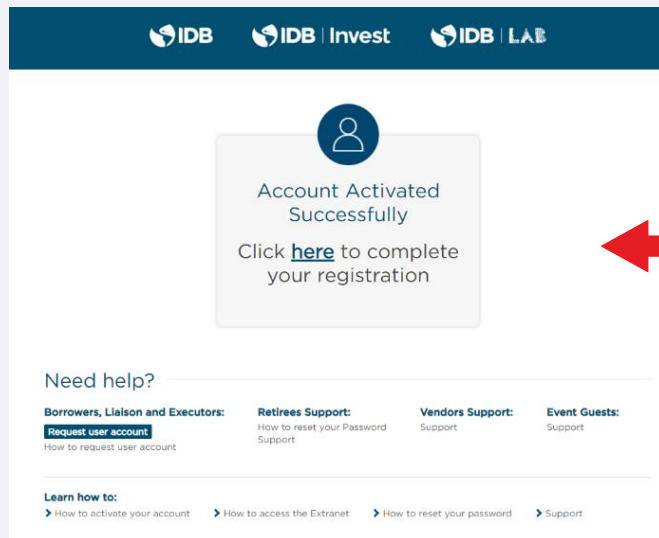


The screenshot shows the 'Account activation' screen at 'STEP 2/2'. It includes a welcome message and a prompt: 'Would you like an alternative method of login?'. Two options are listed: 'Authenticator' and 'SMS'. A 'MAYBE LATER' link is at the bottom right, with a red arrow pointing to it from the right.

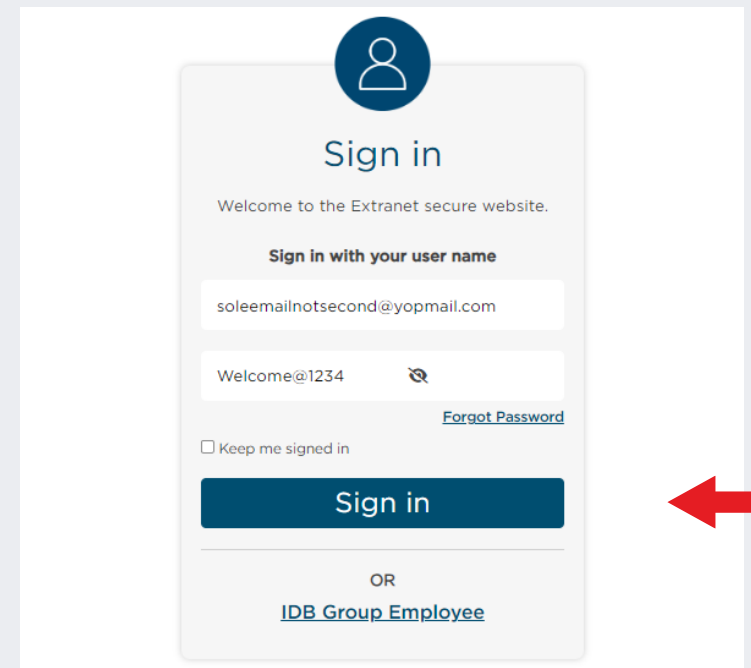
Account Activation: **Option 1**

Using your Email:

3- A **confirmation message** will appear. Please follow the instructions on the screen to complete your registration.



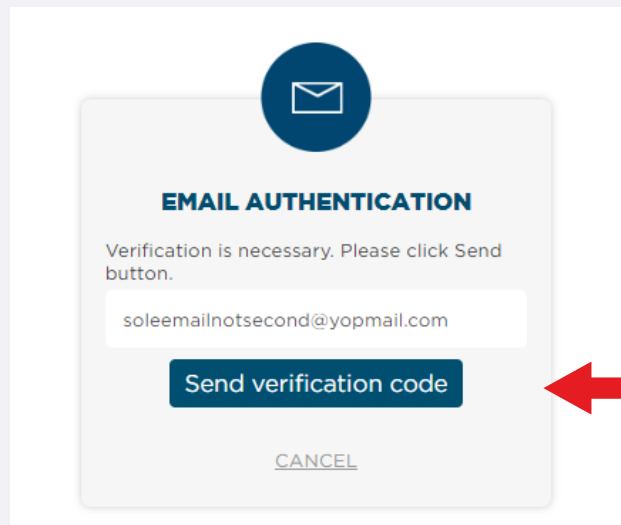
4- **Sign in to your account** using the email address and password you set in the previous steps.



Account Activation: **Option 1**

Using your Email:

5- Click on **Send verification code** to receive a verification code **in your mailbox**:



EMAIL AUTHENTICATION

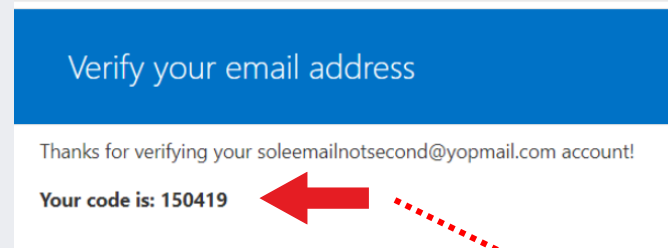
Verification is necessary. Please click Send button.

soleemailnotsecond@yopmail.com

Send verification code

CANCEL

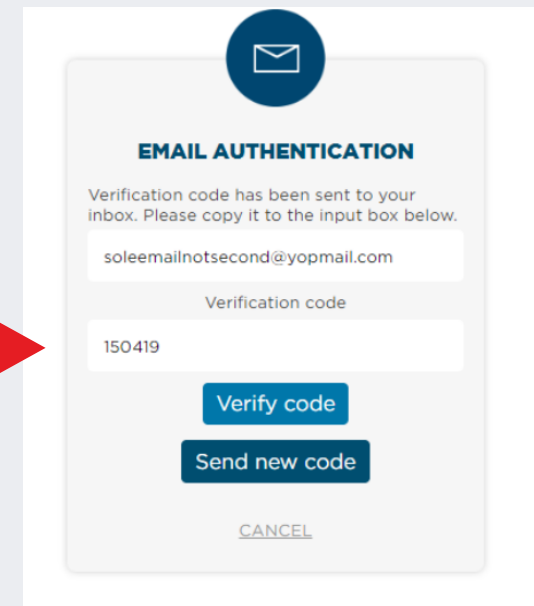
6- Copy and paste the verification code that you will receive in your mailbox.



Verify your email address

Thanks for verifying your soleemailnotsecond@yopmail.com account!

Your code is: 150419



EMAIL AUTHENTICATION

Verification code has been sent to your inbox. Please copy it to the input box below.

soleemailnotsecond@yopmail.com

Verification code

150419

Verify code

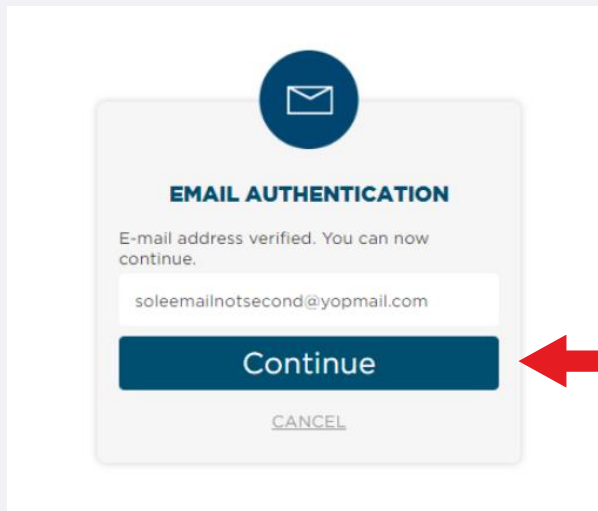
Send new code

CANCEL

Account Activation: **Option 1**

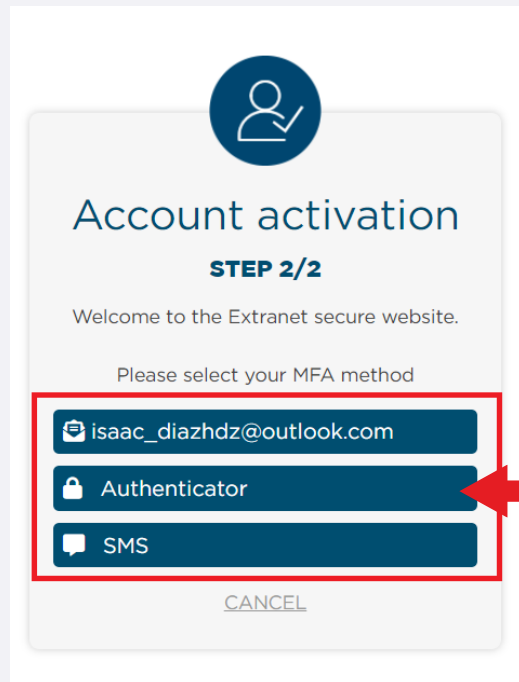
Using your Email:

7- A **confirmation message** will appear. Please click on **Continue**.

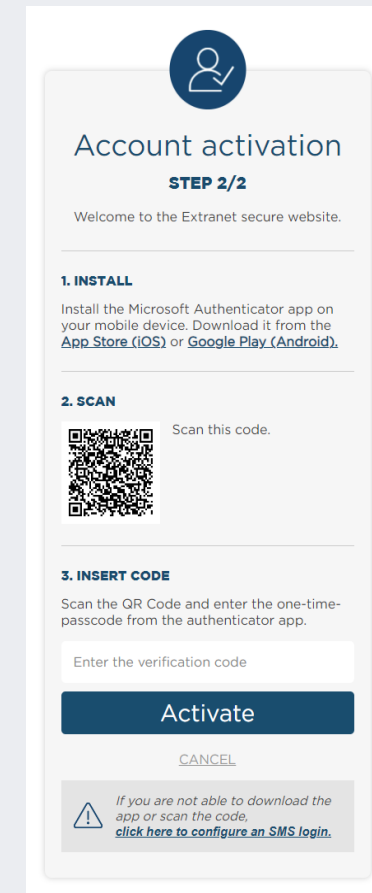


Using the Microsoft Authenticator App:

1- Select the Authenticator MFA method.



2- Download and Install the **Microsoft Authenticator** on your mobile device ([Iphone IOS/Android](#)).



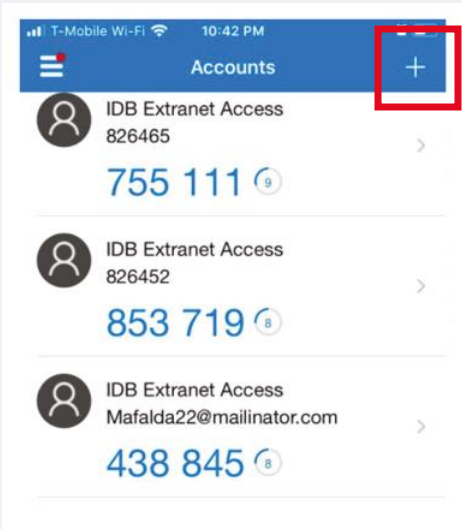
Account Activation: **Option 2**

Using the Microsoft Authenticator App:

3- Add Account: Once you have installed the **Microsoft Authenticator App**, open the application, and follow these instructions:

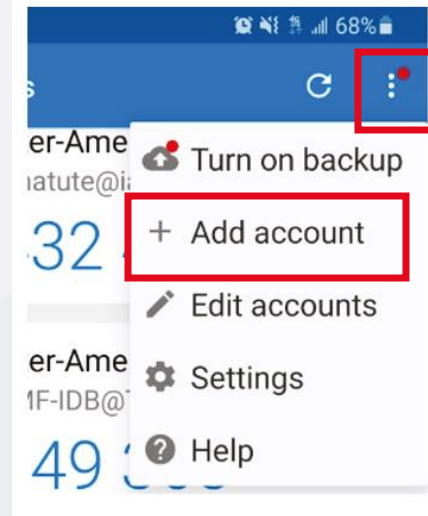
iPhone

Tap on the **plus sign** on the top right corner.

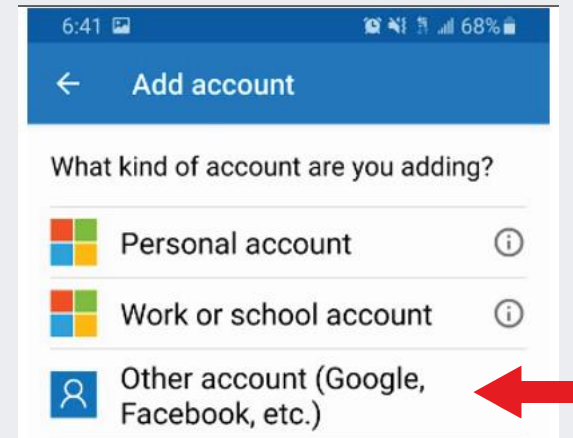


Android

Tap on the **3 dots** on the top right corner. Tap on **Add Account**.



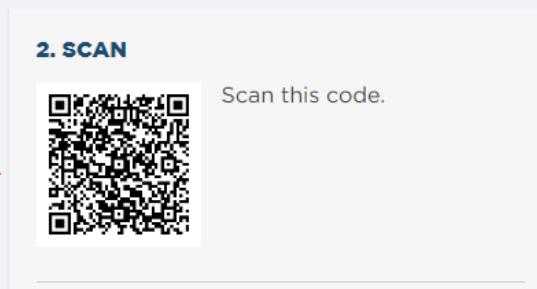
4- On the Add Account screen select **Other account** (Google, Facebook, etc.)



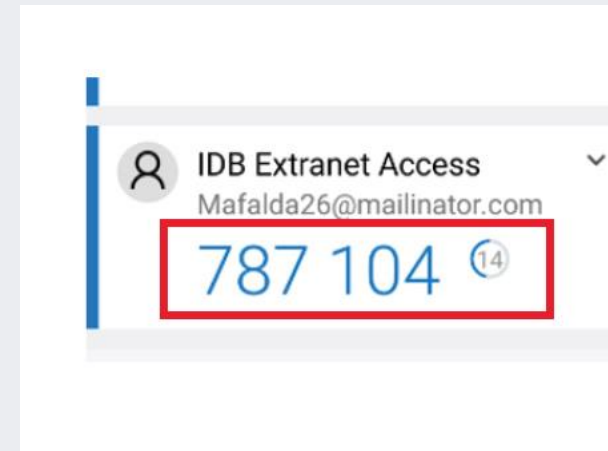
Using the Microsoft Authenticator App:

5- Scan the QR Code:

Using your PC: If you are doing this activation process on your PC, scan the QR code that appears on the screen with your phone's camera or QR code reader



6- A newly created account will be added to your Microsoft Authenticator App and it will display a new **6-digit code verification code every 30 seconds.**

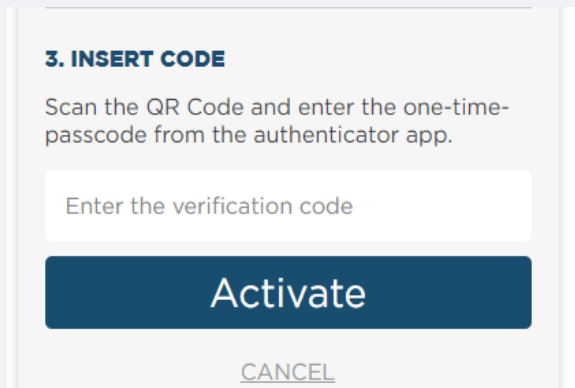


Account Activation: **Option 2**

Using the Microsoft Authenticator App:

7- Insert the Code:

Enter the **6-digit verification code** taken from the step above and click on Activate.



3. INSERT CODE

Scan the QR Code and enter the one-time-passcode from the authenticator app.

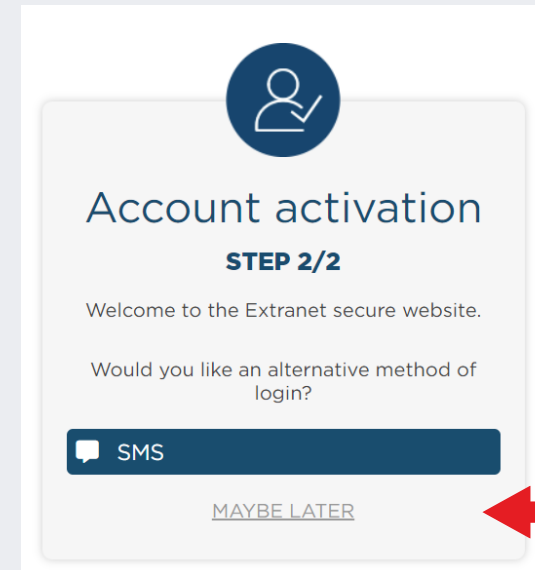
Enter the verification code


Activate

[CANCEL](#)

8- The account activation process is complete.

At this point you can add an alternative login method or finalize the activation by clicking on **Maybe Later**.






Account activation

STEP 2/2

Welcome to the Extranet secure website.

Would you like an alternative method of login?

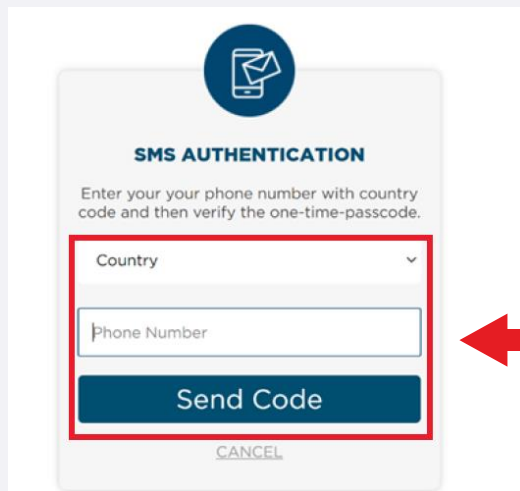
 SMS

[MAYBE LATER](#)

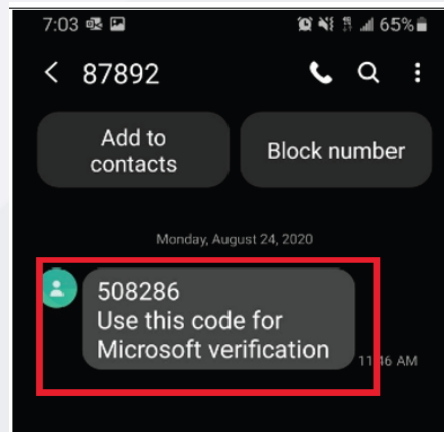
Account Activation: **Option 3**

Using text messages (SMS) on your phone:

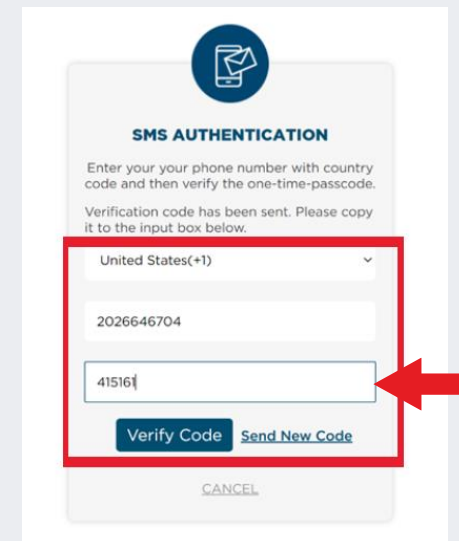
1- Select your **Country** and enter your **Phone Number**.



2- Check your cellphone. You should have received a text message with a **6-digit verification code**:



3- Enter the 6-digit code received via text message and click **Verify Code**.

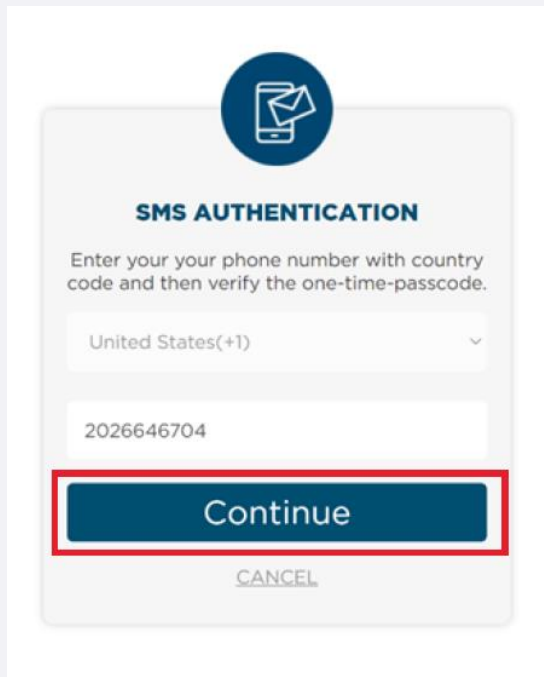


Note: **You can click “Send New Code”** in case you have not received any or the previous code received has expired.

Account Activation: **Option 3**

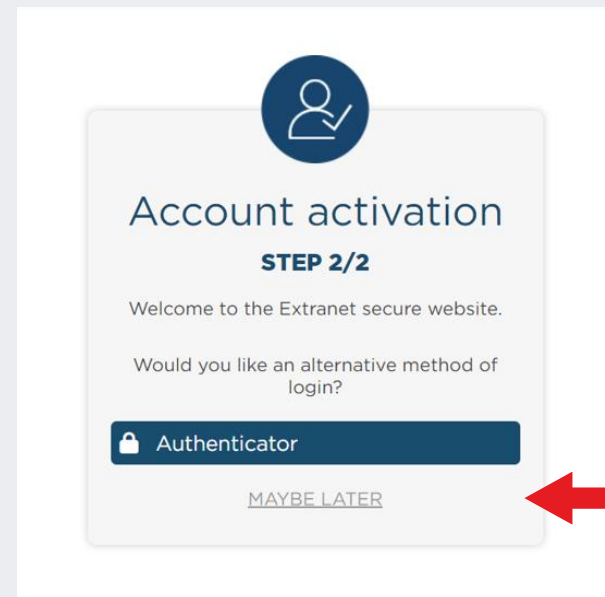
Using text messages (SMS) on your phone:

4- Click on Continue to complete the process, redirected to the IDB system you want to access.



The screenshot shows the 'SMS AUTHENTICATION' screen. At the top is a circular icon with a smartphone and an envelope. Below it, the text reads 'Enter your your phone number with country code and then verify the one-time-passcode.' There is a dropdown menu for the country code, currently set to 'United States(+1)'. Below that is a text input field containing the phone number '2026646704'. At the bottom, there are two buttons: a blue 'Continue' button with a red border, and a grey 'CANCEL' button.

5- The account activation process is complete. At this point you can add an alternative login method or finalize the activation by clicking on Maybe Later.



The screenshot shows the 'Account activation' screen, labeled 'STEP 2/2'. At the top is a circular icon with a person and a checkmark. The text reads 'Welcome to the Extranet secure website.' Below that, it asks 'Would you like an alternative method of login?'. There are two buttons: a blue 'Authenticator' button with a lock icon, and a grey 'MAYBE LATER' button. A red arrow points to the 'MAYBE LATER' button.