

WELCOME TO CUBIKO!

In this guide, we will show you how to log in to Cubiko

STEP 1

Our team have sent you an invitation via email.

Things to consider:

- Has this email arrived in your junk mail?
- Did you receive it more than 5 days ago?

Please lodge a ticket with us if you cannot find this email or if it arrived over 5 days ago.

support@cubiko.com.au

1300 CUBIKO

STEP 2

Your username is the email address that you use to correspond with us at Cubiko, unless stated otherwise.

Click the link in the email from us. Now it is time to set up your password!

Your password must then contain one Capital letter, one Number (0-9), and one extra symbol (!, @, #, \$, %, ^, &, *). It cannot contain your name.



STEP 3

Now it is time to setup your two-step authentication.

You may not currently have a two-step authentication app, so you will need to download one before you can log in.

A two-step authentication (2FA) app is a secure, time-based, one-time password authentication app on your mobile phone or desktop.

STEP 4

We recommend using either **Google Authenticator** or **LastPass Authenticator**.

Each email address can only be associated with one two-step authenticator device.

E.g., If you wish to use the email reception@medicalcentre.com.au with multiple team members accessing Cubiko through this username, you will need to set up two-factor authentication on a shared device accessible by all these viewers.

HOW DO I DOWNLOAD AN AUTHENTICATOR APP?

These apps are available to download via Apple, Windows Store or Google Play, dependent on your device.

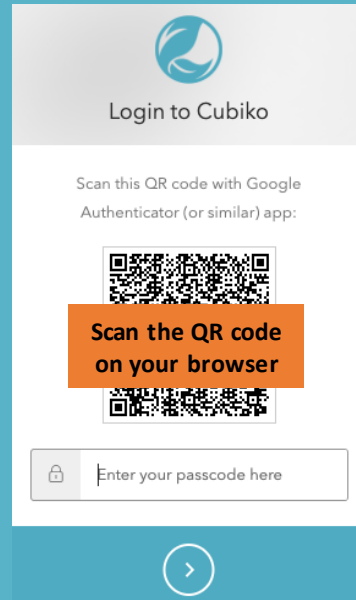
STEP 5

Once you download, you will be prompted to 'Scan this QR code with Google Authenticator (or similar) app'.

Open you two-factor authenticator app you downloaded earlier.

There will be a square capture area.

Hold that up so you are scanning the code on your browser (not the code we are showing you here).

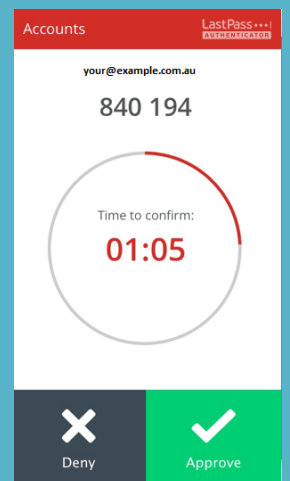
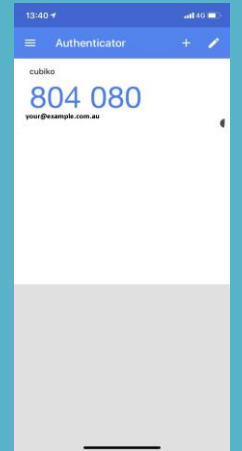


STEP 6

Once you have scanned in the QR code, your app should take you to a screen which shows you a six-digit code.

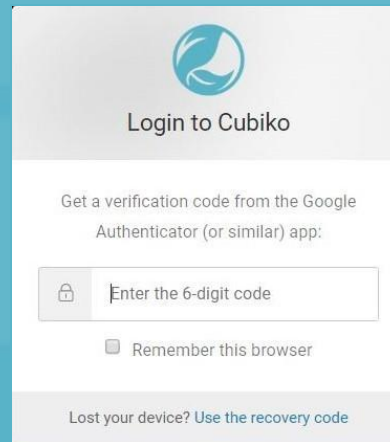
They will look something like this.

The code which is shown in the app is time-based, which means it expires and renews regularly.



STEP 7

Now enter your six-digit code into the Cubiko login screen.



The screenshot shows the Cubiko login interface. At the top is the Cubiko logo and the text "Login to Cubiko". Below this, it instructs the user to "Get a verification code from the Google Authenticator (or similar) app:". There is a text input field with a lock icon on the left and the placeholder text "Enter the 6-digit code". Below the input field is a checkbox labeled "Remember this browser". At the bottom of the form, there is a link that says "Lost your device? Use the recovery code".



STEP 8

You should now be able to login to Cubiko, please head to our website: www.cubiko.com.au/login

Here, you can select which area of Cubiko to login to:



Configuring Cubiko?
Please login to **Cubiko Manage**

SUPPORT IS AVAILABLE

If you experience any technical issues, please do not hesitate to contact us via email support@cubiko.com.au or via telephone on 1300 CUBIKO (8:30 am - 5:00 pm AEST).