

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.

<https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>

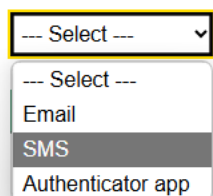
1. Select how you would like to receive your MFA code each time you log on.

*****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?

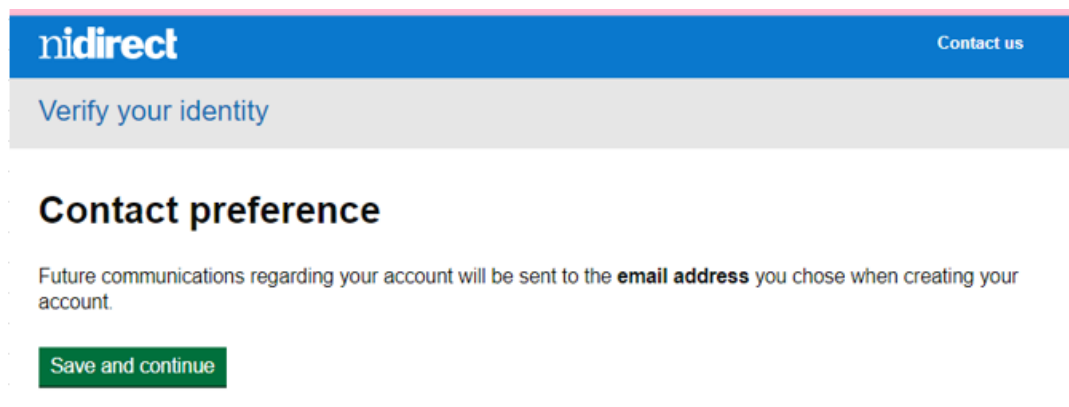


If you select email, please follow instructions on screen to confirm your email address

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

nidirect

Contact us

Verify your identity

Identity verification

Click **Continue** to be guided through the identity verification process

Continue

4. Confirm address details have not changed or update

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Contact us

Verify your identity

Confirm your address

[< Back](#)

Address

RANMILLIS GARDENS
COAST
ANTRIM
NORTHERN IRELAND
BT9 5AT

[Change](#)

Have you lived at this address for longer than 3 months?

☒ Yes

☐ No

Save and continue

5. Select Driving Licence or Passport

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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*

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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