How To Login to GwdCap Portal for the First Time

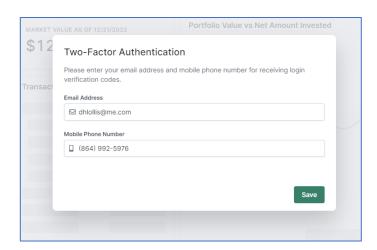
- 1) <u>Click here to access the portal.</u> Login will also be available on our website under the Login Menu in the upper right-hand corner.
- 2) You will see the "Login Screen." Enter your email address and click "Continue."
- 3) Next, you will see the "Enter Your Password" screen. Enter your temporary password and click "Log In." (Please note that the temporary password is case-sensitive and will expire in 30 days.)
- 4) For security purposes, you will be prompted to change your password.

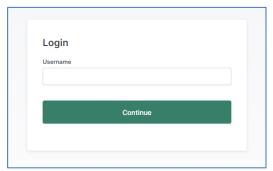
Your current password is the temporary password.

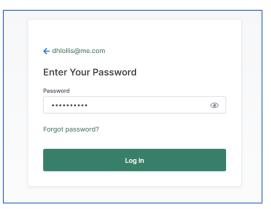
Your new password must contain: upper AND lowercase letters, a number or a special character, and be at least 10 characters long.

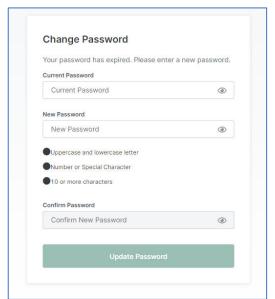
Confirm your new password and click "Update Password."

5) Finally, you will be asked to verify your email and mobile number for two-factor authentication. Simply enter the info and click "Save."







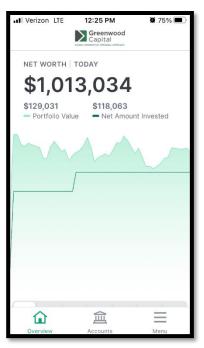


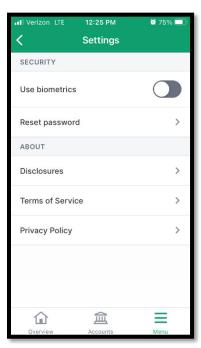
How To Set Up GwdCap Mobile App

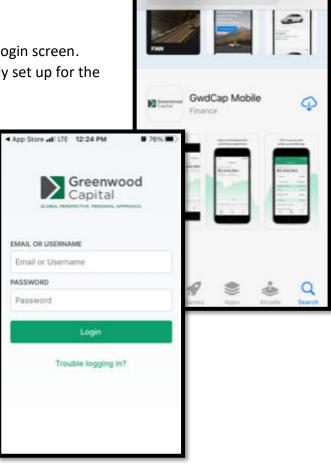
- Search for GwdCap Mobile in your smart device store. The App is available on both Apple and Android devices. Click Download/Open/Install.
- 2. Once installed, click Open and you will come to the login screen. Enter the email address and password you previously set up for the Online Portal and click Login.
- 3. Choose the verification method when prompted.



- 4. Enter the verification code on the next screen.
- 5. You will be logged into the Home Screen.
- 6. To turn on biometrics, click Menu at the bottom right-hand corner and then Settings. You can then toggle the Use Biometrics and enter your fingerprint.







12:23 PM

Cancel

Q. GwdCap Mobile

