

# ONIX Login Process

November 2022

# Enhanced Data Security

Legal & General have introduced a new security framework for their web applications, providing enhanced security for your customers' data.

Please use our guide below to setup your new access.

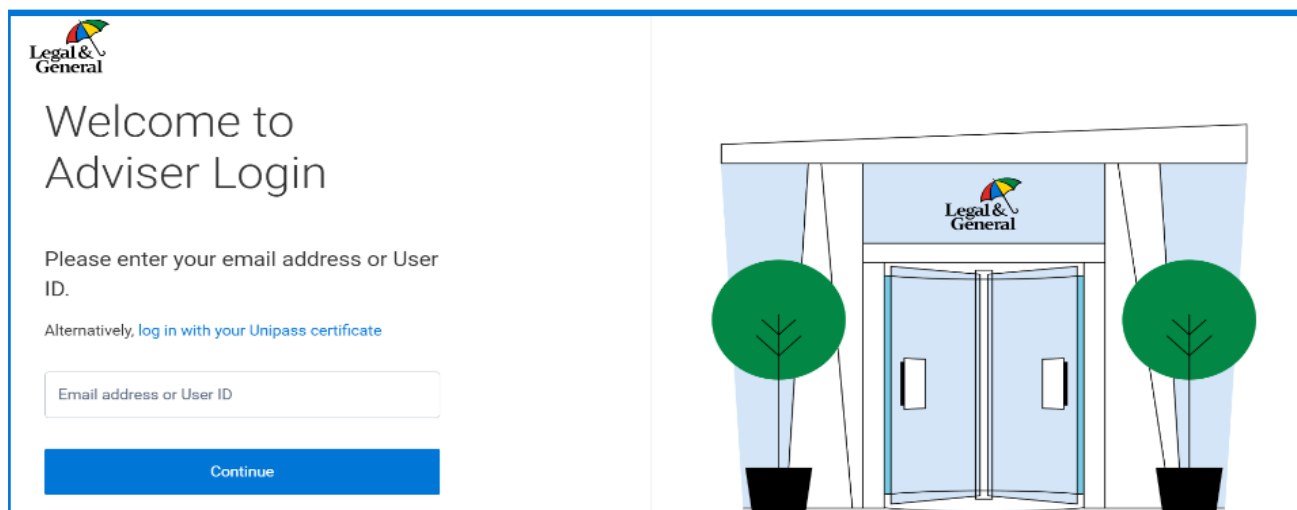


We recommend using Microsoft's edge browser for an optimised user experience.

## Step 1 – New Login Screen

**Enter** your User ID and **Press** Continue.

**Note:** Please do not use your email the first time you log in.



# Step 2 – Updating Your Password

Your password will be temporarily locked after 3 incorrect attempts.

If you know your password:



- **Enter** your password and **Press** Log in.
- You will be prompted to update your password.
- Your new password must be a minimum of 12 characters including a mixture of upper and lower case. You can choose to use special characters and numbers as well.
- Once chosen, **Press** Continue.

If you don't know your password: please jump to step 4.

**Legal & General**

## Reset your password

Protecting your account from fraud is important to us. Please update your password to our new, improved password criteria below.

Password

- Must be at least 12 characters long
- One lowercase character, one uppercase character
- Cannot contain common passwords
- Cannot contain more than 2 repeated consecutive characters

Confirm Password

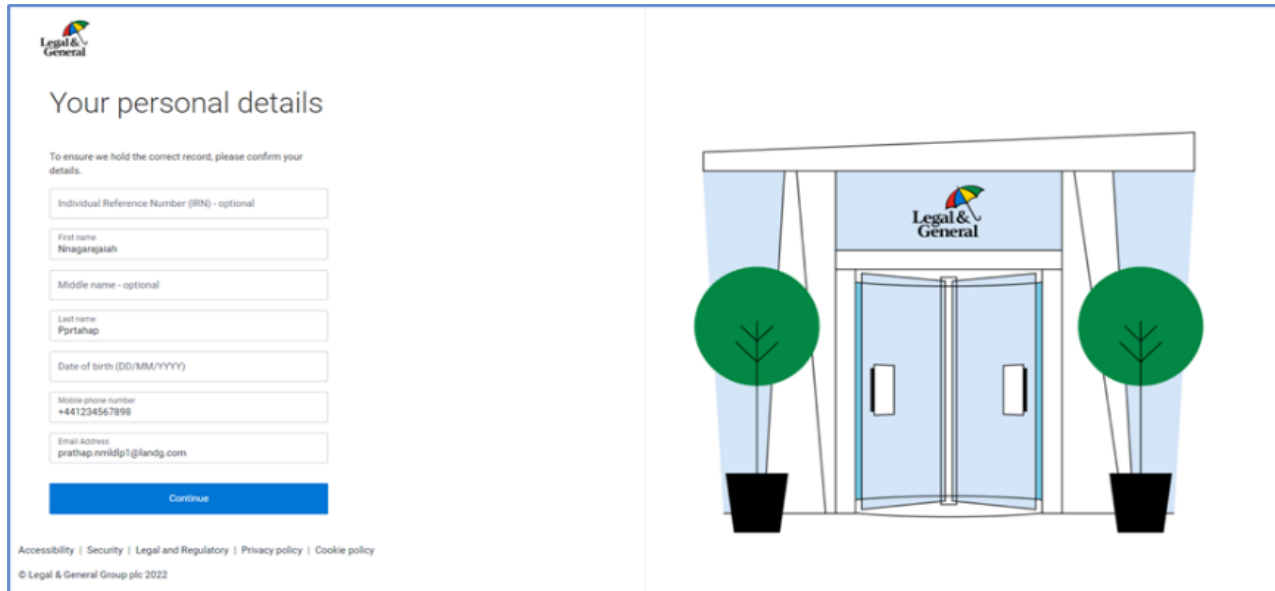
[Continue](#)

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## Step 3 – Confirm Your Details

Check your details (including email address) in the screen below, **Updating** missing information where applicable:



**Your personal details**

To ensure we hold the correct record, please confirm your details.

Individual Reference Number (IRN) - optional

First name  
Ninagarajah

Middle name - optional

Last name  
Porthap

Date of birth (DD/MM/YYYY)

Mobile phone number  
+44123456789

Email Address  
prathap.nmidp1@landg.com

**Continue**

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## Step 4 – Resetting Your Password

If you don't know your current password, please **Contact** us via:

- **Phone:** 0370 050 0274
- Monday to Friday 9am until 5pm

### Quick Links

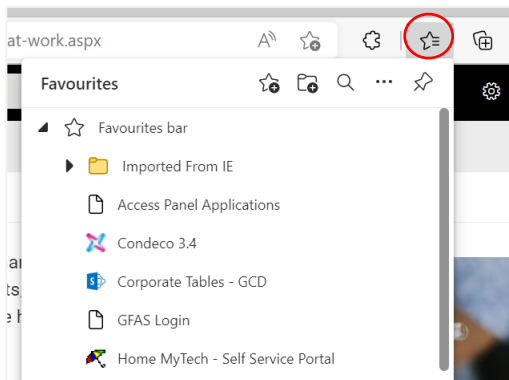
To access ONIX please use the following link:

<https://onix.landg.com>

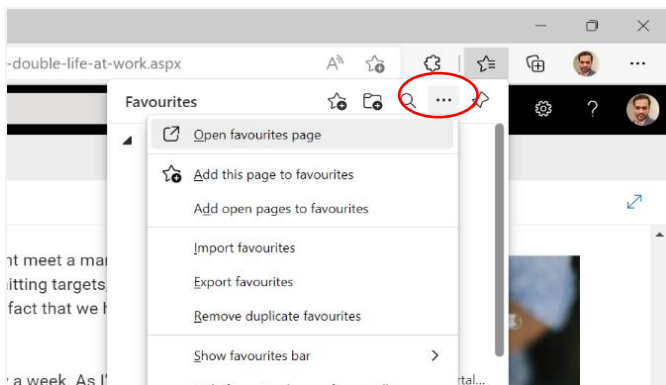
# Creating a New Bookmark

If you would like to bookmark the ONIX link:

1. **Open** your Microsoft Edge browser and **Click** on Favourites in the top navigation bar.



2. **Click** on the 3 dots in the Favourites pop up and **Select** Open favourites page.



3. You will see the below Screen, **Click** Add favourite.

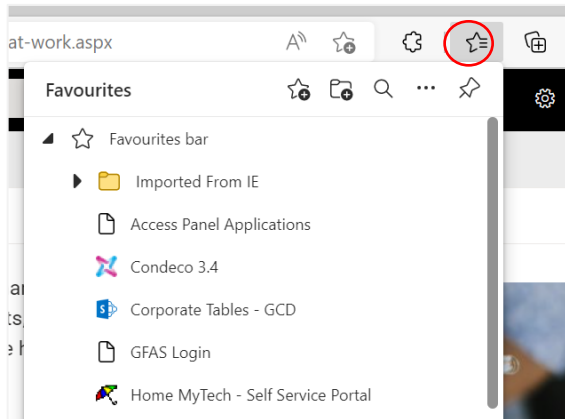


4. **Add** this link <https://onix.landg.com> and then **Click** Save.

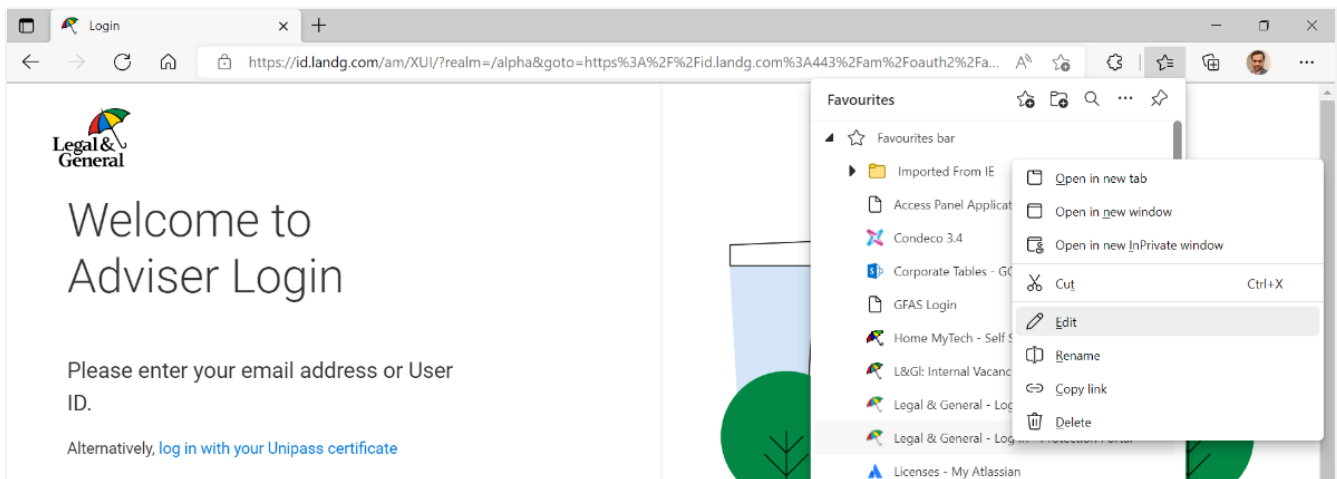
# Amending Your Existing Bookmark

If you would prefer to edit an existing link for ONIX:

1. **Open** your Microsoft Edge browser and **Click** on Favourites in the top navigation bar.



2. **Right Click** on your existing ONIX link and **Click Edit**.



3. The edit favourite screen will pop up and you can then update the link and **Press Save**.