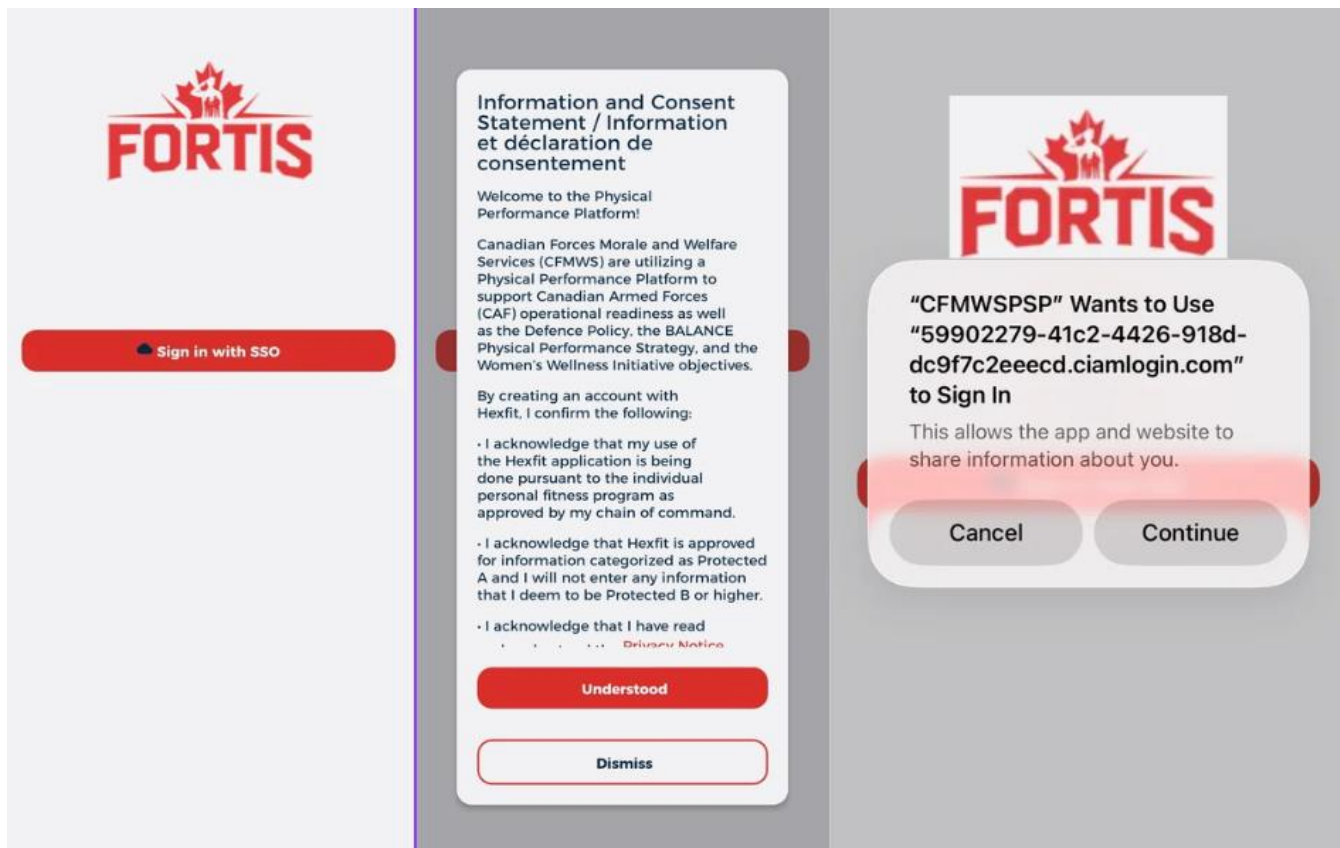


Guide: How to sign up and sign in to Fortis using an external Entra login flow

This guide walks you through the steps required to create your account and access **Fortis** using your **external Entra ID** credentials. The new authentication system supports self-serve account creation, giving CAF members more flexibility while maintaining strong cybersecurity.

1. Access Fortis with the external Entra login page

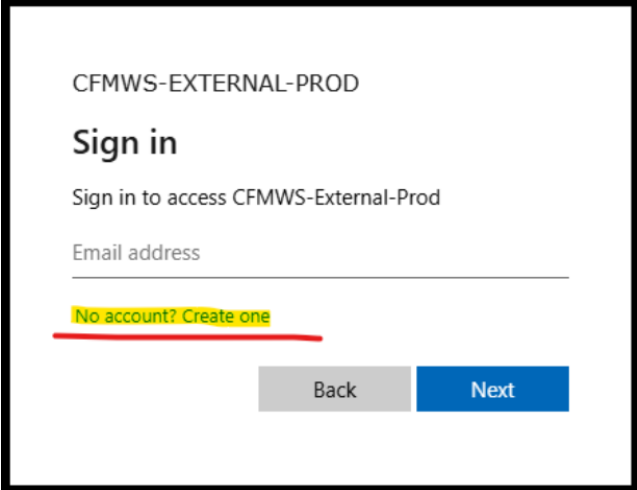
- Use the following link to download the Fortis mobile application:
 - Android: <https://hxft.co/cfmws-android>
 - IOS: <https://hxft.co/cfmws-ios>
- Open the app and click on **“Sign in with SSO”**
- Then, accept the **Information and Consent Statement**. You will not be able to access the app without this step.
- You will now be redirected to a web page. If your system requires your approval, click on **“Accept”** or **“Continue”**.



2. Start the account creation process

Once on the Microsoft **"Sign in"** page, click the link **"No Account? Create one"**, as highlighted in yellow in the image.

Do not proceed to enter your login information yet, as your account has not been created.



CFMWS-EXTERNAL-PROD

Sign in

Sign in to access CFMWS-External-Prod

Email address

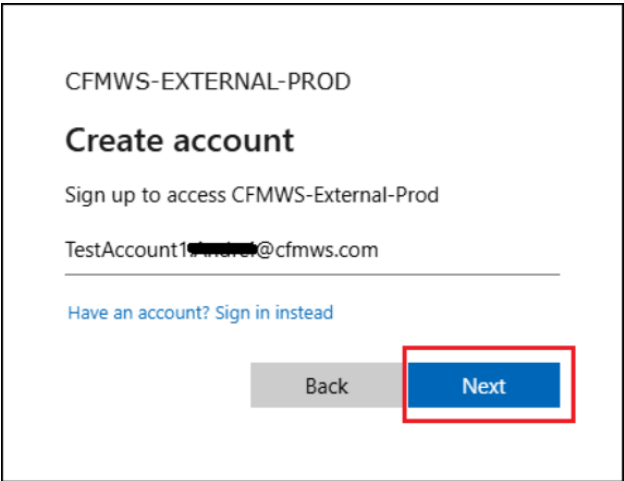
No account? Create one

Back Next

3. Enter your email address

To start the account creation process, on the screen titled **"Create account"**, enter your email address and click **Next**.

Microsoft will then send a verification code to the email you provided.



CFMWS-EXTERNAL-PROD

Create account

Sign up to access CFMWS-External-Prod

TestAccount1[redacted]@cfmws.com

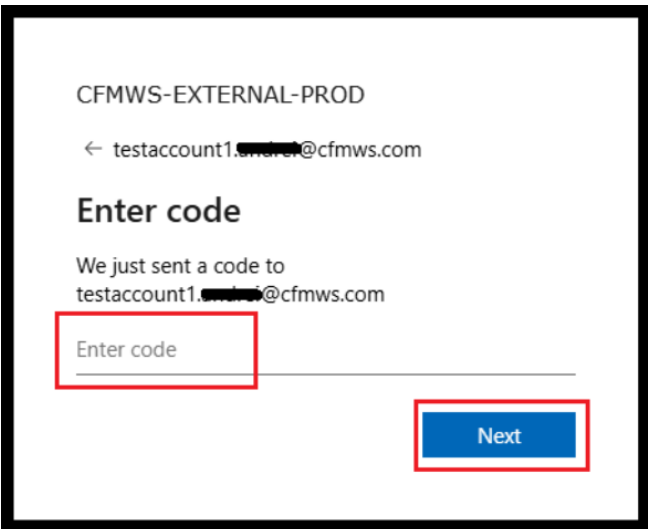
Have an account? Sign in instead

Back Next

4. Enter the verification code

Check your inbox for the verification code sent by Microsoft.

Enter the verification code in the designated field. Click **Next**.



CFMWS-EXTERNAL-PROD

← testaccount1[redacted]@cfmws.com

Enter code

We just sent a code to testaccount1[redacted]@cfmws.com

Enter code

Next

5. Complete the registration form

Fill out the required fields on the registration form. Follow the formatting requirements outlined below.

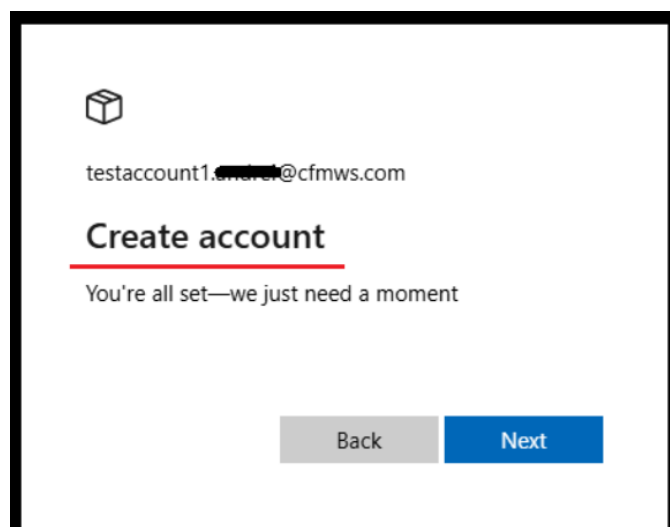
Formatting		
Field	Important note	Example
Display name	Combination of your first name and last name	John Doe
Service number	The first letter needs to be capitalized and no spaces between the digits	A12345678
Year of birth	4-digit format: XXXX	1995
Month of birth	2-digit format: XX	05
Day of birth	2-digit format: XX	14
Password	The password must contain at least 10 characters, including uppercase and lowercase letters and numbers	Sata645729

Click **Next** when all the fields have been properly completed.

If an **“Access request status”** message appears, it means something was entered incorrectly. Read the message to see what needs to be fixed, then check the format shown above and enter your information again.

6. Confirm your account creation

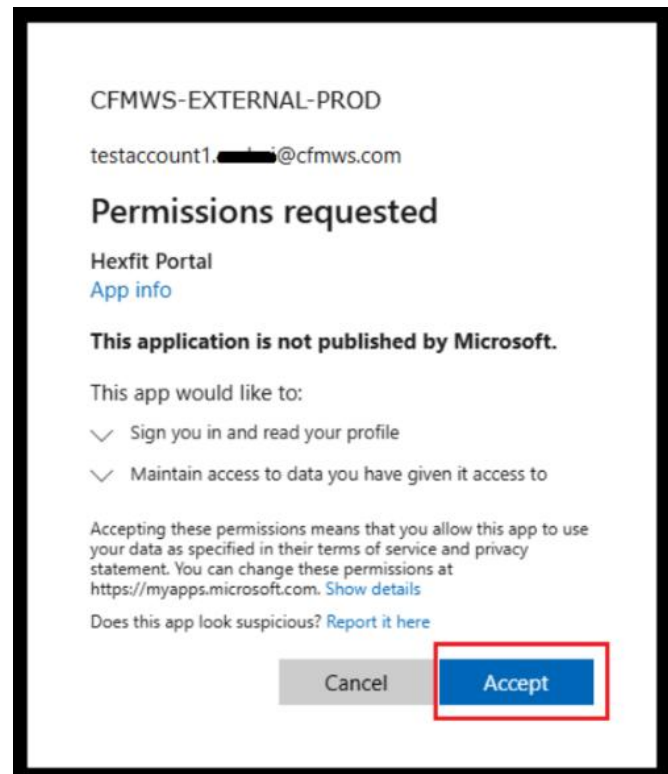
After submitting the form, you will see the **“Create account”** confirmation screen.



7. Standard Microsoft permissions request

On the next screen, click the **Accept** button to continue.

Note: Hexfit is the online platform that manages the Fortis app.



8. Stay signed in

Choose whether you want to stay signed in. Click **Yes** or **No**.



9. Account creation complete and automatic redirection to Fortis

Once you complete this step, you will be automatically redirected to Fortis.

You have successfully signed up using the external Entra login flow.

