



[Initial \(first time\) log in to Home Fire Safety Visit \(HFSV\) application Guidance for individuals within partner agencies](#)

Your partner organisation requires to submit a Data Sharing Framework (DSF) to ensure all parties are General Data Protection Regulation (GDPR) compliant and allow personal data to be safely and securely shared.

Once the DSF is approved by SFRS, individuals within your organisation can register for an account to allow them access to the HFSV application and start making referrals for a HFSV (with the service users permission).

How an individual within a partner organisation registers for an account

- 1 Use this URL
[HFSV - Partner Site \(azapp-sfrs-uks-pi-hfsv-web-partner-ui.azurewebsites.net\)](https://azapp-sfrs-uks-pi-hfsv-web-partner-ui.azurewebsites.net)
- 2 Choose “new user registration” from the left hand menu
- 3 Complete the required fields using your work email address and a password of your choice
- 4 Submit – you will receive the undernoted confirmation

New User Registration

Thank you for registering as a Home Fire Safety Visit user. To verify your account please use the link sent to your email account within the next 48 hours. If this link does not appear in your inbox please check any spam folders. If the link is not used within the next 48 hours you will have to register again

Once you have submitted your registration request you will require to validate your account by selecting a link sent to your work email address. If no email is delivered to your inbox **please check your “junk” folder**.

Your account must be validated within 48 hours.

- If validated within 48 hours you can go ahead and log in to the HFSV application
- If not validated within 48 hours your link will expire and you will require to go through the registration process again (as described above).

When you press the hyperlink within your email to verify, the undernoted message will pop up.

Home Fire Safety Visit (HFSV) Partner

Thank you for verifying your account. Your HFSV account has been activated. Please sign-in using your email address and password to start using the HFSV system.

Login

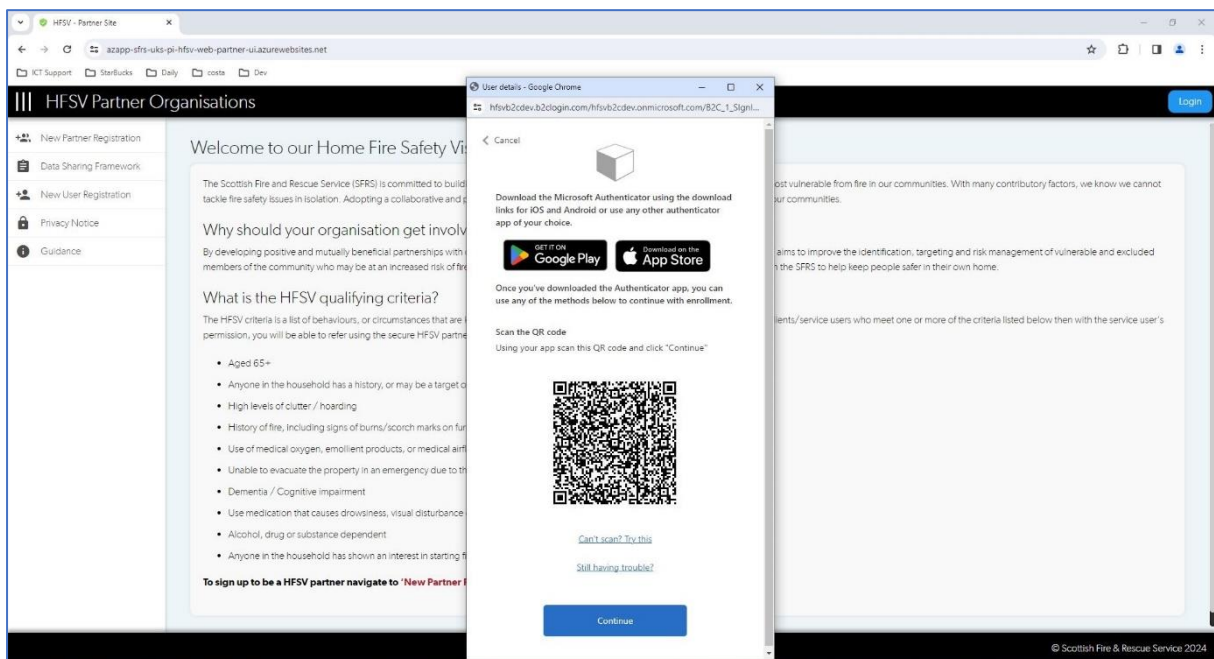
Multi Factor Authentication (MFA) process

This is a “one off” process that appears when a user creates an account and logs in for the first time.

Press the log in button as shown in the graphic above and the log in sub screen will appear. Enter your work email and password and press submit.

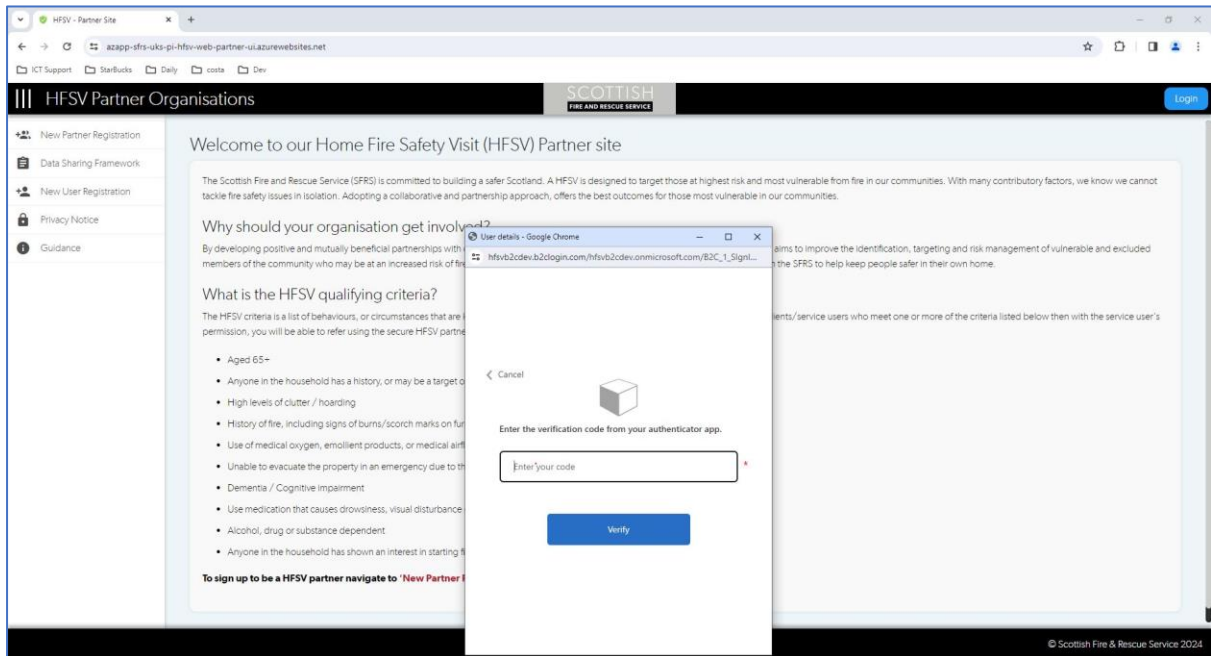
Step 1

- You will be prompted to download the Authenticator App.
You can use any Authenticator application you wish, you are not required to use the Microsoft Authenticator application.
- Open authenticator app
- Click the + button in the top right hand corner
- Select “work or school account”
- Select “scan QR code”
- Scan the QR code via your authenticator app using your phone camera



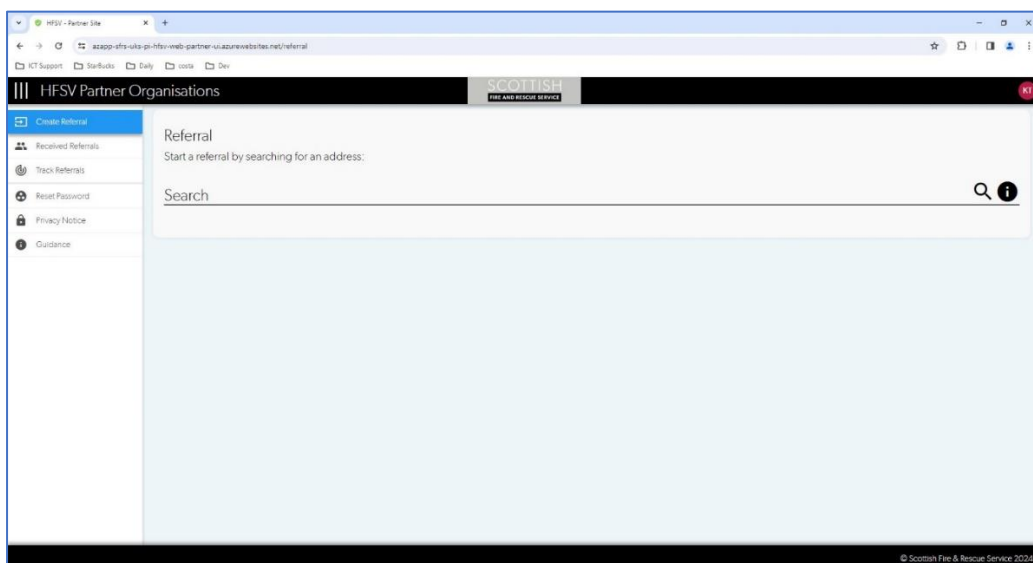
Step 2

- You will be sent a 6 digit code via the Authenticator app
- Enter the code in the field provided
- Press “verify”



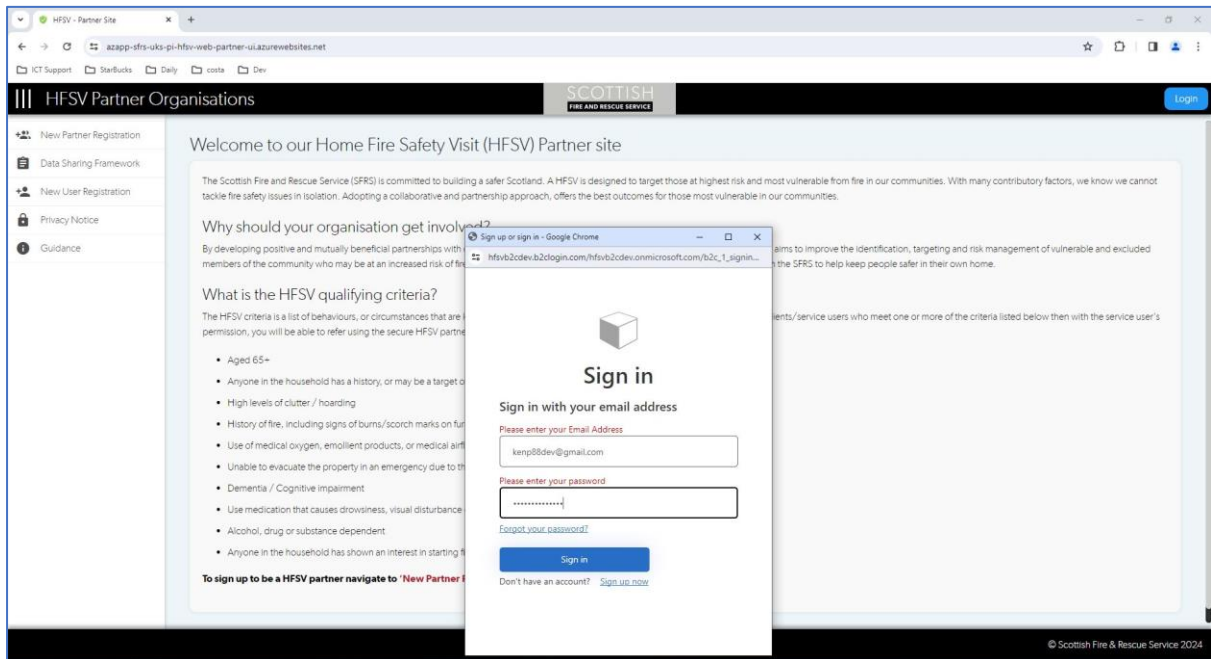
Step 3

- When the code is verified the authentication process is complete
- The application menu will appear on the left
- Your initials will appear in the top right
- You can now go ahead and search for an address to make a referral for a HFSV



Subsequent logins

- For any subsequent logins, use your work email address and the password you set during registration



How to change your password

If at any time you require to change your password due to a breach or have forgotten your password, use the undernoted steps.

- Use this URL
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- Click log in icon in top right corner
- Under the icon “log in” choose the forgot your password function
- User details screen will pop up
- Enter email address
- Verification code will be sent
- Enter verification code to gain access

Assistance from SFRS

SFRS HFSV Administrators can be contacted by email
sfrs.hfsvadministrators@firescotland.gov.uk