

# Log into Invoice Ninja

*There are few options on the login screen, not all are needed!*

## Purpose

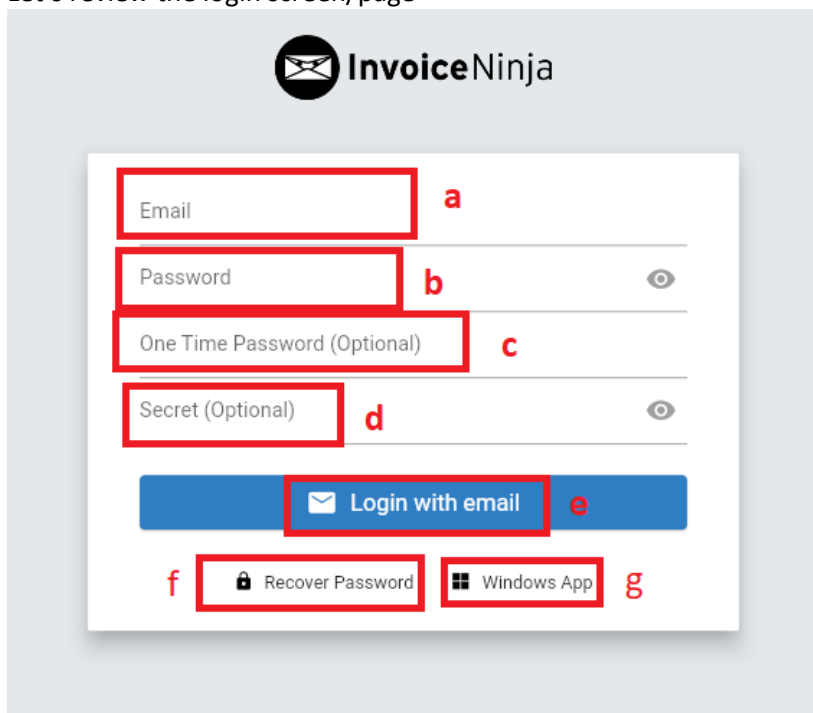
Invoice Ninja has a few fields on its login screen, some optional others not. The document is not mean to cover all scenarios but the standardly configured. Additional/specific non-standard login methods will have their own guides.

## Assumptions and Requirements

- You have a working Invoice Ninja service
- You have and know your username and passwords
- You know your Invoice Ninja web interface

## The process

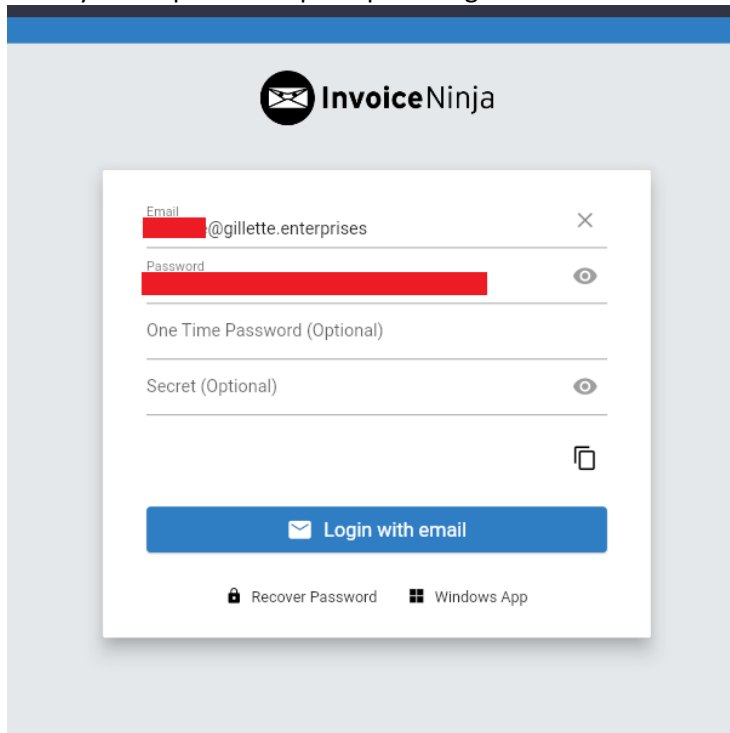
- 1) Go to your Invoice Ninja website/login page
  - a. An example: <https://www.yourcompany.com/accounting/public/#/>
- 2) Let's review the login screen/page



The screenshot shows the Invoice Ninja login interface. At the top is the Invoice Ninja logo. Below it is a white login form with several fields and buttons. The fields are: 'Email' (labeled 'a'), 'Password' (labeled 'b'), 'One Time Password (Optional)' (labeled 'c'), and 'Secret (Optional)' (labeled 'd'). There are eye icons next to the Password and Secret fields. Below the fields is a blue button labeled 'Login with email' (labeled 'e'). At the bottom of the form are two links: 'Recover Password' (labeled 'f') and 'Windows App' (labeled 'g').

- a. Login Name (your registered email address)
- b. Password field (your password)
- c. One Time Password: optional. Used for 2 factor authentication (needed if configured)
- d. Secret (if configured, a common secret password for all users)
- e. Login Button: Once you have entered required information for your setup, click this
- f. Recover password: used to recover your password if it was lost

- g. Windows app: link to download the windows application, no need to use your webbrowser
- 3) Enter your required setups required login information



The image shows the InvoiceNinja login interface. At the top is the InvoiceNinja logo. Below it is a login form with the following fields: Email (with a redacted address ending in @gillette.enterprises), Password (with a redacted password), One Time Password (Optional), and Secret (Optional). There are toggle icons for password visibility. A blue button labeled 'Login with email' is at the bottom of the form. Below the button are links for 'Recover Password' and 'Windows App'.

- 4) If you have entered the correct information, you will be logged into the system and will be presented with the Dashboard

