Resetting your SETS password:

1. How to reset your password
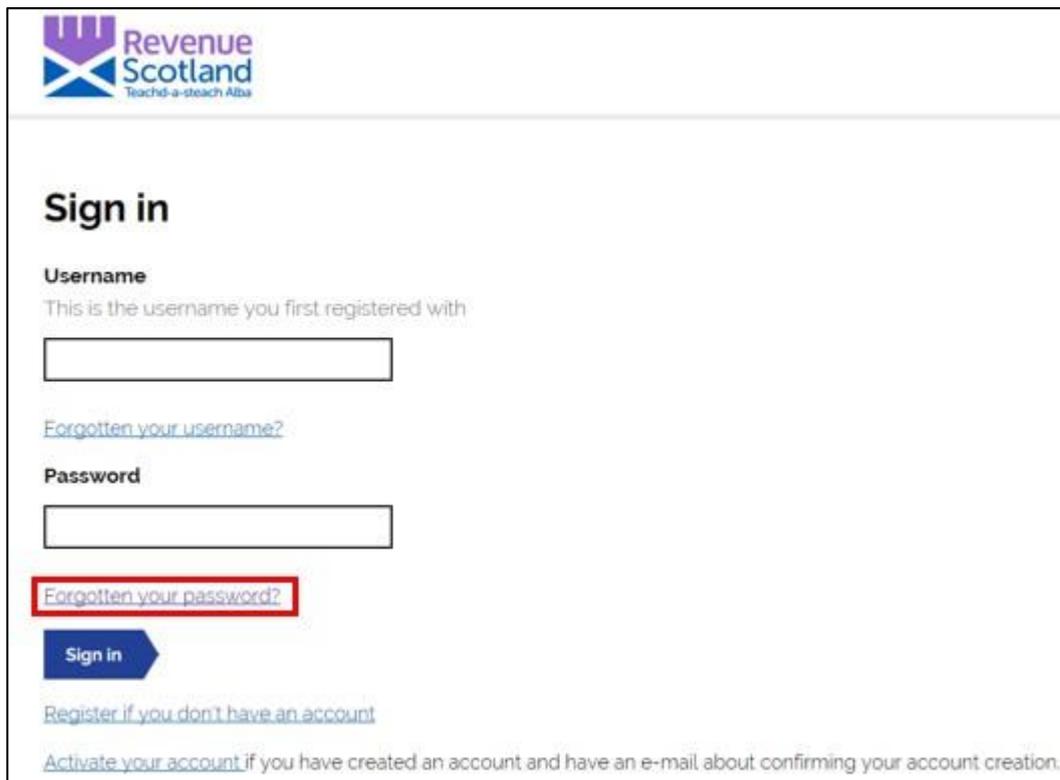# 2. How to login to SETS – business as usual

The first time you log in to the upgraded system, you will need to activate your account. This involves:

1. resetting your password, then
2. receiving an email with instructions, then
3. clicking the link in the email to re-activate your account
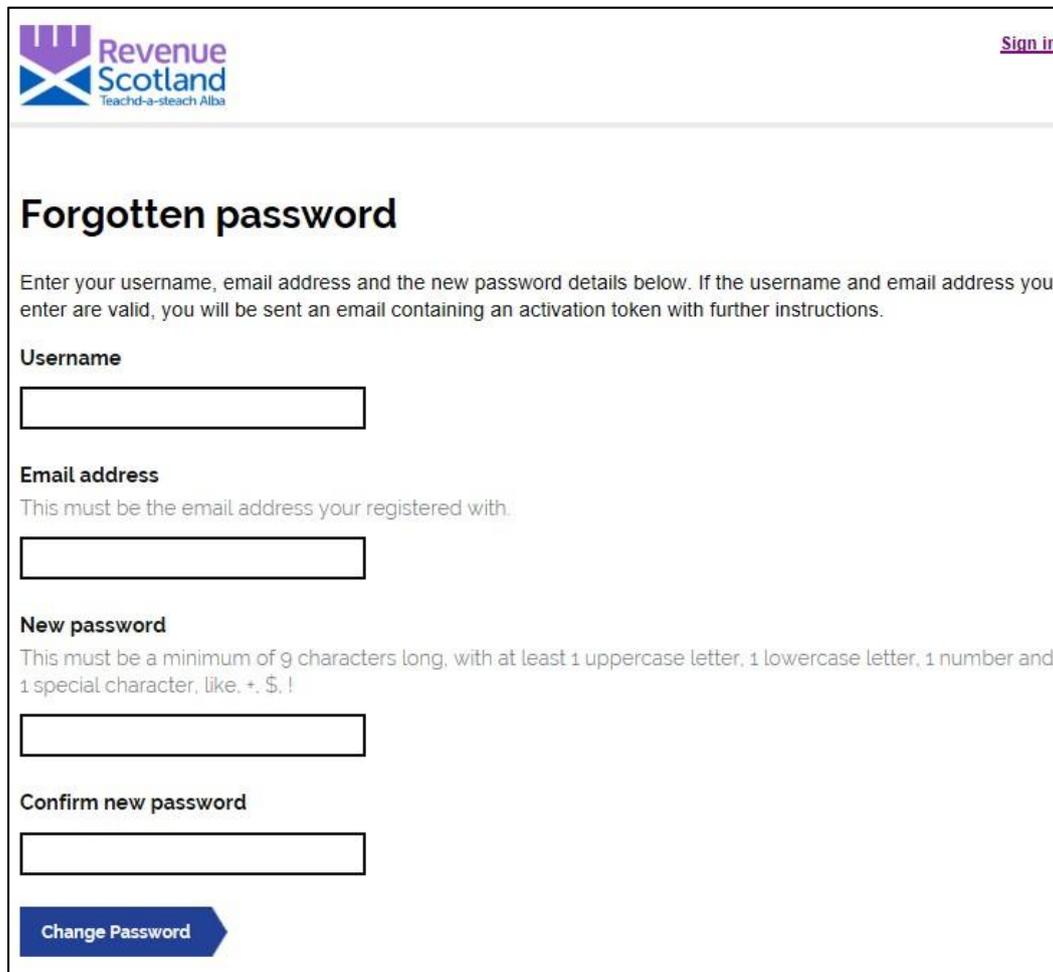
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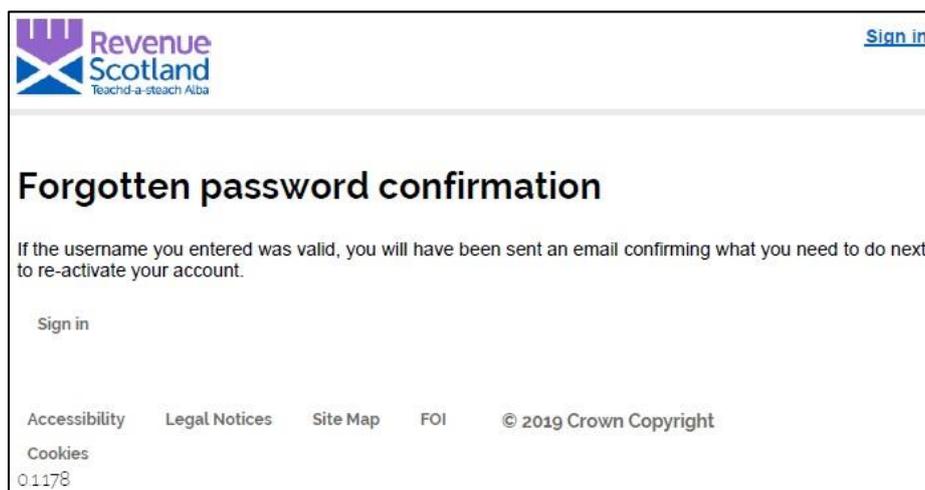Select 'Forgotten your Password' and follow the prompts, as below.

Now enter your Username and email address. These will be the Username and email address that you **currently use to log in to SETS**.

Once you have created and confirmed your new password, and pressed the 'Change Password' button you will be taken to the following screen :

2. You will then receive the following email:

3. Now follow the instructions in the email.

- Click the link in the email to activate your account. This will take you to the account activation page.

If this process doesn't work and you're having a problem activating your account, follow the further instructions in the email:
- copy the underlined https email address into your browser and try again to get to the account activation page
- when at the account activation page, copy and paste the registration token into the 'Token' field

You have now correctly reset your password and re-activated your account, you can now proceed to logging in to the portal as normal

Please Note:

Users must re-activate their account in SETS before trying to log on with the new password. Only once the account is re-activated your users then trying logging on to the portal.

2. How to login to SETS – business as usual

Every time you log in to the system, this screen will be displayed :

** If this is your first time entering the new SETS, you will first have to activate your account before trying to log in to the portal. (See Step 1 'Activate your Account' above). **
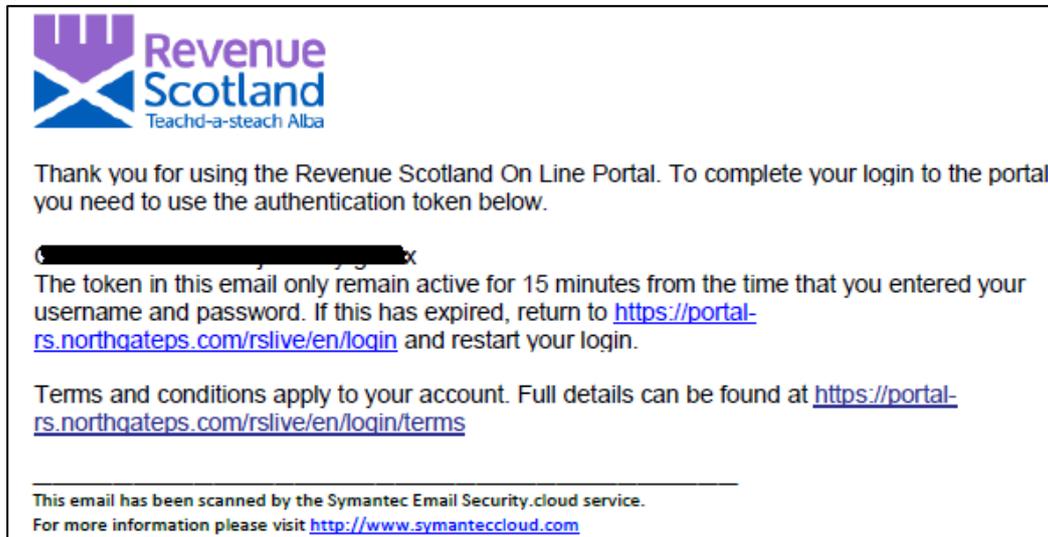
1. Enter your Username and Password, this will then generate an email with an authentication token.

Remember to use the new password that you would have reset as part of the account activation process.

The authentication token is part of our Two Factor Authentication process - previously known as a One Time Passcode (OTP).

2. Check your Inbox for an email from Revenue Scotland with the authentication token.

The email and authentication token will look like below :

Thank you for using the Revenue Scotland On Line Portal. To complete your login to the portal you need to use the authentication token below.

The token in this email only remain active for 15 minutes from the time that you entered your username and password. If this has expired, return to https://portal-rs.northgateps.com/rslive/en/login and restart your login.

Terms and conditions apply to your account. Full details can be found at https://portal-rs.northgateps.com/rslive/en/login/terms

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit http://www.symanteccloud.com

3. Return to the portal and sign in, using your Username and the newly received authentication token, as below:
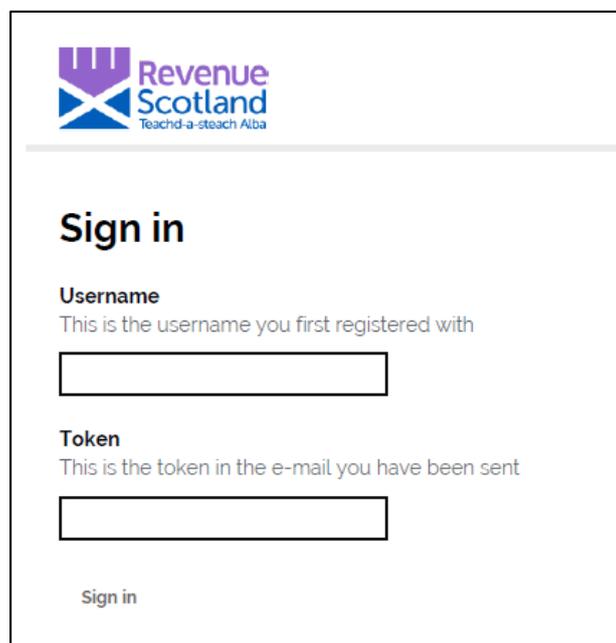
Sign in

Username
This is the username you first registered with

Token
This is the token in the e-mail you have been sent

Sign in

Copy and paste the token into the 'Token' field.

Please note: Each time you login to your account, you will be also be required to enter an authentication token. A new token will be emailed to you each time you login.

An additional step that all users will have to complete the first time you login to SETS after resetting your password is agreeing to a set of Terms and Conditions, see below:

Users will be required to read and agree to these Terms and Conditions before proceeding into the portal. A copy of the new Terms and Conditions can be found on our website.

Tick the box and then click Confirm. This will then take you into the portal.