



# User manual for access to Gasport

## Gasunie Transport Services B.V.

*This manual describes how to sign in to Gasport as a user at GTS (Gasunie Transport Services B.V.)*



## Index

Preface .....	3
1. Receive an invitation to Gasport .....	4
1.1 Receive an invitation to access Gasport.....	4
2 Set up your account at Microsoft .....	5
2.1 You already have a business account at Microsoft .....	5
2.2 You don't have a Microsoft business account, but your e-mail address is already known to Microsoft; .....	6
2.3 You do not have a Microsoft business account and your e-mail address is not yet known to Microsoft. ....	7
2.4 Check permissions.....	8
3 Set up additional security verification .....	9
3.1 Signing in for the first time .....	9
3.2 Download and install the Microsoft Authenticator mobile app .....	10
3.2.1 Download the mobile app .....	10
3.2.2 Setting up the mobile app .....	12
3.3 Setting up additional security authentication .....	13
3.4 Confirm activation status on your computer .....	14
4 Reset additional security authentication .....	16



## Preface

Gaining access to Gasport as a user of Gasunie Transport Services takes 2 steps:

1. Click the link to access Gasport (<https://gasportal.gastransportservices.nl>).
2. If you are not signed in yet (in your company environment), a login screen appears and you have to enter the verificationcode you receive in the Microsoft Authenticator App.

The first chapter of this manual explains how to accept an invitation to access Gasport.

The second chapter describes how to set up your account with Microsoft.

The third chapter explains how to set up the additional security verification. For this the Microsoft Authenticator App is used. This chapter also explains how to download, install and correctly set up the Microsoft Authenticator app for first use.

The last chapter describes how to reset the additional security authentication.



## 1. Receive an invitation to Gasport

To gain access to Gasport, you must be invited as a guest user by a Gasunie Transport Services (GTS) employee. Your contact person will inform you about this.

### 1.1 Receive an invitation to access Gasport

After you have been invited as a guest user, you will receive an email from *invites@microsoft.com* with the subject: *NV Nederlandse Gasunie heeft u uitgenodigd voor toegang tot toepassingen in de organisatie*. The content of the invitation will look like this (please note: this is in Dutch, but Microsoft could send you an English version):

**Van:** Microsoft-uitnodigingen namens NV Nederlandse Gasunie <[invites@microsoft.com](mailto:invites@microsoft.com)>  
**Onderwerp:** Gasunie Transport Services B.V. invites you to access upgraded Gasport / Gasunie Transport Services B.V. nodigt u uit voor nieuwe toegang tot Gasport  
**Datum:** 10 mei 2023 om 13:10:27 CEST  
**Aan:** [gasport.gebruiker@energiebedrijf.com](mailto:gasport.gebruiker@energiebedrijf.com)



Only take action on this email if you trust the organization listed below. In rare cases, individuals may receive fraudulent invitations from malicious users posing as legitimate companies. **If you are not expecting this invitation, proceed with caution.**

Onderneem alleen actie naar aanleiding van deze e-mail als u de organisatie vertrouwt die hieronder wordt weergegeven. In zeldzame gevallen kunnen individuele personen frauduleuze uitnodigingen ontvangen van kwaadwillende gebruikers die zich voordoen als legitieme bedrijven. **Als u deze uitnodiging niet verwacht, ga dan voorzichtig te werk.**

**Organisation:** NV Nederlandse Gasunie  
**Domain:** [gasunie.onmicrosoft.com](mailto:gasunie.onmicrosoft.com)

If you accept this invitation you will be guided to <https://gasportal.gastransportservices.nl/>

**Accept Invitation**

Block future invitations from this organization.

This invitation email is from NV Nederlandse Gasunie ([gasunie.onmicrosoft.com](mailto:gasunie.onmicrosoft.com)) and may contain advertisements. NV Nederlandse Gasunie has not provided a link to their privacy statement for you to check. Microsoft Corporation has enabled the sending of this email, but has not validated the sender or message.

[Toekomstige uitnodigingen](#) van deze organisatie blokkeren.

Deze uitnodigings-e-mail is afkomstig van NV Nederlandse Gasunie ([gasunie.onmicrosoft.com](mailto:gasunie.onmicrosoft.com)) en kan advertenties bevatten. **NV Nederlandse Gasunie heeft geen koppeling naar hun privacyverklaring opgegeven die u kunt controleren.** Microsoft Corporation heeft het verzenden van deze e-mail mogelijk gemaakt, maar heeft de afzender of het bericht niet gevalideerd.

Microsoft respecteert uw privacy. Lees de [Microsoft-privacyverklaring](#) voor meer informatie.  
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



Click on the **Accept invitation** button to continue.

## 2 Set up your account at Microsoft

In this chapter you will set up your account at Microsoft, which is necessary for access to Gasport.

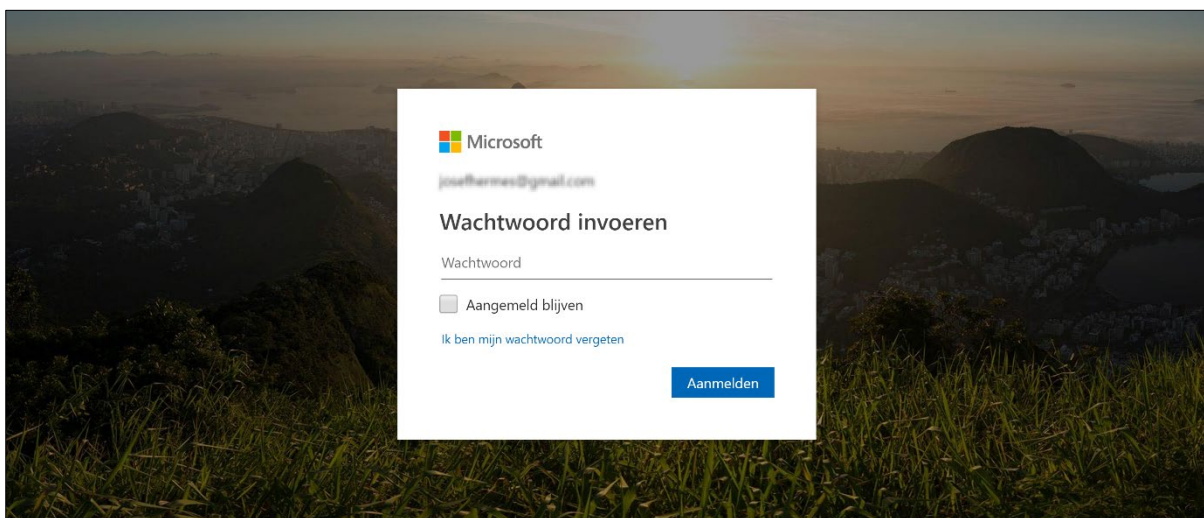
There are three possible situations for setting up your account at Microsoft:

1. You already have a Microsoft business account;
2. You don't have a Microsoft business account, but your e-mail address is already known to Microsoft;
3. You do not have a Microsoft business account and your e-mail address is not yet known to Microsoft.

The following sections explain for each situation which steps you need to take to set up your account at Microsoft. If you do not know what your situation is, check which screen you see after clicking "Get started" in the previous step.

### 2.1 You already have a business account at Microsoft

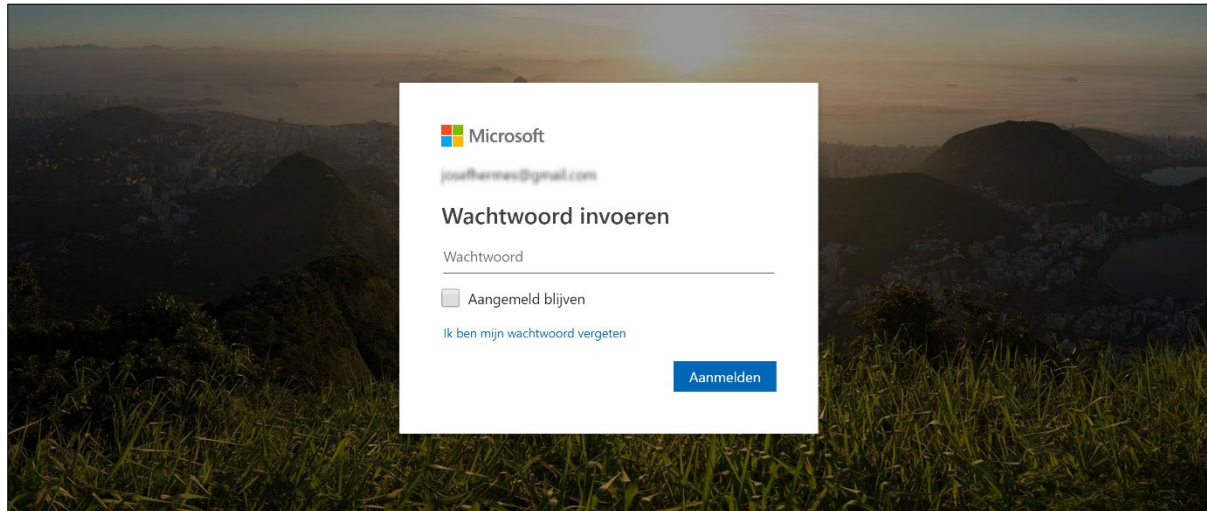
If you already have a Microsoft business account, you can log in with the e-mail address and password of this account in the screen below. Then proceed to chapter 2.4.





## 2.2 You don't have a Microsoft business account, but your e-mail address is already known to Microsoft;

In case you do not have a Microsoft business account, but your e-mail address has already been linked before to a Microsoft account, you will see the screen below. Here you can log in with the password that you have chosen when setting up your Microsoft account. After this proceed to chapter 2.4.





## 2.3 You do not have a Microsoft business account and your e-mail address is not yet known to Microsoft.

If you do not have a Microsoft account and your account is not yet known to Microsoft, you will be asked to set up an account at Microsoft.

You will see the screen below with the message "Set up your account with Microsoft".

Your account will be linked to your e-mail address. Choose a password and a display name for your account, and then click Next. Please enter your first and last name as the display name.

Uw account instellen bij Microsoft

U gebruikt deze voor toegang tot toepassingen van Microsoft en resources in de organisatie N.V. Nederlandse Gasunie.

Een wachtwoord maken  
minimaal acht tekens en hoofdlettergevoelig.

Weergavenaam:

[Volgende](#)

Vrijwaring: de website waartoe u toegang probeert te krijgen, valt niet onder de zeggenschap van Microsoft. [Meer informatie.](#)

A verification code will now be sent to your e-mail address. Check your e-mail for your verification code and enter it. Then click **Finish**.

privacyverklaring en [Microsoft-servicesovereenkomst](#).' At the bottom are two buttons: 'Voltoeien' (highlighted in blue) and 'Vorige'. The same disclaimer is at the bottom."/>

Uw account instellen bij Microsoft

Controleer uw e-mail voor uw verificatiecode. Hebt u geen e-mailbericht ontvangen? Controleer uw map met ongewenste e-mail probeer het opnieuw.

Opmerking: als u een e-mailadres voor werk of school gebruikt voor het instellen van een account bij Microsoft, kan uw IT-afdeling later uw gegevens beheren en beperken wat u kunt doen met uw account.

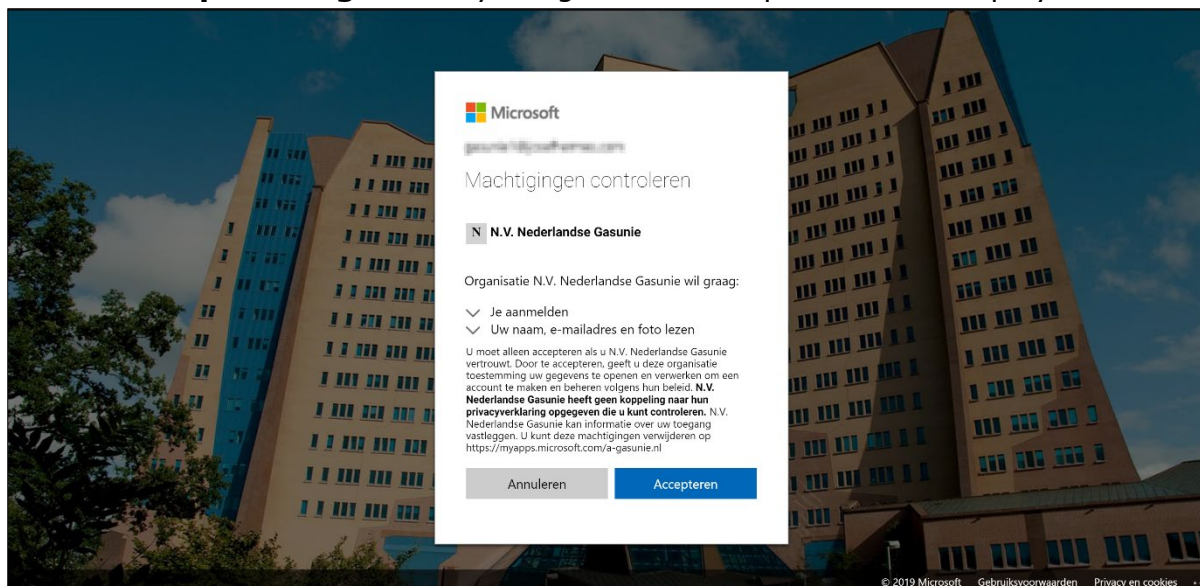
Wanneer u op **Voltoeien** klikt, gaat u akkoord met de [privacyverklaring](#) en [Microsoft-servicesovereenkomst](#).

[Voltoeien](#) [Vorige](#)

Vrijwaring: de website waartoe u toegang probeert te krijgen, valt niet onder de zeggenschap van Microsoft. [Meer informatie.](#)

## 2.4 Check permissions

In the next screen you will be asked to check and accept Gasunie's permissions. Choose **Accept** or **Volgende** if you agree with the permissions displayed.





### 3 Set up additional security verification

Gaining access to Gasport as a user of GTS takes two steps:

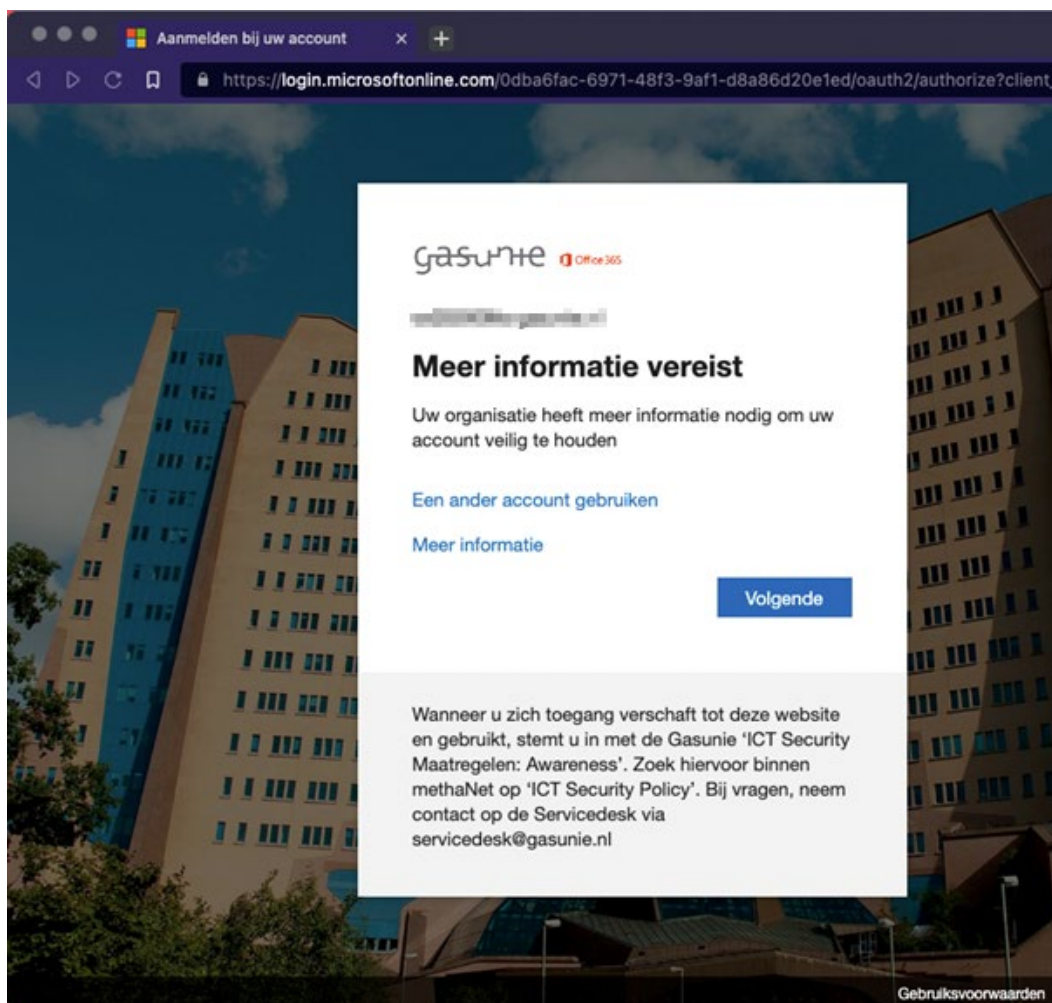
1. You sign in with your username and password and
2. You enter the personal verification code from the Microsoft Authenticator App every time you sign in.

This chapter describes how the additional security verification can be set.

#### 3.1 Signing in for the first time

If you want to sign in to Gasport for the first time, additional security verification must be set up for your account. In the description below you can read what steps you need to follow.

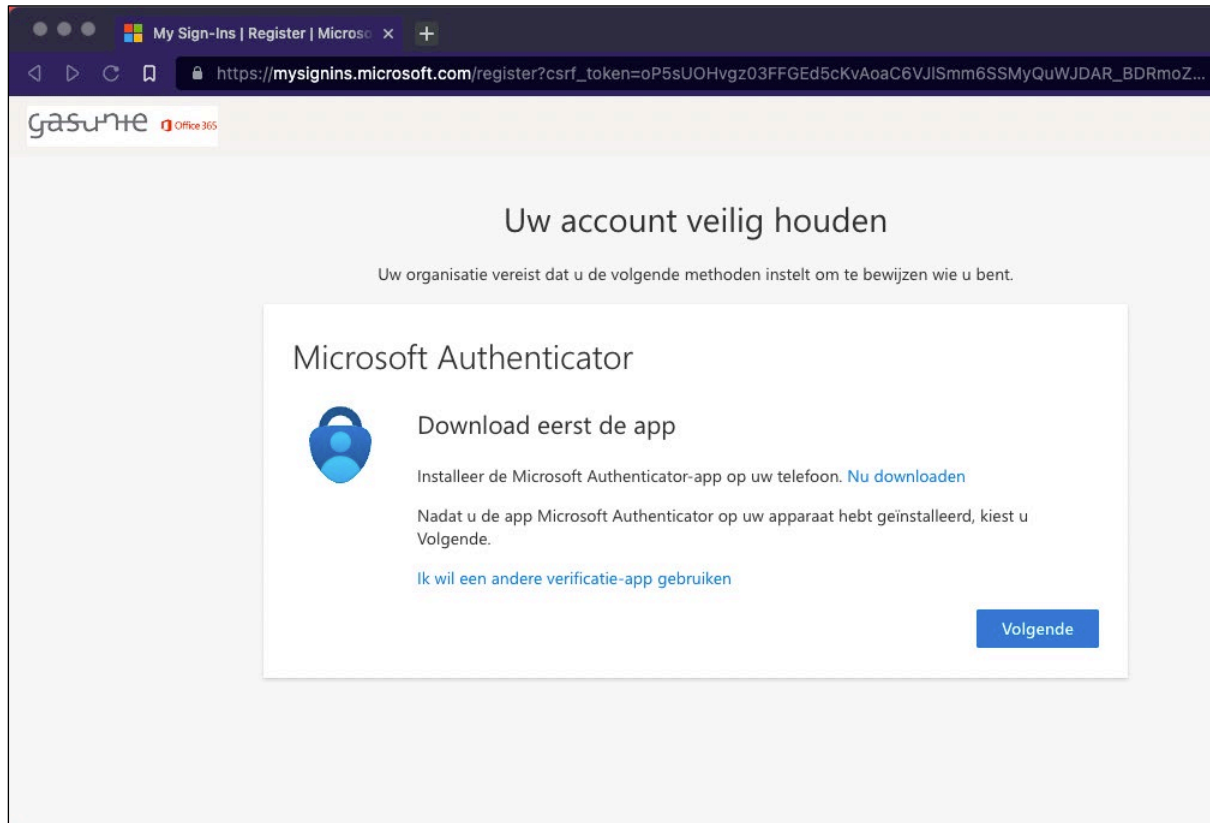
After logging in, you will see a message with a notification like *Your admin has required that you set up this account for additional security verification.*



Choose **Next** or **Volgende**.

## 3.2 Download and install the Microsoft Authenticator mobile app

In this step, you will download, install, and configure the [Microsoft Authenticator mobile app](#) – which is used for additional security authentication.



### 3.2.1 Download the mobile app

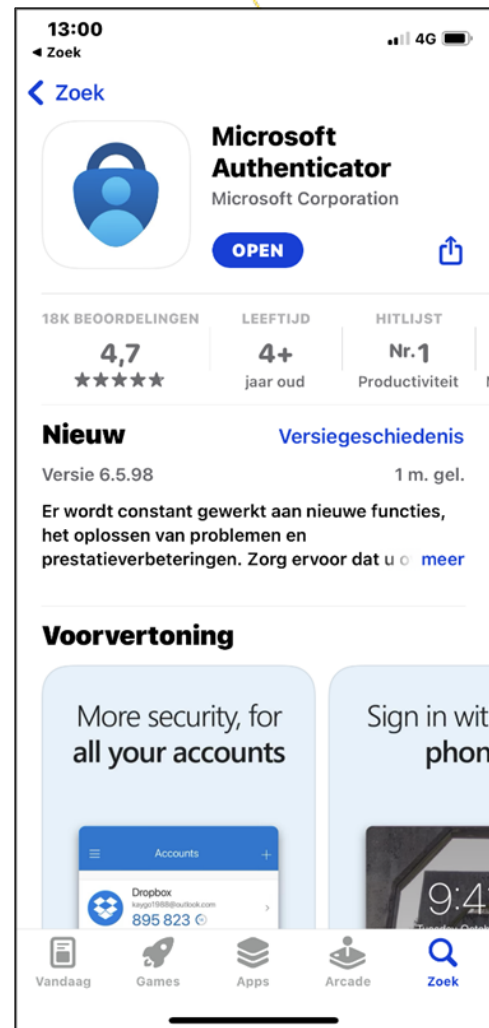
1. Open the App Store (or other Store) on your device and search for Microsoft Authenticator. You can also use one of the next links:

Operating system	Store
Apple iOS	<a href="#">Microsoft Authenticator in de App Store</a>
Google Android	<a href="#">Microsoft Authenticator in de Google Play store</a>

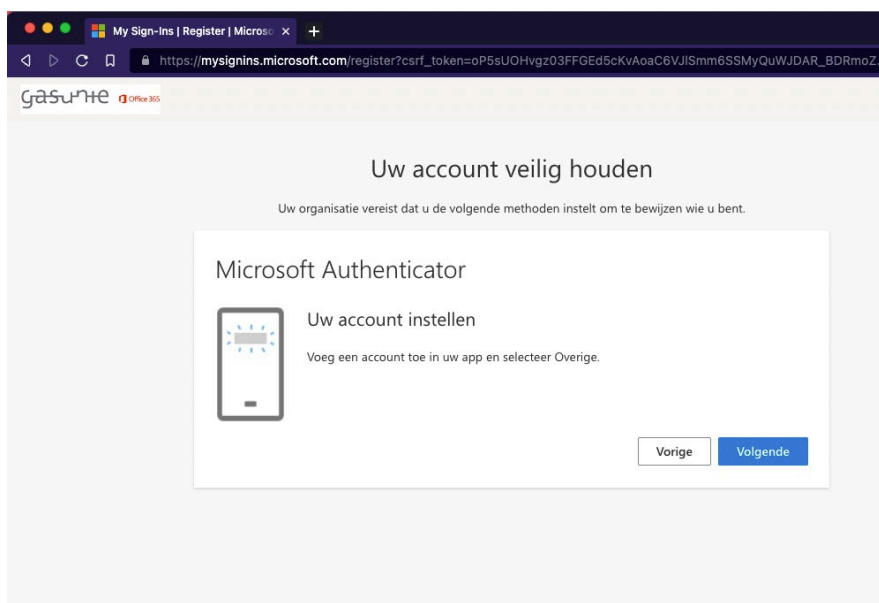


*In These instructions, we use an Apple iPhone as example.*

2. Open the **App Store** on your mobile device.
3. Search for Microsoft **Authenticator**.
4. Click on **Download** or the download icon.
5. If prompted, sign in with your Apple ID.
6. On the Office 365 login screen, click Next.



The following screen is displayed:

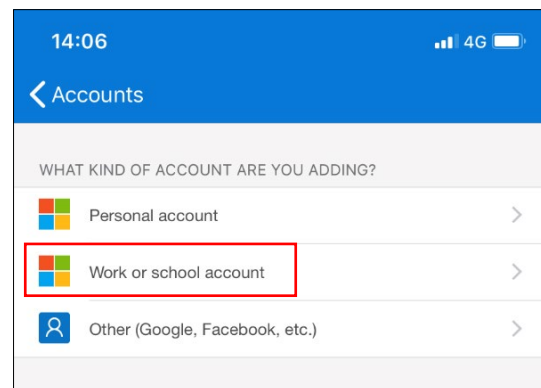
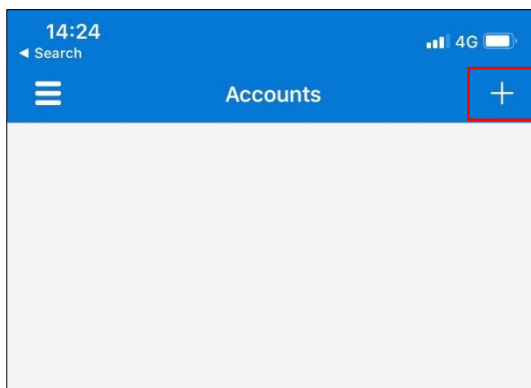
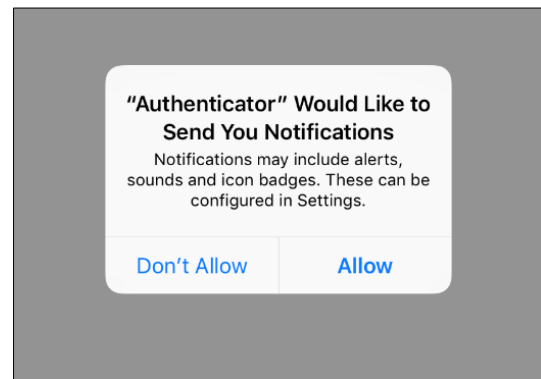
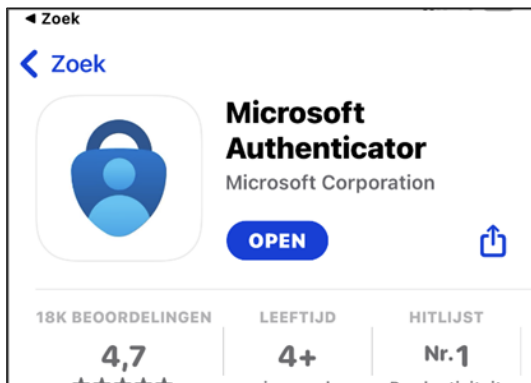


### 3.2.2 Setting up the mobile app

1. After you downloaded and installed the app on your device, open the app.



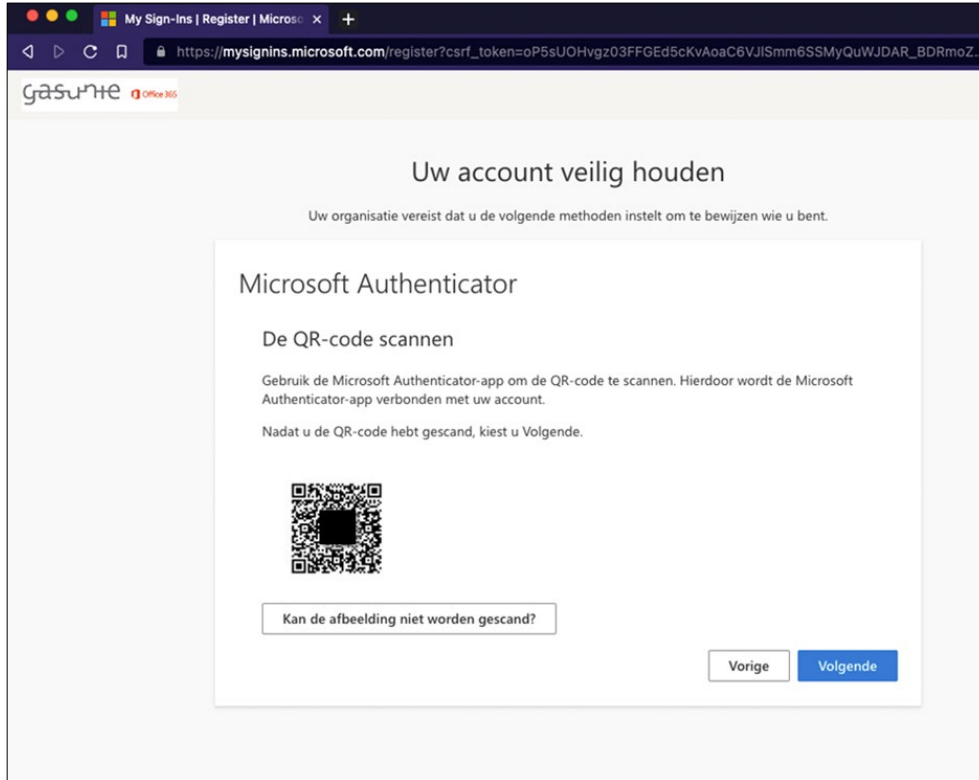
2. When prompted *Authenticator Would Like To Send You Notifications*, choose **Allow\***.
3. Then click the **+** icon to add an account.
4. Select **Work or school account**.
5. When prompted *Authenticator Would Like to Access the Camera*, choose **OK\***.



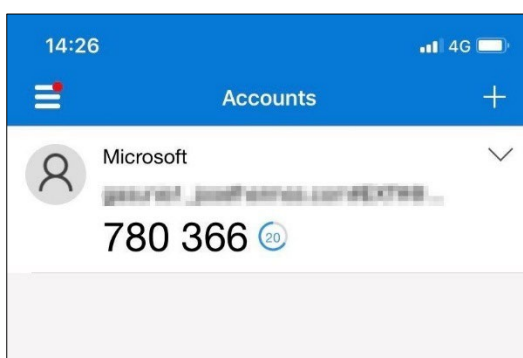
\* Optionally, you can revoke these permissions after setting up your account using the **Settings app > Authenticator**.

### 3.3 Setting up additional security authentication

1. Return to your computer and scan the QR code with the Microsoft Authenticator app.



2. When a 6-digit code appears (which refreshes every 30 seconds), the app is set up correctly.



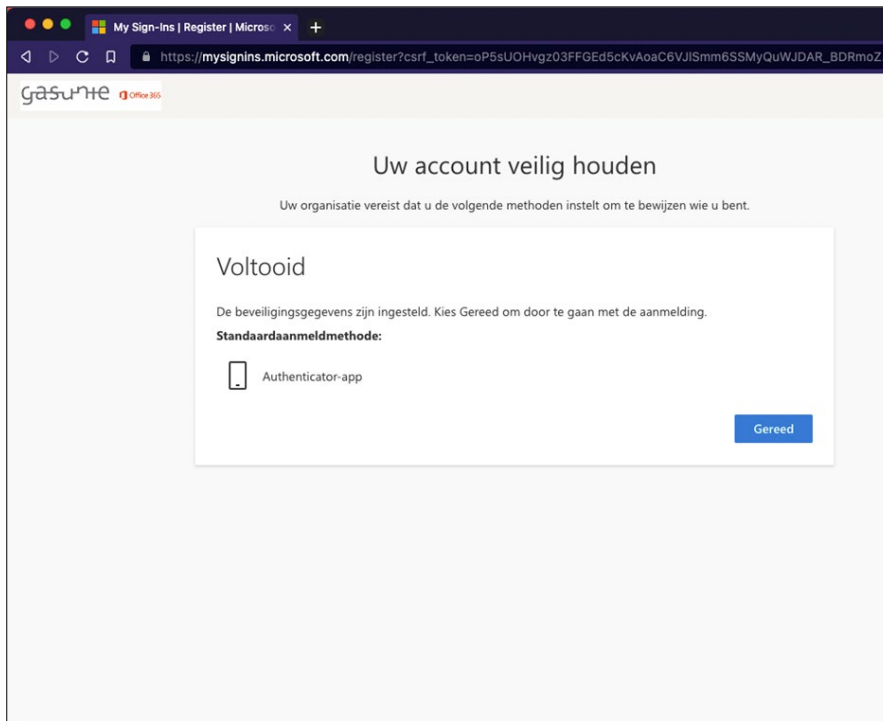




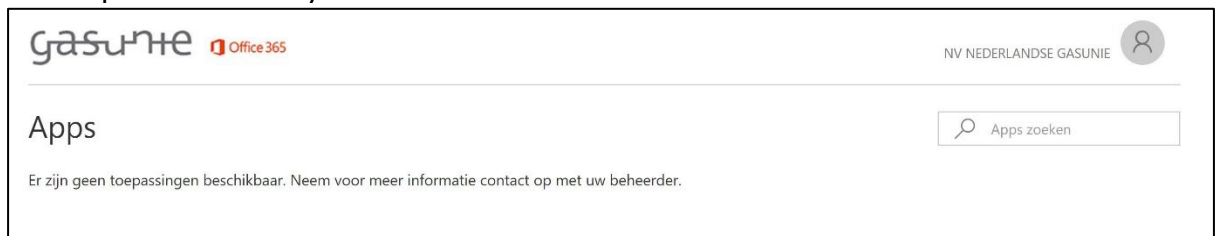
### 3.4 Confirm activation status on your computer

1. Switch back to your computer and click **Volgende** or **Next**.
2. On the page below, enter the 6-digit verification code displayed in your app and choose **Volgende** or **Next**.

- When the code is verified, the verification is complete. Click **Done** or **Gereed** to complete the configuration of the additional security verification.



- When you see the screen below, the setup of your user access to Gasport is complete. You may close the window below.



The next chapter describes how to gain access to Gasport.



## 4 Reset additional security authentication

In some cases, it is necessary to reset the additional security authentication. For example when you lost your phone, when you get a new phone, or when you accidentally deleted the Microsoft Authenticator app. In this case, please contact Sales Support at Gasunie Transport Services to reset the additional security verification of your guest user account.

**Send an email to :**

**[salesupport@gastransport.nl](mailto:salesupport@gastransport.nl)**