The Government of The Bahamas

Bahamas ESS

Bahamas ESS Login Guide

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1 Overview

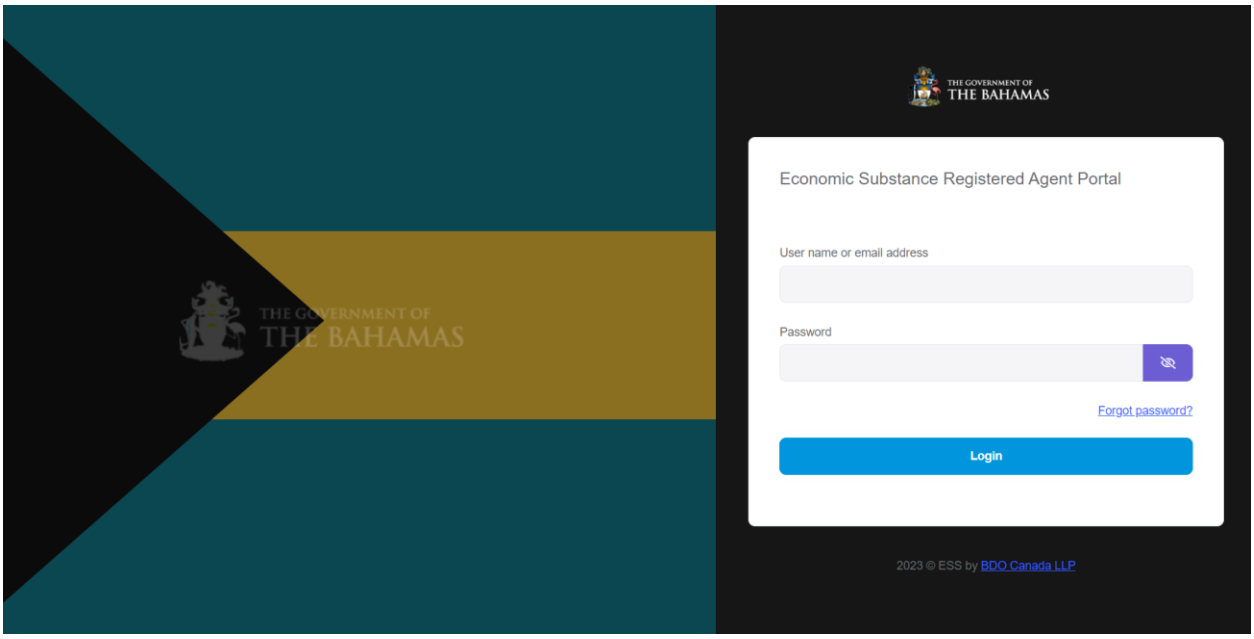
This document is intended to be a user guide on logging into the Economic Substance System (ESS) Registered Agent (RA) Portal.

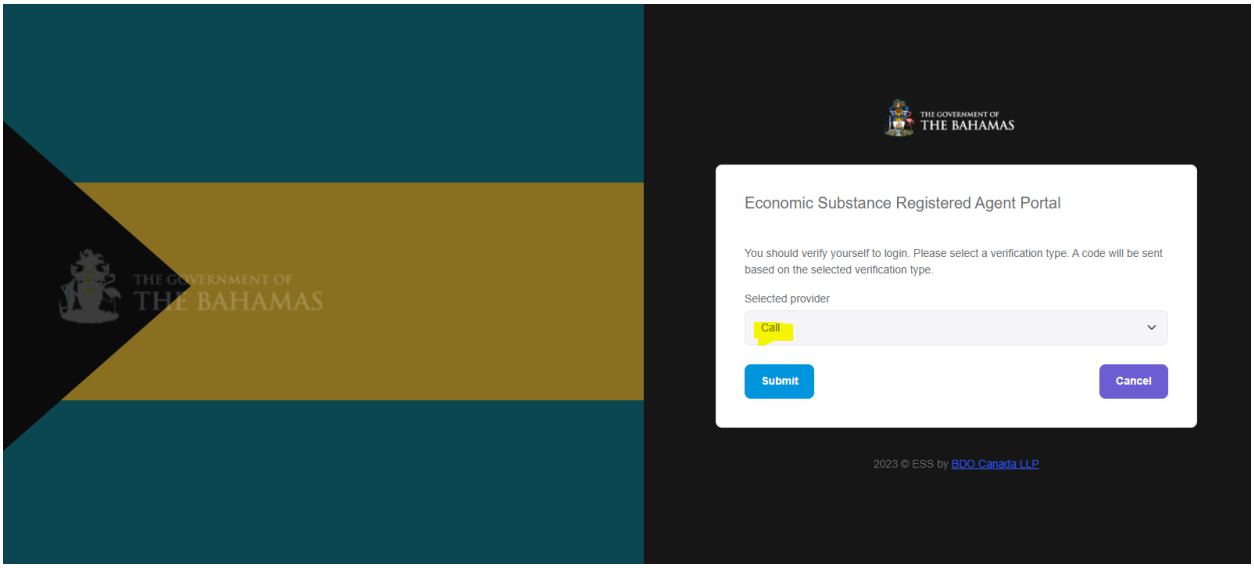
Assumptions:

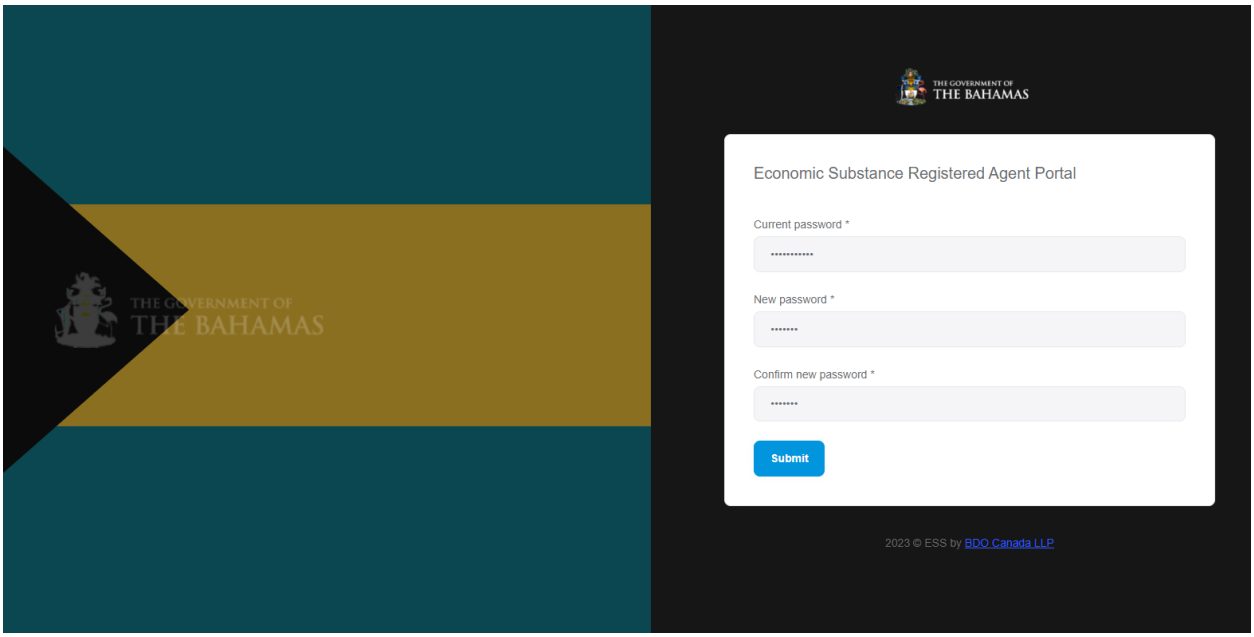
1. The user has already been set up in the ESS by the system administrator.
2. The user has a mobile or direct phone available to receive a verification code via phone call to complete the two-factor authentication required to log into the ESS RA Portal.

2 Initial Login Steps for RA Users

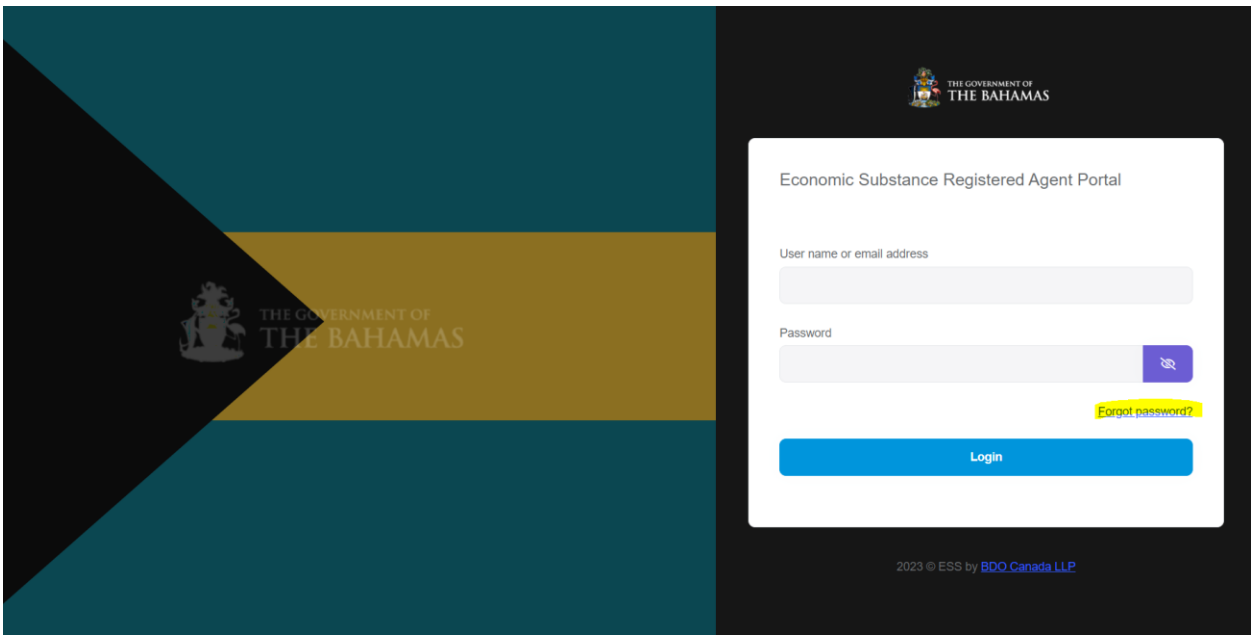
- The users added to the ESS RA portal by ESS RA Admins will receive an automated secure email containing a login URL and login credentials with a temporary password. The temporary password will be valid for 24 hours.
- The user should click the link from the email to launch the ESS portal, and enter their user credentials, including the temporary password. They can complete the two-factor authentication verification code via phone call. After completing two-factor authentication, the user will be prompted to Change their Password.
- Once the password has been updated, the user can begin to use the system.

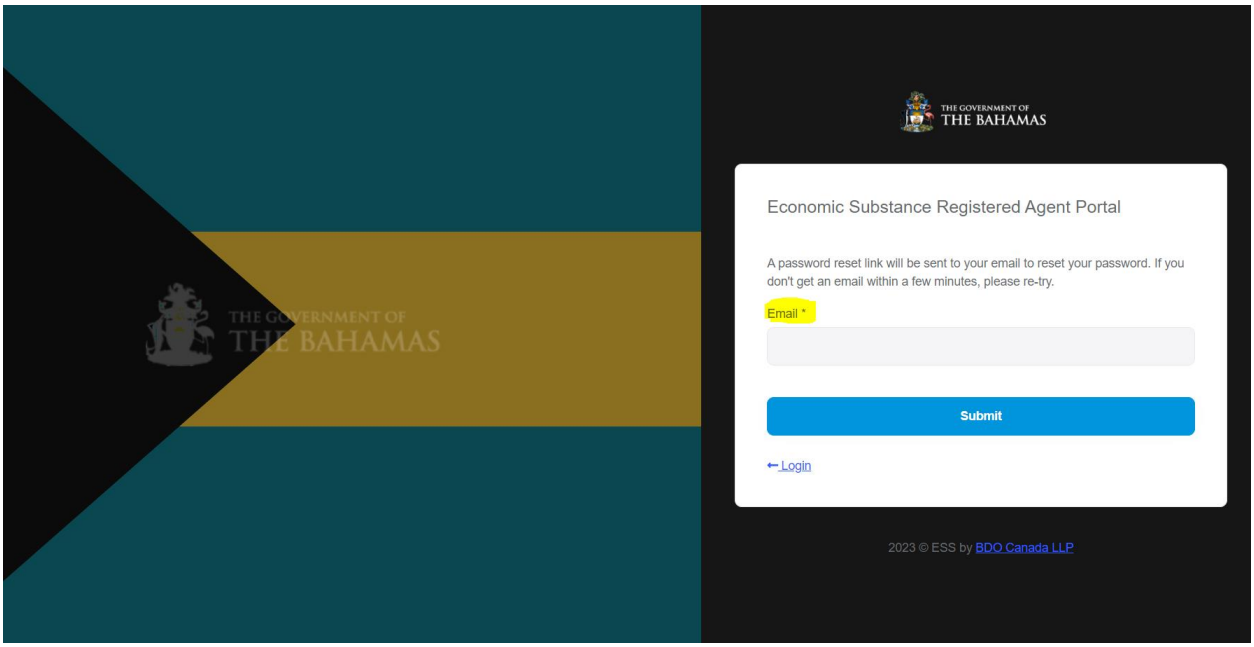






- If your temporary password has expired, please use the "Forgot password" link directly in the portal to reset your password. The user will be required to enter their email address to receive a new link that will be used to reset their password. The user will be able to complete two-factor authentication using a phone call (steps captured in images below).
- The user will be logged out after the password is updated and will be required to log in again using the new password.


THE GOVERNMENT OF THE BAHAMAS
THE GOVERNMENT OF THE BAHAMAS
Economic Substance Registered Agent Portal
User name or email address
Password
Forgot password?
Login
2023 © ESS by BDO Canada LLP


THE GOVERNMENT OF THE BAHAMAS
THE GOVERNMENT OF THE BAHAMAS
Economic Substance Registered Agent Portal
A password reset link will be sent to your email to reset your password. If you don't get an email within a few minutes, please re-try.
Email *
Submit
Login
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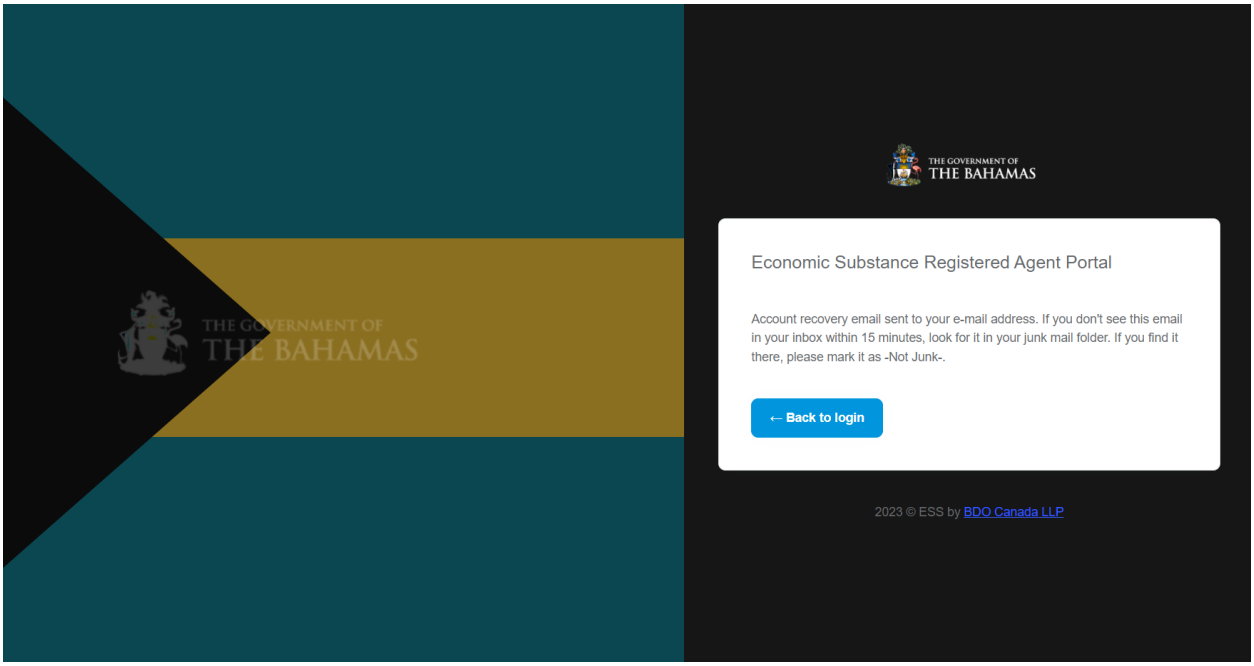


[EXT] Password reset

ES

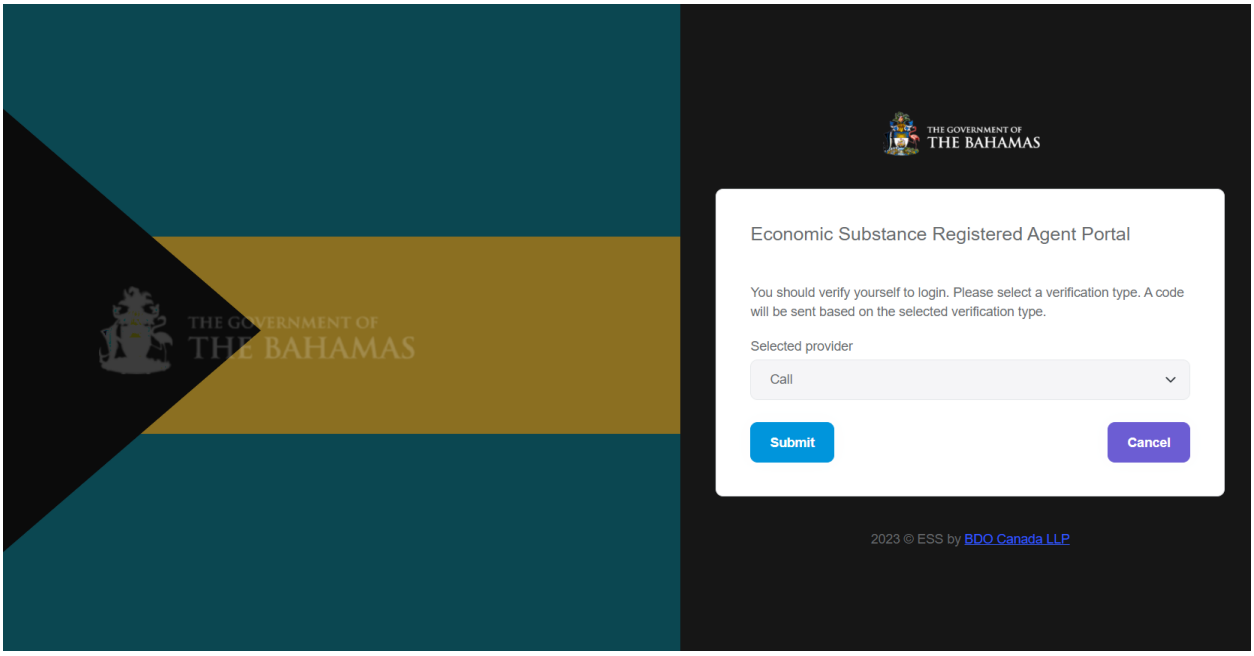
Economic Substance Portal (QA) <noreply@bosss.bs>
To Chand, Darshika (BDO Lixar)

Reply | Reply All | Forward

Password reset

We received an account recovery request! If you initiated this request, click the following link to reset your password.

Reset my password



- Please note there are password rules. Passwords must adhere to the following complexity rules:
    - Must be at least 10 characters long
    - Must be at least one upper- and lower-case character; and
    - Must be at least one digit; and
    - Must be at least one special character; and
    - New password cannot be the same as the current password
    - New Password and Confirm New Password fields cannot be blank, and they must match.

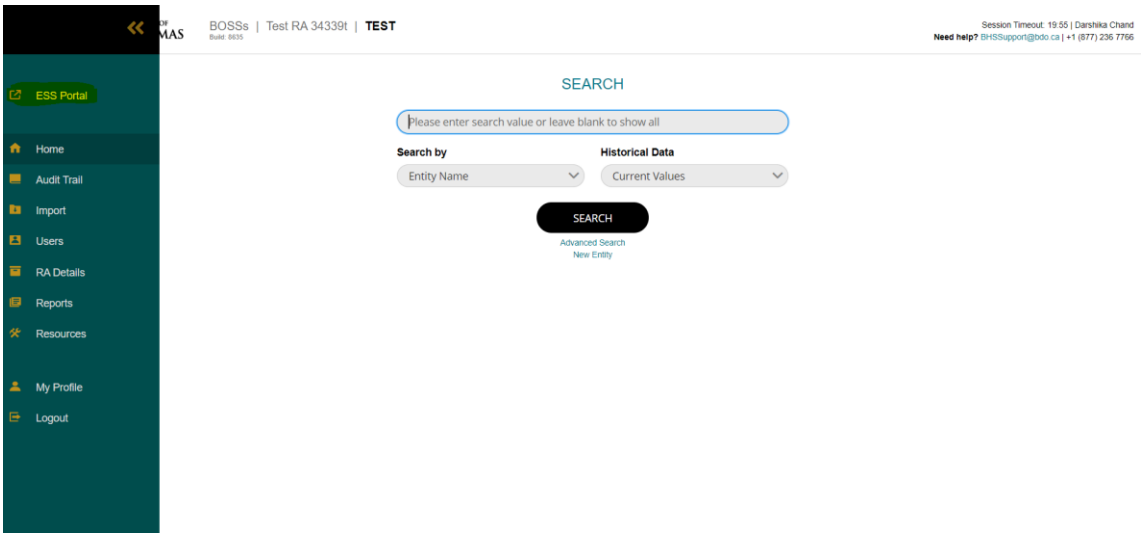
Note*: If the email is not received within a couple of minutes, please check your ***junk*** folder for an email from noreply@bosss.bs.

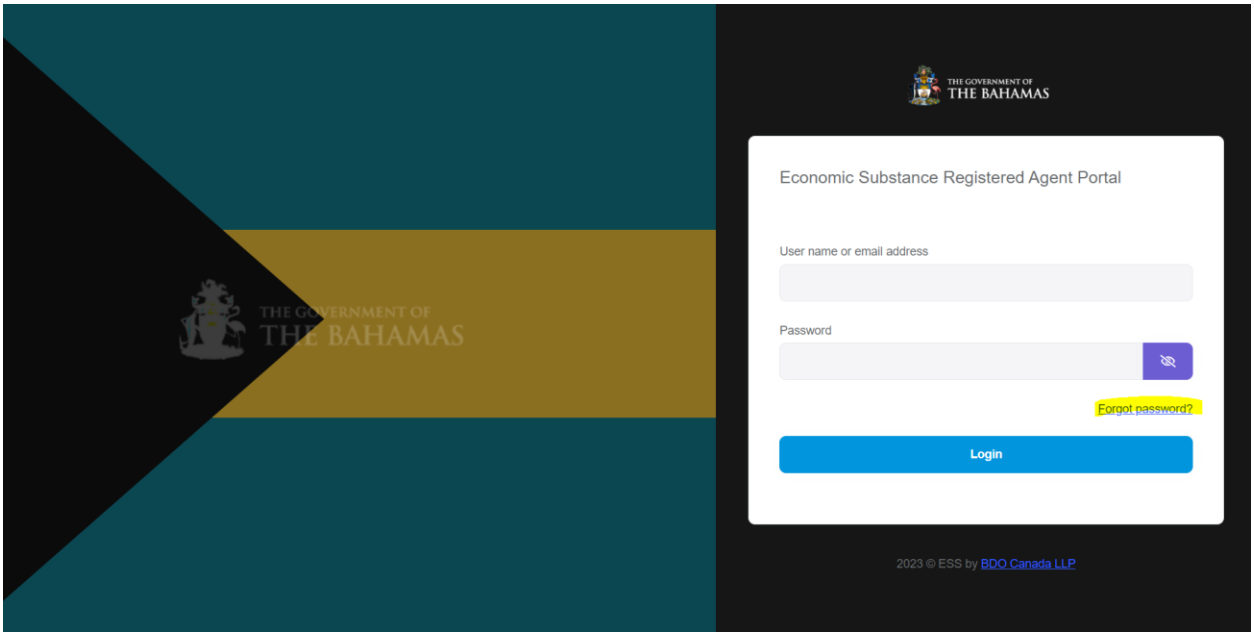
3 Subsequent Login Steps

- The user will enter their login credentials and will be able to complete two-factor authentication either via email or a phone call in order to log into the ESS RA portal.

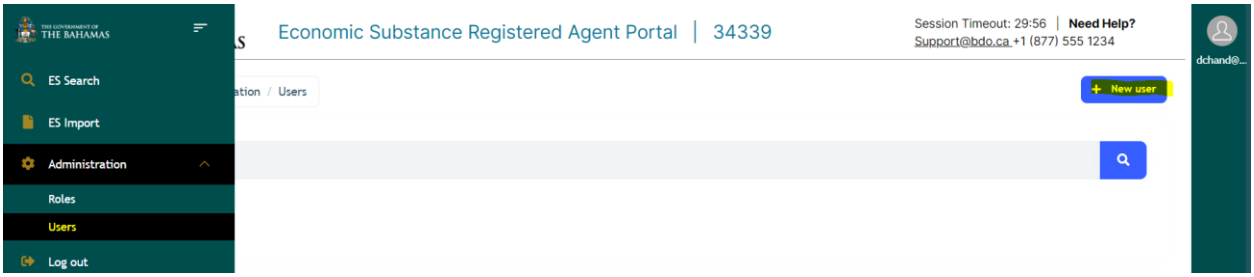
4 Login Steps for BOSSs Admin (First Time)

- All BOSSs Admins have been migrated to ESS as ESS RA Admins as part of the initial user migration process.
- BOSSs Admins can navigate from BOSSs to ESS using the link provided on the BOSSs portal and use the “Forgot password” link (steps captured above) directly on the ESS Login page to reset their password.





- After successfully logging into the ESS RA Portal, ESS RA Admins can add RA users & other RA System Admin Users under Administration → Users → + New user.



5 Appendix

Terms and Abbreviations

The following terms and abbreviations are used within this document:

Term/Abbreviation	Meaning
BOSSs	Beneficial Ownership Secure Search System
ESS	Economic Substance System
RA	Registered Agent