



So Simple, It's Intuitive™

User Guide

Click Your Photo



1. Photolok Login, pp. 3-4
2. Forgot My Photos, p. 5
3. Adding, Deleting, and Labeling Photos, pp. 6-7
4. Security Alerts & Entering Duress Alert Information, p. 8
5. Using a Duress Photo, p. 9
6. Using a 1-Time Photo, p. 10
7. Using an Authenticator, p. 11

Welcome to Photolok

Enter Email Address

john.sample@netlok.com



Login



Settings



Message



Video

[Forgot My Photos](#)

TM, ® and © 2015-2023 Netlok®
Powered by Netlok.
All rights reserved. Patented

To Login:

1. Enter your email address and click the Login button, which sends you to the Access Code page.
2. Enter your Access Code provided from either your text, email, or Authenticator. If you mis-type the code, the correct code will need to be re-entered. Entering the access code sends you to the photo panels.
3. **Scroll to find and click your “Photo Login” photos**, which are randomly placed in Photo Panels 1 and 2. After clicking your photo in panel 2, you enter your destination.

See Access Code and login flow on next page.



If you have forgotten your photos, click the “Forgot My Photos” button and follow the instructions. You must answer two of your security questions before you are allowed to enter your Manage Your Photos page to see your photos.

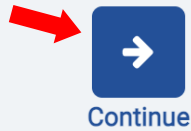
Do not share or show your photos.

Enter Access Code, click Continue.

Access Code

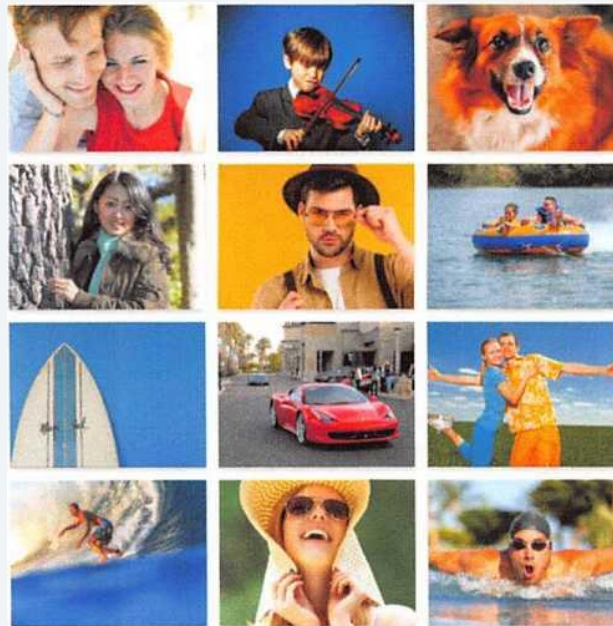
770123

Send me a new access code

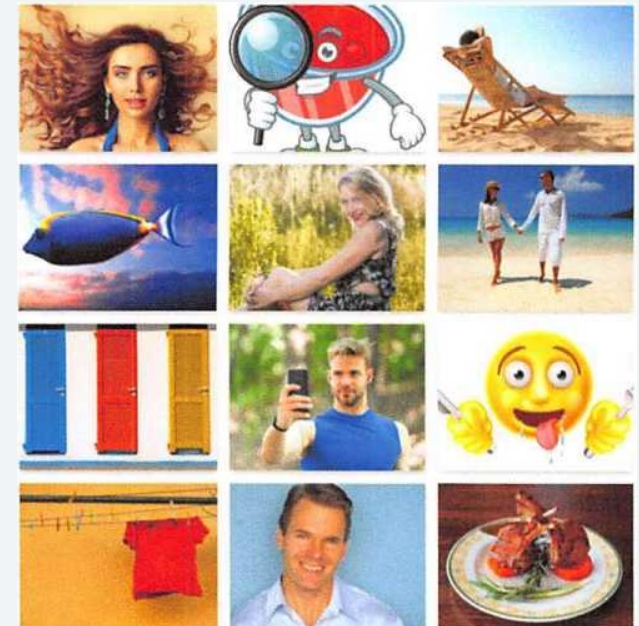


Note: When you create your account, you will receive 3 “Photo Login” photos, which you can change in Account Settings.

Scroll to find and click your “Photo Login” photo to enter next photo panel.



Scroll to find and click another “Photo Login” photo to enter your destination.



1) Click Forgot My Photos

Welcome to Photolok

Enter Email Address



Login



Settings



Message



Video

Forgot My Photos

TM, ® and © 2015-2023 Netlok®
Powered by Netlok.
All rights reserved. Patented

2) Enter email address, click Send Access Code
Recovering My Photos

Enter Email Address

Send Access Code

3) Get Access Code from Authenticator, text, or
email. Enter Access Code and click Continue.

Enter Access Code

Send a new Access Code



Continue

4) Answer security questions and click Continue
to see your current account photos.

Security Questions

Please answer your security questions.

What is your favorite soda pop?

Mr. Fizz

What is your favorite fruit?

Avocado



Continue



Do not share with or show your
account photos to anyone.

- 1) Click Settings Button to enter Account Settings

Welcome to Photolok

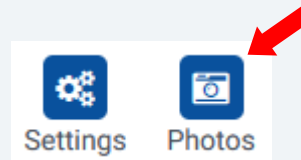
Enter Email Address

john.sample@netlok.com



[Forgot My Photos](#)

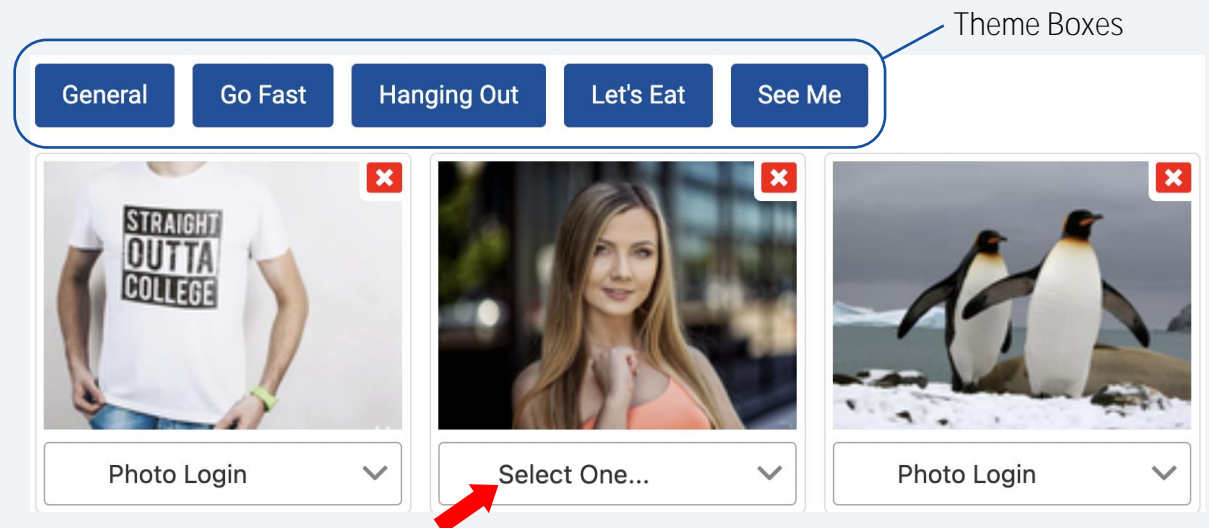
TM, ® and © 2015-2023 Netlok®
Powered by Netlok.
All rights reserved. Patented



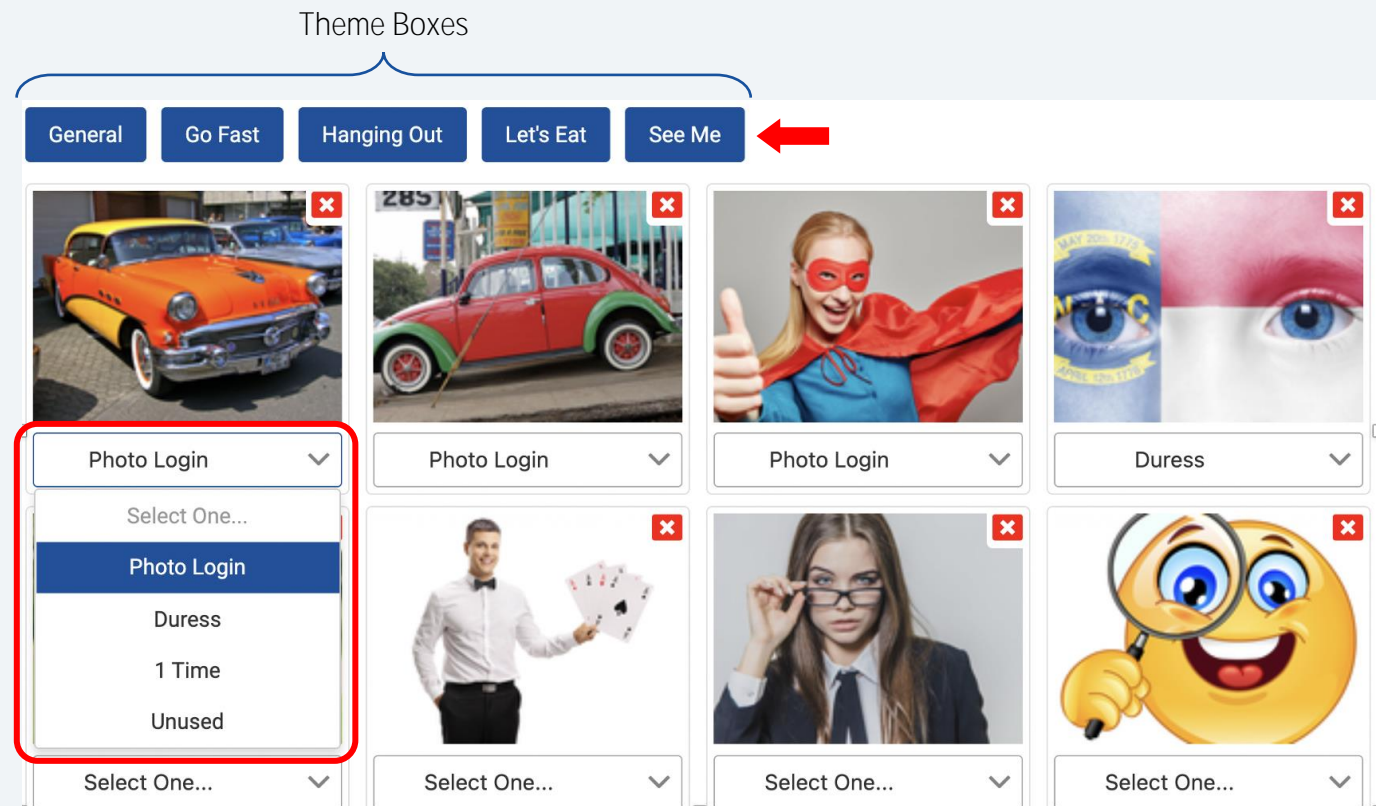
- 2) Click Photos button to enter Manage Your Photos page.

Manage Your Photos: Add, Delete and/or Label Photos

1. Add new photos by clicking a blue theme box and scroll down to **see 10 "Select One" photos. Click "Select One" to see drop-down menu. Click a label and the photo will be autosaved. Do not share or show your photos.**
2. Delete a photo by clicking the **Red X** on the right upper corner.
3. Label a photo by clicking its label to see photo label choices. Click a label and the photo will autosave.



- 1) Click a Blue Theme Box and 10 new photos will appear. Up to **30 new “Select One” photos** can be added at any one time.
- 2) Choose and label your new **photo by clicking “Select One”** to show the label menu. Click the label and the photo is autosaved in seconds.
- 3) You can only have five Photo Logins and only one Duress and 1-Time photo active in your account at any one time. If you are changing photos, delete the old photos *after* creating the new ones.
- 4) To delete a photo, click the **Red X** at the right corner of that photo.



Photolok's security alerts detect and notify the user and/or an authorized party (Admin) that an unauthorized entrance may have or has occurred.

- 1) Login using Settings to enter Security Alerts.
- 2) Send Photolok Access Alert. When activated, the account owner will receive an alert that someone has entered the account. If the owner of the account did not login, the owner should log in immediately to change their photos and notify the administrator of an unauthorized entrance. The account owner can uncheck the box to turn off this alert.
- 3) Enter Duress Security Alert Information. Make sure that the email address and text number entered are sent to people who can take the appropriate security action.
- 4) Click Save.

Send Photolok Alert

Duress

Duress Email


security@netlok.com

Duress Number to Text

(555) 111-2222

Duress Message

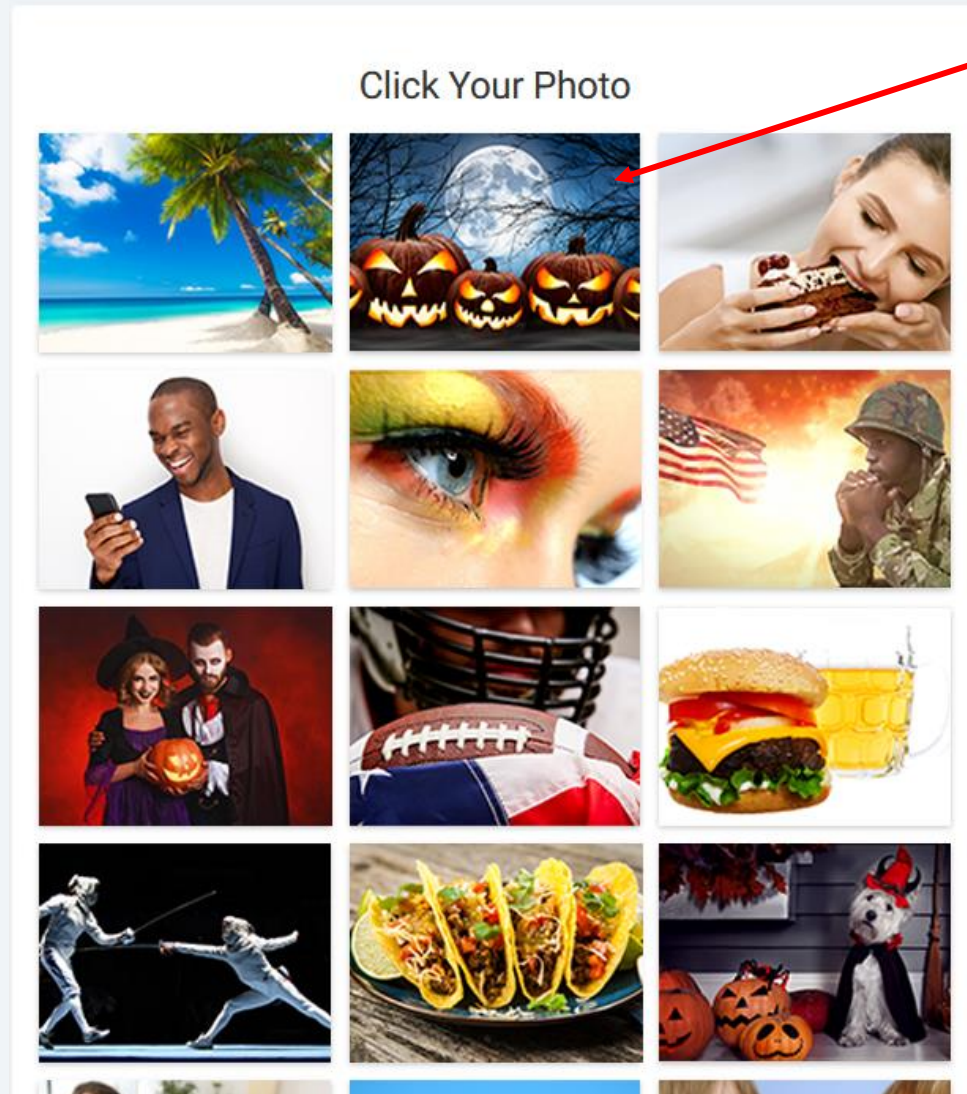
Execute security procedure

 **Save**

Duress Security Alert

Photolok is the only login whereby the alert comes directly from the account owner when they feel that they are in danger and/or forced to enter their account to give access to a bad actor.

To send the Duress Security Alert, the user finds and selects the Duress photo in the 2nd photo panel. When clicked, an email and text are sent immediately. To avoid detection, the user is logged into the intended destination without any disruption.



Click
DURESS
Photo

1-Time Security Protection

Photolok is the only login method that gives the user the option of using a temporary photo to prevent shoulder surfing in the office or public area. If someone is using a camera or just looking over your shoulder, the 1-Time photo protects your account because it is removed from your account after one use.

Using the 1-Time photo

1. Login using the Setting button on the login page.
2. Click a blue box tab in Manage Your Photos to display 10 new photos to choose your 1-Time photo.
3. Click "Select One" to see menu, click the 1-Time label and the 1-Time photo is autosaved in seconds.
4. The next time you login, the 1-Time photo will appear randomly on the 1st photo panel, and you must click it to enter your destination.
5. Once used, the 1-Time photo is removed from your account.

Click 1-Time Photo



Authenticator Option

Many companies are using Authenticator apps to generate Two-Factor login access codes because they are more secure than text SMS and protect against hackers who can generate a code without you knowing about it.

Photolok gives users' the option to enable or disable an Authenticator, such as Google and Microsoft Authenticators. Login using the Setting button to open Accounts Settings and the Authenticator option is on the left column.

Before clicking the Enable button (1), make sure you have your Authenticator app ready to use, so you can take a picture of the "Security Key" (2). Click Disable button (3) to turn off the Authenticator.

Authenticator

If you want to use an Authenticator to get your Access Code instead of SMS text, click the "Enable" button below. A QR Code and secret key will appear. Use your authenticator process to copy and add your Photolok email address with account name to your authenticator. To disable the authenticator, click the "Disable" button and the QR code will disappear.

1 

2



3 

Security Key: 72R3LTYZMRBPPBJWZ4YWRHIBI2Y