App registration instructions

Making payroll & HR easy

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Introduction

In this guide we'll cover how to create and register a SAML Enterprise App in Microsoft Entra. (Formerly known as Azure Active Directory)

This app is to be used as your private identity provider in Moorepay. This will be required as part of Single Sign On. (SSO)

Further information from Microsoft Entra which you may find useful can be found here.

Overview

What is the process for enabling SSO?

1. Set-up your SAML enterprise app in Microsoft Entra
2. Enable SSO in your SAML enterprise app
3. Input SAML configuration information in the Moorepay identity server (IDS)
4. Send your App Federation Metadata to the Moorepay team to complete registration
5. Make your application available to all users

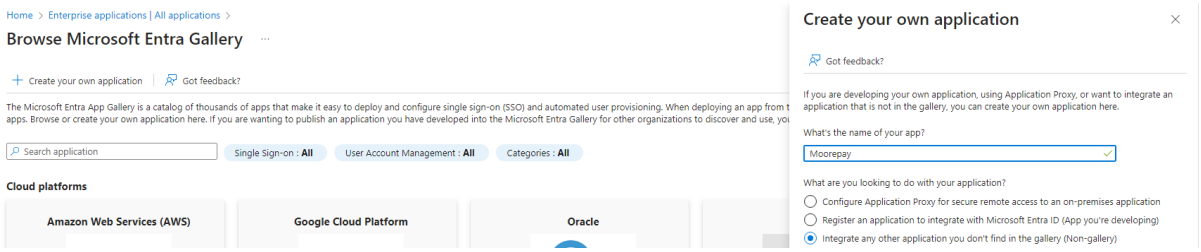
Once the above steps have been completed you and your users will be able to utilise SSO to sign-on to the Moorepay application.

Steps

Creating an app in Entra

1. First head to your Azure portal and search **enterprise applications** in the top search bar. Click on **new application** and then **create your own application**.

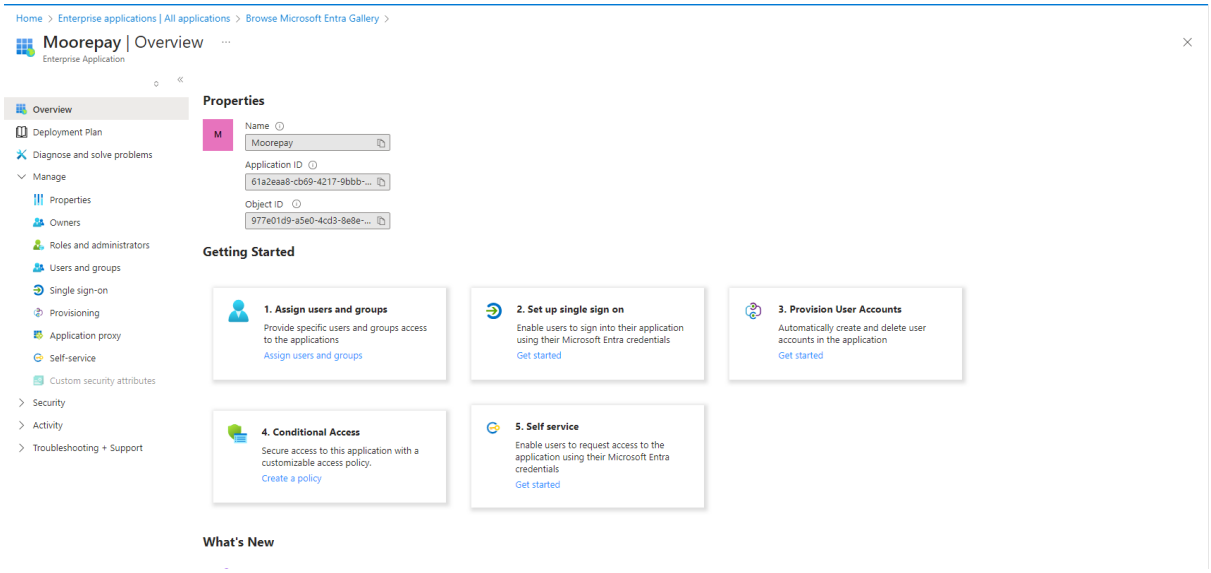
2. Enter your preferred name for your application, we recommend 'Moorepay' for ease of use. Then select **integrate any other application you don't find in the gallery.** (Non-gallery)



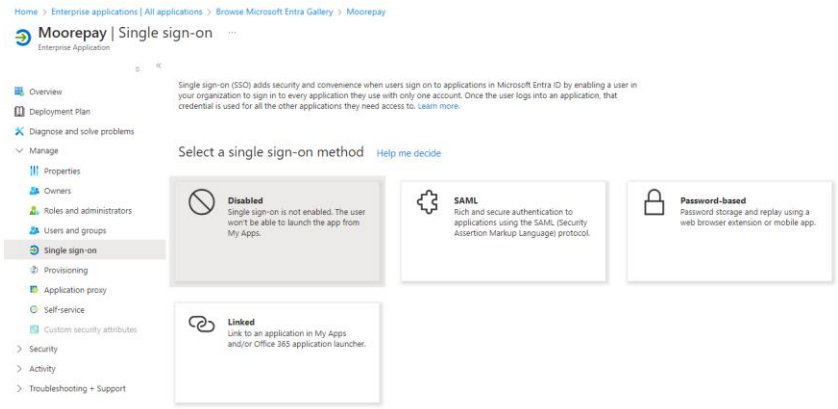
Enabling single sign-on for your app

Once your new application has been set-up you should now see it in your dashboard. From here you'll be able to set-up single sign-on.

1. In your new application dashboard click on **set up single sign-on**



2. Then select SAML



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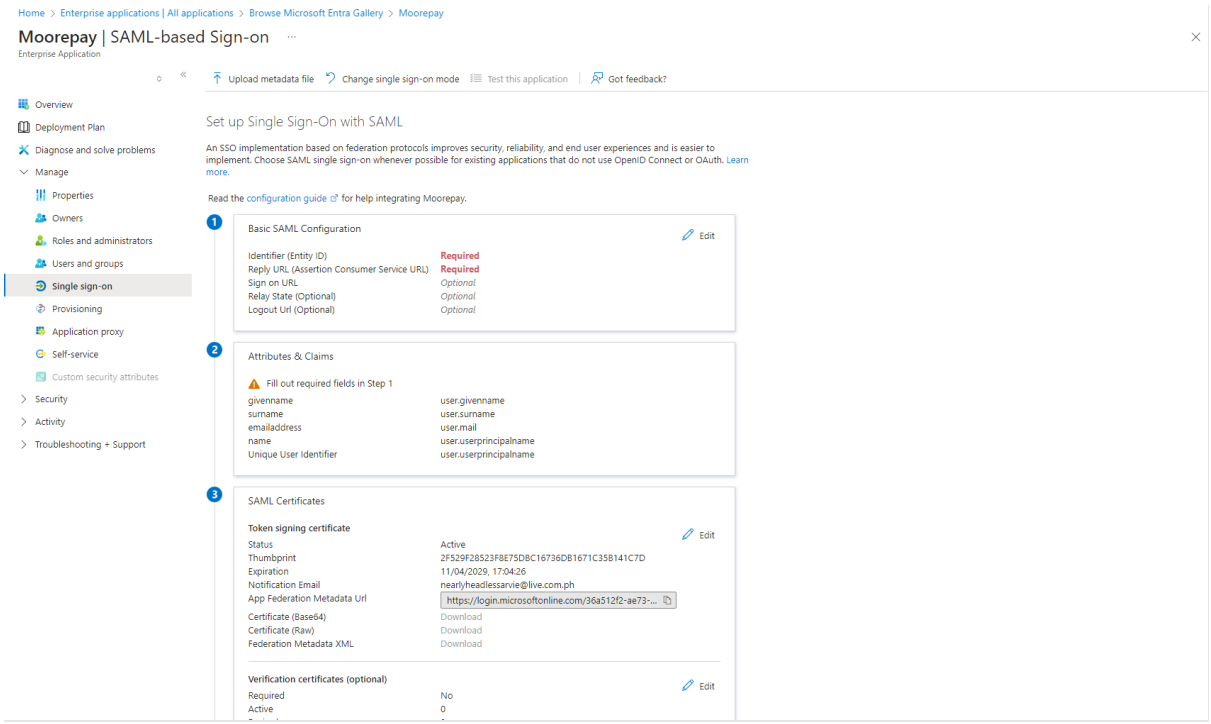
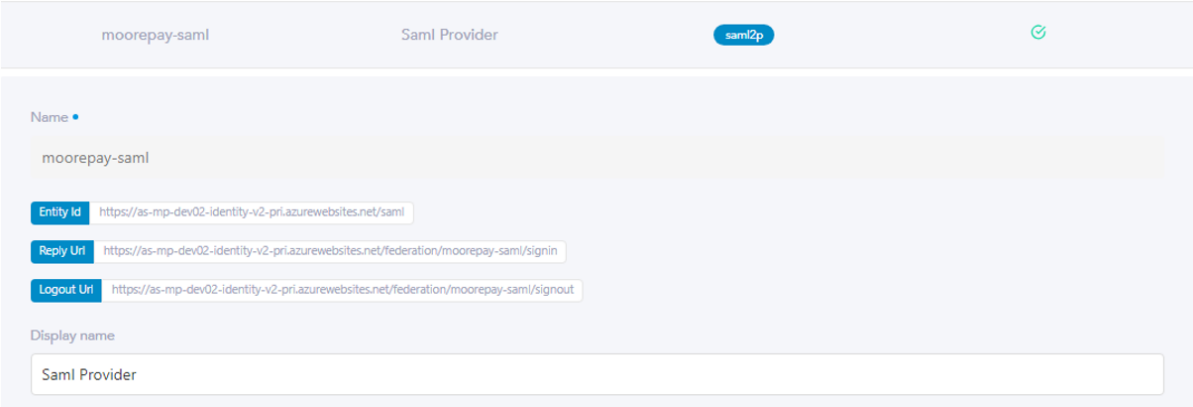
3. In the SAML-based sign-on setup select **edit** in **step 1**

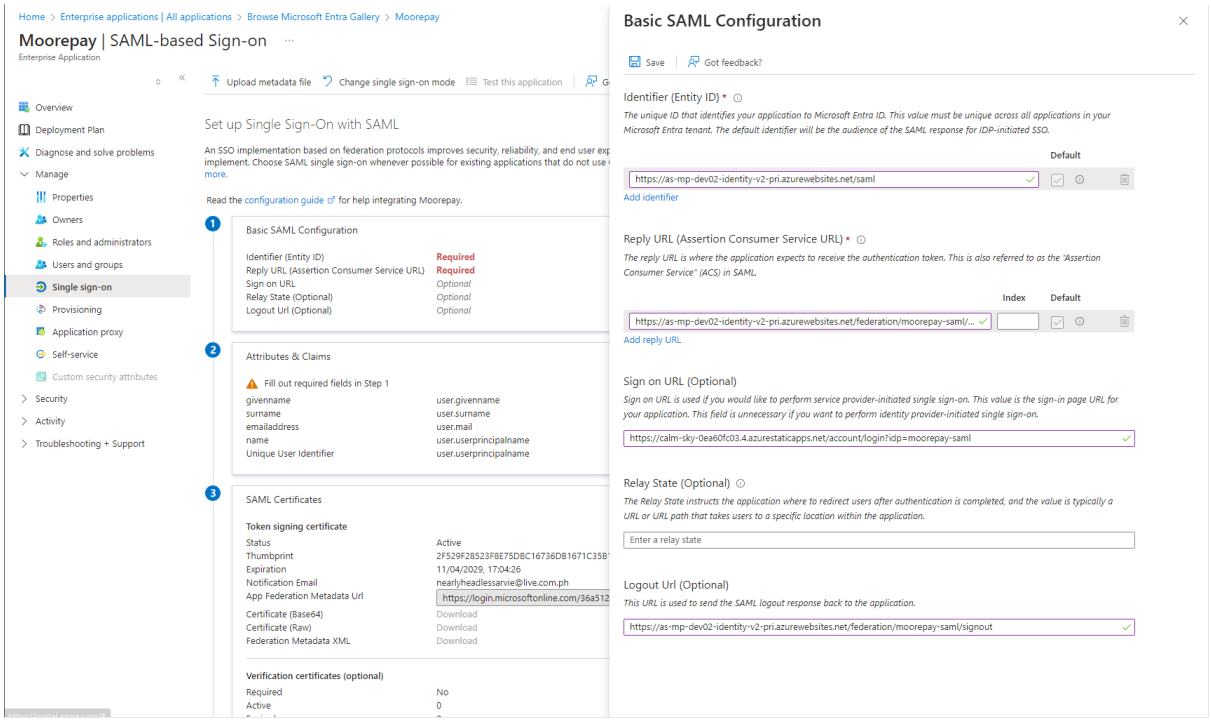


4. You will need the following information to complete step 1 of the SAML-based sign-on form:
    a. Entity ID
    https://app-identity.moorepay.co.uk/saml
    b. Reply URL
    https://app-identity.moorepay.co.uk/federation/<COMPANY NAME>/signin
    c. Logout URL
    https://app-identity.moorepay.co.uk/federation/<COMPANY NAME>/signout
    d. Sign in URL
    https://app.moorepay.co.uk/account/login?idp=<COMPANY NAME>

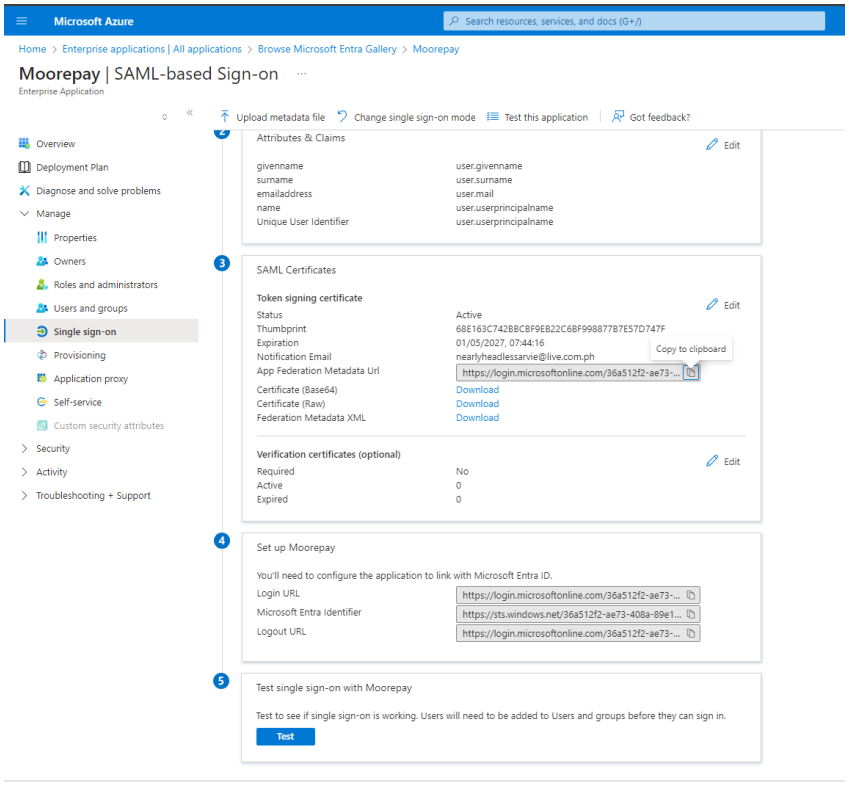
    Where <COMPANY NAME> appears, you will need to insert your company name in capitals. If you are unsure what this should be, please contact our support team who will be able to advise.



5. In the Entra enterprise application basic SAML Configuration screen you'll need to enter Entity ID, Replay URL, Sign on URL and Logout URL as detailed above.



6. In step 3 of the configuration screen, you'll find the App Federation Metadata URL. You'll need to copy this and keep a copy of this URL secure. The Moorepay team will need this URL to complete the registration in Moorepay, please share this URL with the Moorepay Support team once it is available.



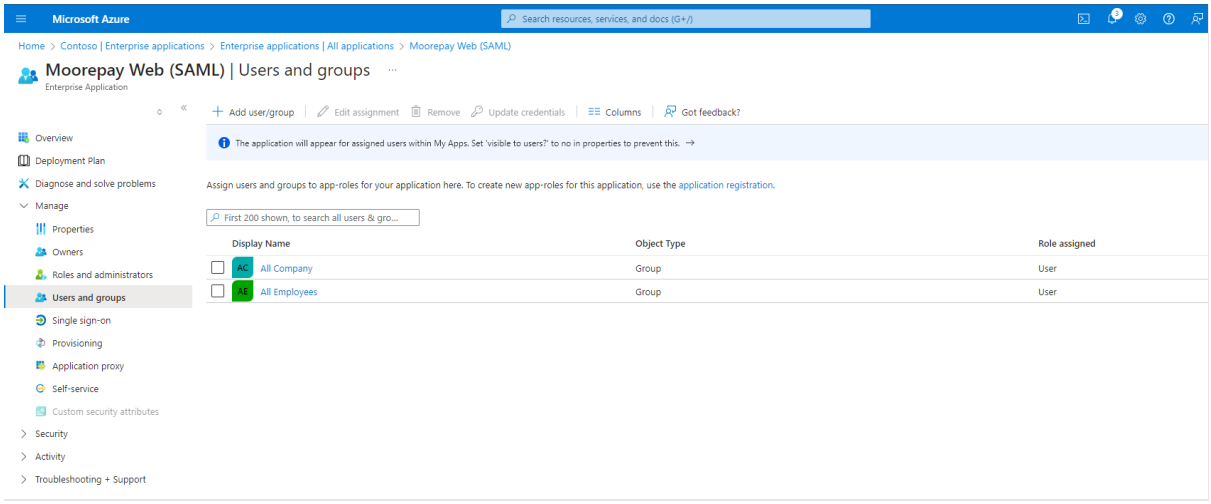
Making your app accessible to users

1. By default, the Application is inaccessible to any users unless assigned explicitly. That means without assigning your app, employees won't have access.

You can assign it in two ways:

- Depending on your policies as the screenshot below shows
- Toggle off (no) the "*Assignment required?*" field in the application properties. This will give access to all your users.

Ensure you save whichever method is used.



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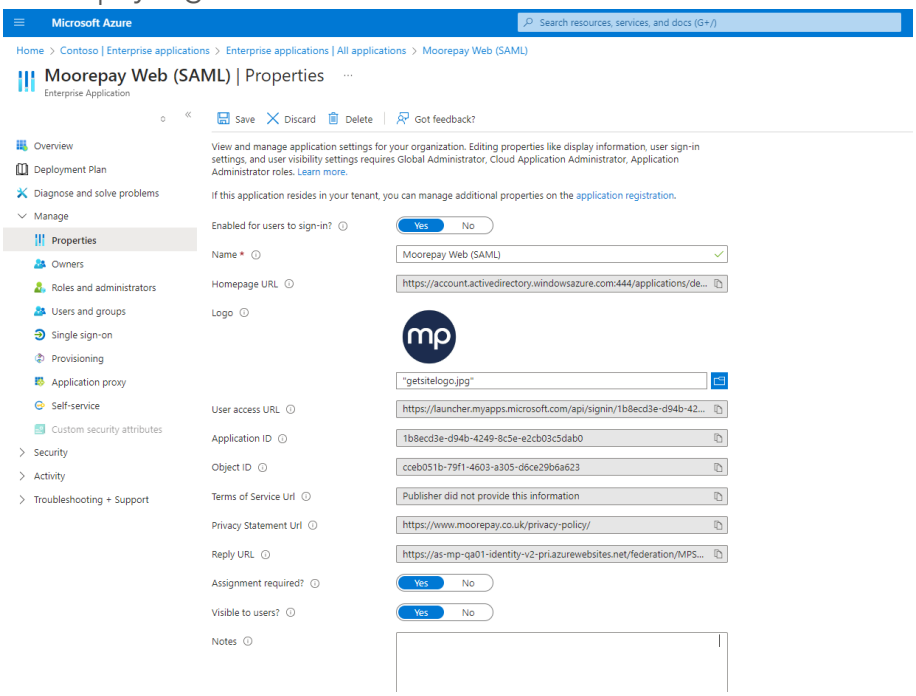
Additional app settings

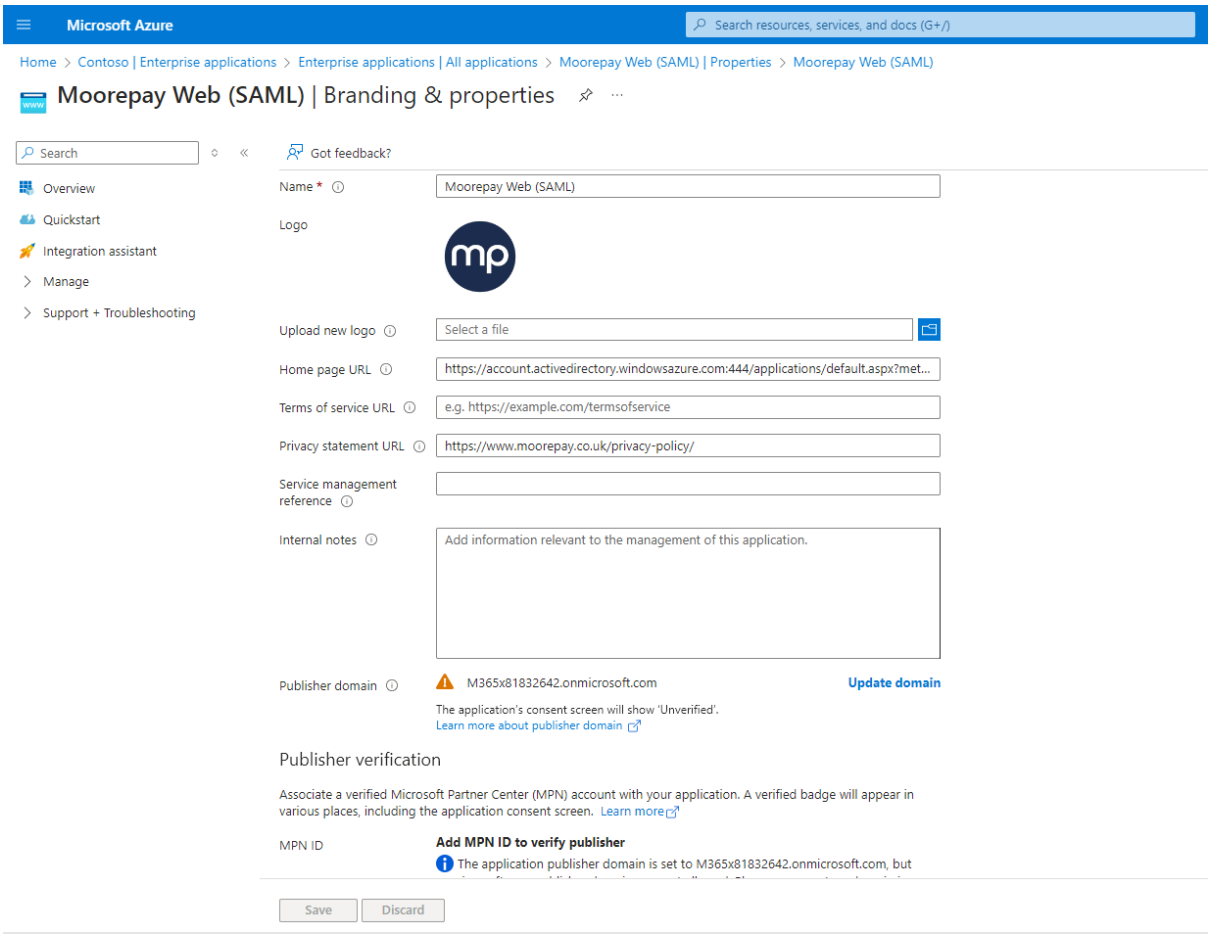
1. Additional settings can be accessed via **properties** including adding the Moorepay logo.



2. Further settings such as the Moorepay privacy policy/logo can be set in Application registration.

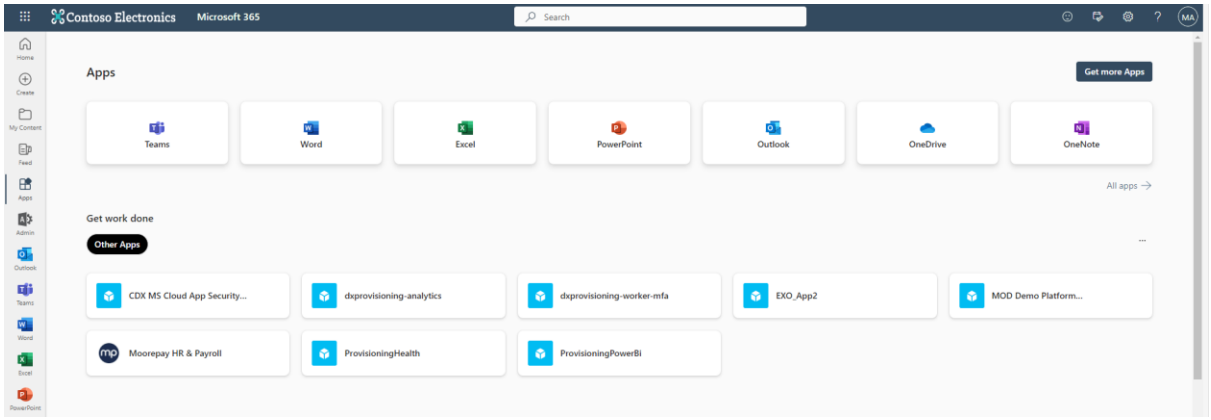
Please note, the set logo will appear in all Office 365 apps.

The Moorepay privacy policy, can be found here:
https://www.moorepay.co.uk/privacy-policy/



Viewing your app in Office 365

Once your app has been set-up correctly and SSO has been enabled, Moorepay will appear in the list of apps in Microsoft Office 365.



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User login impact

If SSO is set-up correctly and the app is visible in Office 365, users will be able to login using the Moorepay app or the custom URL https://app.moorepay.co.uk/account/login?idp=<NAME> using SSO.

If the username or email in Moorepay Identity matches the email address used to login, the system will log straight in. However, if there is no match the user will be prompted to link their Moorepay account with their Office 365 account.