



SSO Set-up Instructions



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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 HRWize. 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](#).



Reduce risk

Reduce the risk that comes along with duplicate data entry. Use HRWize as your single source of truth.



Remove inefficiencies

No more removing and maintaining users across both platforms. Streamline HR processes and improve efficiency.



Improve data security

Maintain records in one system rather than two, improved data security and bank on total compliance.

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 HRWize identity server (IDS)
4. Send your App Federation Metadata to the HRWize 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 utilize SSO to sign-on to the HRWize application.

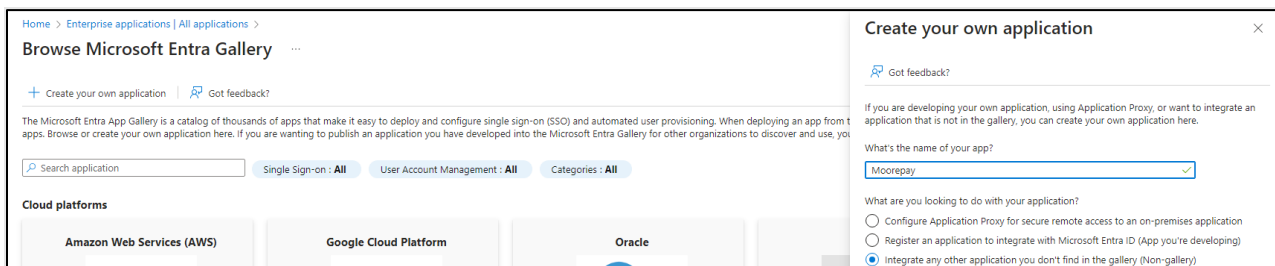
Set-up Process

Creating an app in Entra

1. Login to your [Azure portal](#) and search **enterprise applications** in the top search bar. Click on **new application** and then **create your own application**.

Note: It's important that you create a new application and **do not** simply update your current SSO credentials as this will prevent your users from logging in via your existing SSO.

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

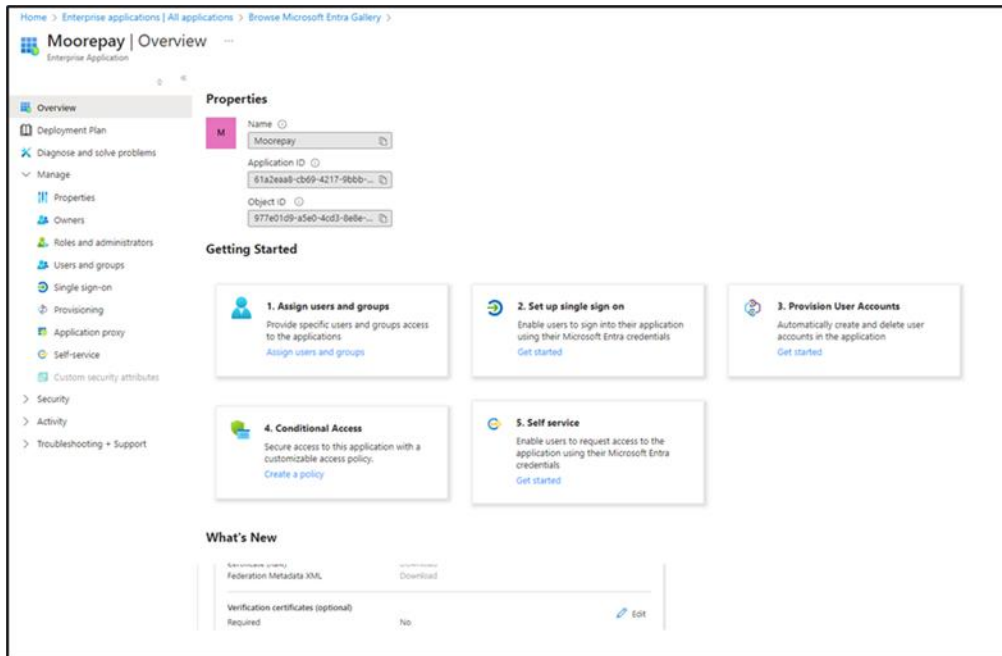


The screenshot shows the 'Create your own application' form in the Microsoft Entra portal. The form is titled 'Create your own application' and has a close button (X) in the top right corner. It includes a 'Got feedback?' link. The main content area asks 'What's the name of your app?' with a text input field containing 'Moorepay'. Below this, it asks 'What are you looking to do with your application?' and provides three radio button options: 'Configure Application Proxy for secure remote access to an on-premises application', 'Register an application to integrate with Microsoft Entra ID (App you're developing)', and 'Integrate any other application you don't find in the gallery (Non-gallery)'. The third option is selected. The form is part of a larger page titled 'Browse Microsoft Entra Gallery' which includes a search bar and filters for 'Single Sign-on', 'User Account Management', and 'Categories'.

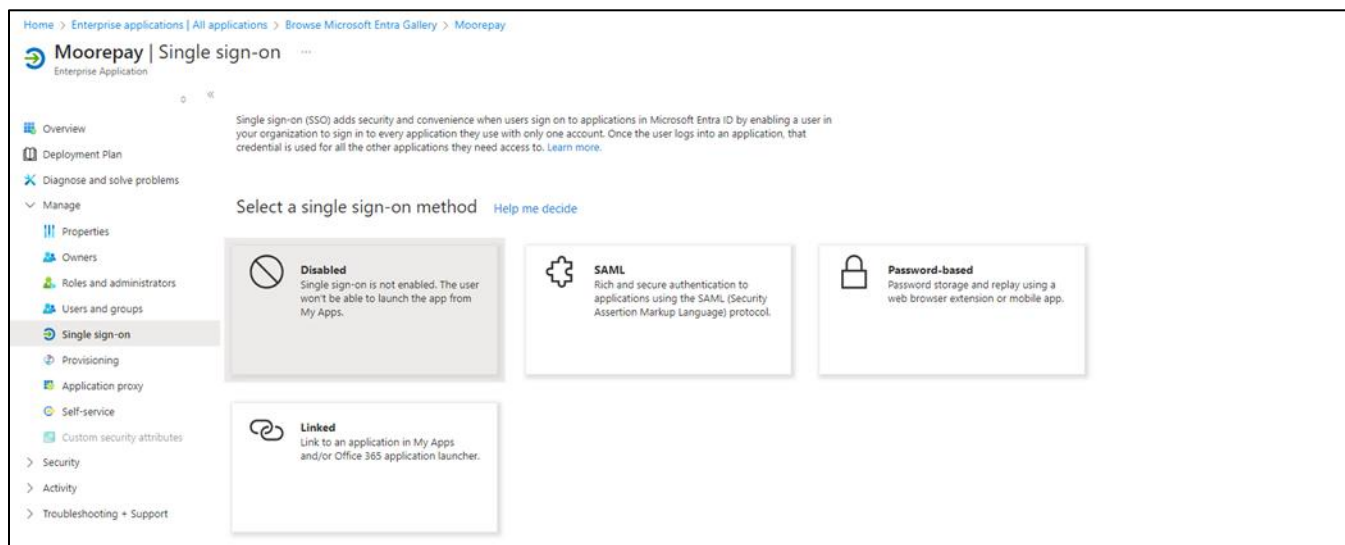
Enabling single sign-on for your app

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. Select SAML



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

Home > Enterprise applications | All applications > Browse Microsoft Entra Gallery > Moorepay

Moorepay | SAML-based Sign-on

Enterprise Application

Overview
Deployment Plan
Diagnose and solve problems
Manage

Properties
Owners
Roles and administrators
Users and groups
Single sign-on
Provisioning
Application proxy
Self-service
Custom security attributes
Security
Activity
Troubleshooting + Support

Set up Single Sign-On with SAML

An SSO implementation based on federation protocols improves security, reliability, and end user experiences and is easier to implement. Choose SAML single sign-on whenever possible for existing applications that do not use OpenID Connect or OAuth. [Learn more.](#)

Read the configuration guide [of](#) for help integrating Moorepay.

1 Basic SAML Configuration [Edit](#)

Identifier (Entity ID)	Required
Reply URL (Assertion Consumer Service URL)	Required
Sign on URL	Optional
Relay State (Optional)	Optional
Logout URL (Optional)	Optional

2 Attributes & Claims

Fill out required fields in Step 1

givenname	user.givenname
surname	user.surname
emailaddress	user.mail
name	user.userprincipalname
Unique User Identifier	user.userprincipalname

3 SAML Certificates

Token signing certificate		Edit
Status	Active	
Thumbprint	2F529F28523F8E750BC16736081671C358141C7D	
Expiration	11/04/2029, 17:04:26	
Notification Email	nearlyheadlessarvie@live.com.ph	
App Federation Metadata URL	https://login.microsoftonline.com/96a512f2-ae73-...	
Certificate (Base64)	Download	
Certificate (Raw)	Download	
Federation Metadata XML	Download	

Verification certificates (optional)

Required	No	Edit
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4. You will need the following information to complete step 1 of the SAML-based sign-on form:

- Entity ID
<https://identity.hrwise.com/saml>
- Reply URL
<https://identity.hrwise.com/federation/CUSTOMER/signin>
- Logout URL
<https://identity.hrwise.com/federation/CUSTOMER/signout>
- Sign in URL
<https://login.hrwise.com/ids.php?idp=CUSTOMER>

Where 'CUSTOMER' 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.

The screenshot shows the configuration page for a SAML provider named 'moorepay-saml'. The fields are as follows:

- Name:** moorepay-saml
- Entity ID:** https://as-mp-dev02-identity-v2-pri.azurewebsites.net/saml
- Reply URL:** https://as-mp-dev02-identity-v2-pri.azurewebsites.net/federation/moorepay-saml/signin
- Logout URL:** https://as-mp-dev02-identity-v2-pri.azurewebsites.net/federation/moorepay-saml/signout
- Display name:** SAML Provider

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

The screenshot shows the 'Basic SAML Configuration' screen for the 'Moorepay | SAML-based Sign-on' application. The fields are as follows:

- Identifier (Entity ID):** https://as-mp-dev02-identity-v2-pri.azurewebsites.net/saml
- Reply URL (Assertion Consumer Service URL):** https://as-mp-dev02-identity-v2-pri.azurewebsites.net/federation/moorepay-saml/...
- Sign on URL (Optional):** https://calm-sky-0ea60c03-4.azurestaticapps.net/account/login?dp=moorepay-saml
- Logout URL (Optional):** https://as-mp-dev02-identity-v2-pri.azurewebsites.net/federation/moorepay-saml/signout

The left sidebar shows the navigation menu with 'Single sign-on' selected. The main content area shows the 'Set up Single Sign-On with SAML' section with steps 1, 2, and 3. Step 1 is 'Basic SAML Configuration', which is currently active. Step 2 is 'Attributes & Claims' and Step 3 is 'SAML Certificates'.

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 HRWize team will need this URL to complete the registration in HRWize, please share this URL with the HRWize Support team once it is available.

Microsoft Azure

Home > Enterprise applications | All applications > Browse Microsoft Entra Gallery > Moorepay

Moorepay | SAML-based Sign-on

Enterprise Application

Upload metadata file | Change single sign-on mode | Test this application | Got feedback?

- Overview
- Deployment Plan
- Diagnose and solve problems
- Manage
 - Properties
 - Owners
 - Roles and administrators
 - Users and groups
 - Single sign-on**
 - Provisioning
 - Application proxy
 - Self-service
 - Custom security attributes
- Security
- Activity
- Troubleshooting + Support

Attributes & Claims Edit

givenname	user.givenname
surname	user.surname
emailaddress	user.mail
name	user.userprincipalname
Unique User Identifier	user.userprincipalname

SAML Certificates Edit

Token signing certificate

Status	Active	Edit
Thumbprint	68E163C7428BCBF9EB22C68F99887787E5D747F	
Expiration	01/05/2027, 07:44:16	
Notification Email	nearlyheadlessarvie@live.com.ph	Copy to clipboard
App Federation Metadata Url	https://login.microsoftonline.com/36a512f2-ae73-408a-89e1-...	
Certificate (Base64)	Download	
Certificate (Raw)	Download	
Federation Metadata XML	Download	

Verification certificates (optional) Edit

Required	No
Active	0
Expired	0

Set up Moorepay

You'll need to configure the application to link with Microsoft Entra ID.

Login URL	https://login.microsoftonline.com/36a512f2-ae73-408a-89e1-...
Microsoft Entra Identifier	https://sts.windows.net/36a512f2-ae73-408a-89e1-...
Logout URL	https://login.microsoftonline.com/36a512f2-ae73-408a-89e1-...

Test single sign-on with Moorepay

Test to see if single sign-on is working. Users will need to be added to Users and groups before they can sign in.

Test

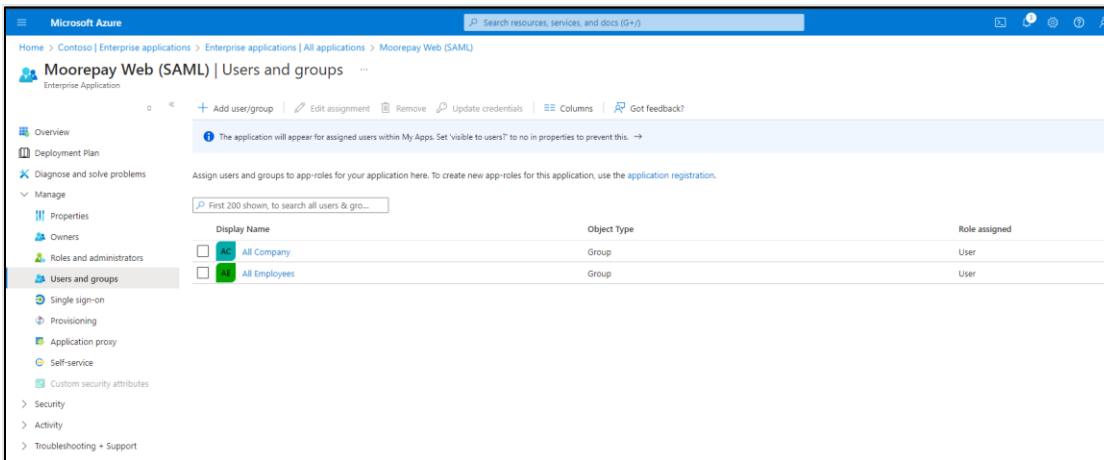
Making your app accessible to users

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:

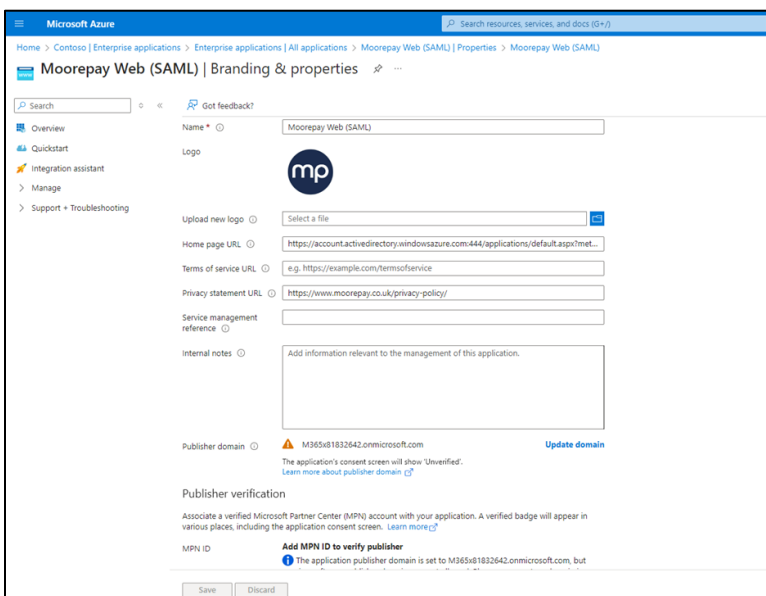
- Depending on your policies as the screenshot below shows
- Toggle off (no) the “Assignment required?” field in the application properties. This will give access to all your users.

Ensure you save whichever method is used.



Additional app settings

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

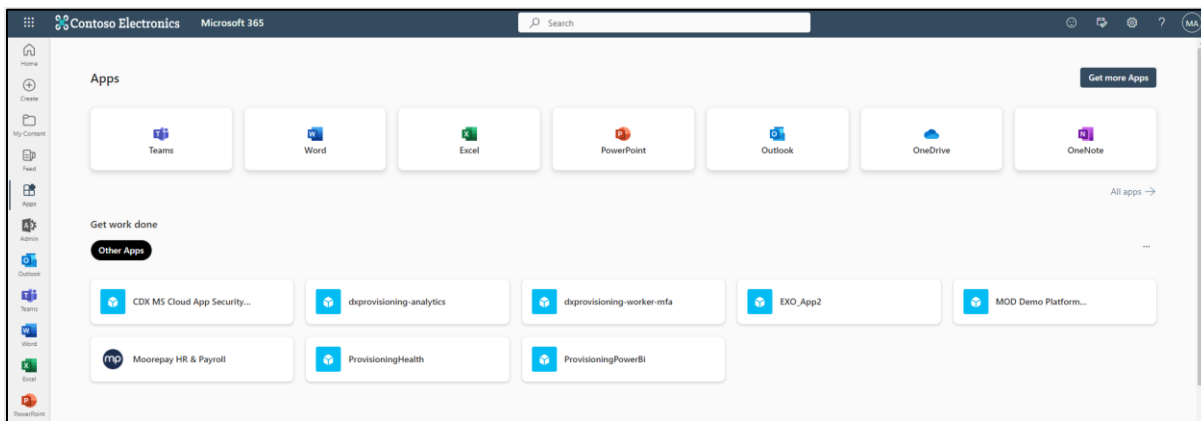


2. Further settings such as the HRWize privacy policy/logo can be set in Application registration.

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

Viewing your app in Office 365

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



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 HRWize app or the custom URL <https://login.HRWize.com/ids.php?idp=CUSTOMER> using SSO.

If the username or email in HRWize 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 HRWize account with their Office 365 account.