

# Two-Factor Authentication Setup

Two-factor authentication is an additional layer of security. It requires you to enter both your password and a verification code to log on to a site. By connecting a two-factor authenticator app with the site, the app is able to give you a verification code to enter when logging on to the site.

After entering your email address and password, you will be brought to a page with instructions. The instructions on that page will step you through setting up two-factor authentication, but we will provide more detail on each step here as well.

## Setup

1. The first step directs you to download a two-factor authenticator app on your phone or in your Internet browser.
  - Common apps include Authy, Google Authenticator, or Microsoft Authenticator, but please feel free to use the app you're most comfortable with
  - If you already have a two-factor authenticator app that you use for other sites, you do not need to download another app.
2. Once you have an app ready, you will complete one of the steps below.
  - If you are using an app in your browser, manually enter the key on the instruction page.
  - If you are using an app on your phone, scan the QR code on the instruction page.

## Two-Factor Authentication

To enable two-factor authentication, follow these steps:

1. Download a two-factor authenticator app like Authy or Google Authenticator.

2. Enter this key in your app: `V5SO M1W/2D4U KAVV J5Z MH17 F0NE 2V2X`

or, scan the following QR code with your app:



SAMPLE SAMPLE SAMPLE

3. Your app will likely ask you to name this account, so you remember which site it's connected to.
4. Your app will then provide you with a verification code.
  - This verification code is time sensitive. The app should automatically provide a new code after a certain time period, so if you haven't already entered the first code in the site before it expires you'll need to enter the new code instead.

3. Once you have scanned the QR code or input the key above, your two-factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

Verification Code

   

5. Click **Verify**.

3. Once you have scanned the QR code or input the key above, your two-factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

Verification Code

   

### After Setting Up Two-Factor Authentication

When logging on to the site going forward, you will be asked to enter a verification code in addition to your password.

1. Log on to the site with your email address and password.
2. Access your two-factor authentication app.
3. Find the correct account for this site. The app will give you a time-sensitive verification code.

4. Enter that verification code in the text box in the site labeled Verification Code.

## Two-Factor Authentication

Your login is protected by two-factor authentication. Please enter the verification code from your authenticator app.

Verification Code\*

**SAMPLE**  
433 798

Verify



5. Click **Verify**.

## Two-Factor Authentication

Your login is protected by two-factor authentication. Please enter the verification code from your authenticator app.

Verification Code\*

**SAMPLE**  
8

Verify

