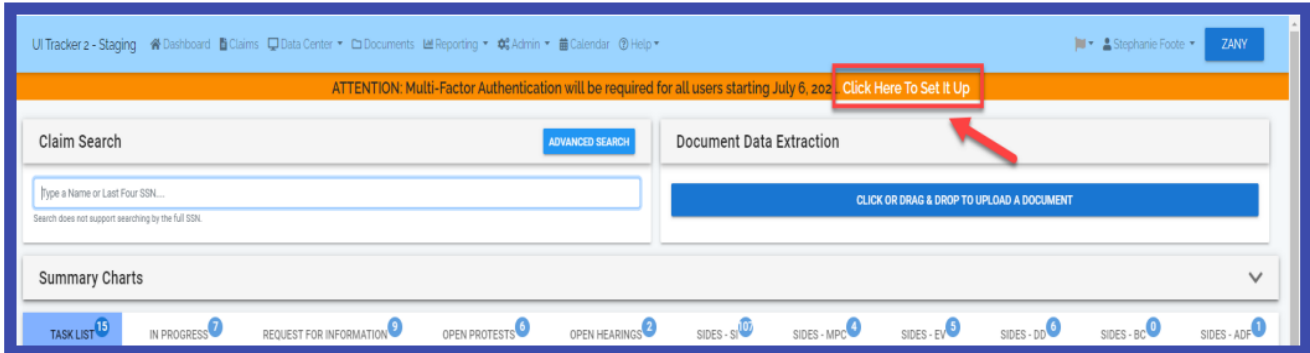
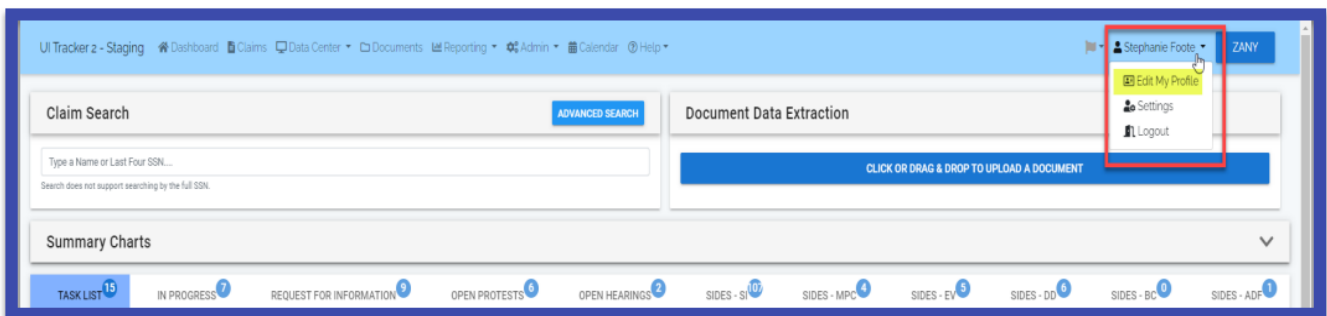


Multi-Factor Authentication

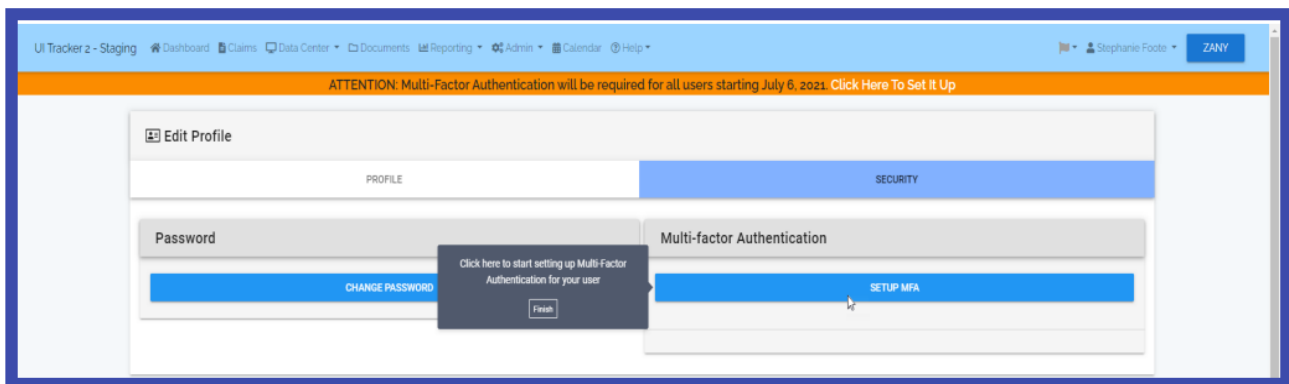
Step by Step Guide - Setting up MFA



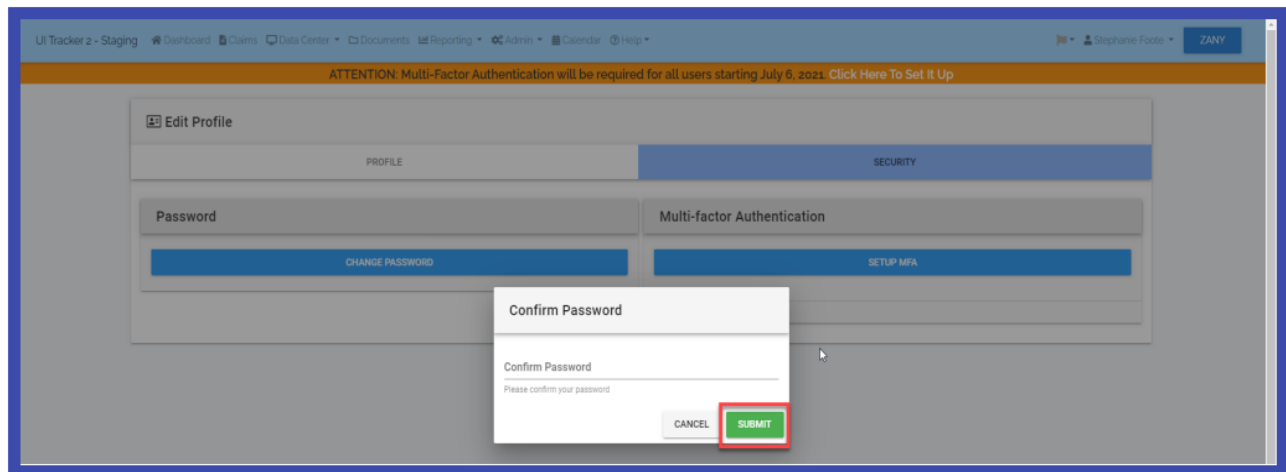
Starting 7/6/21, Multi-Factor Authentication will be required to log into Unemployment Tracker Software. You will be prompted to set up MFA with an orange banner bar. Click the message to begin set up.



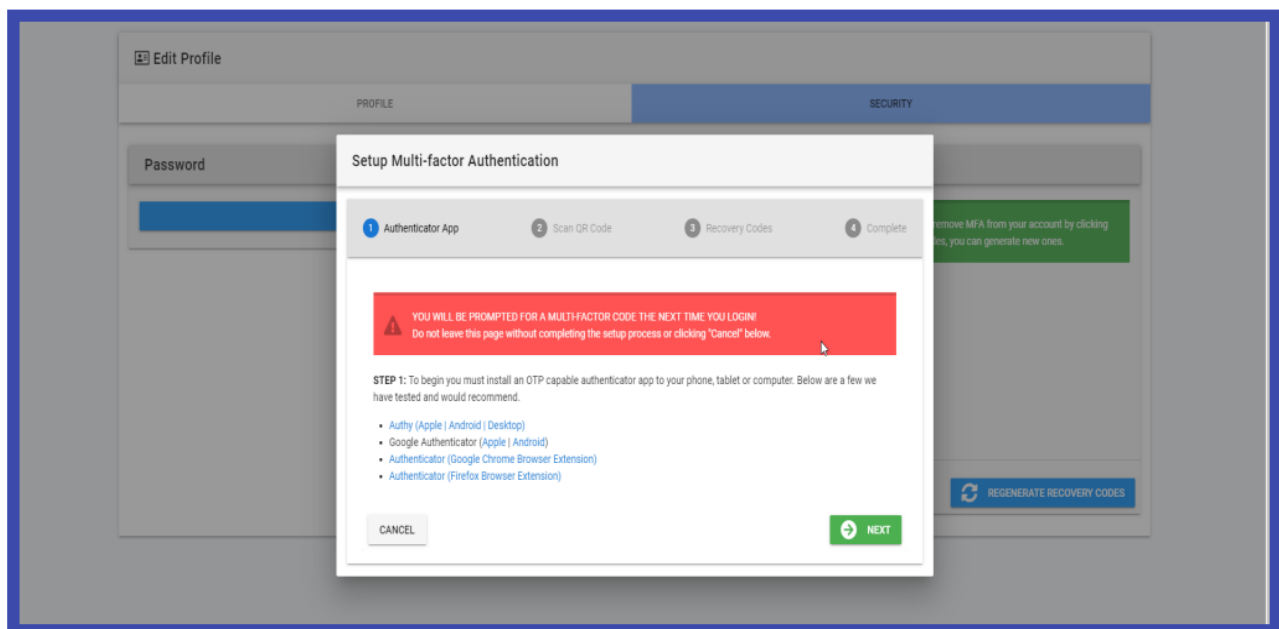
You can also reach the MFA setup by clicking Edit My Profile under your name in the top right corner.



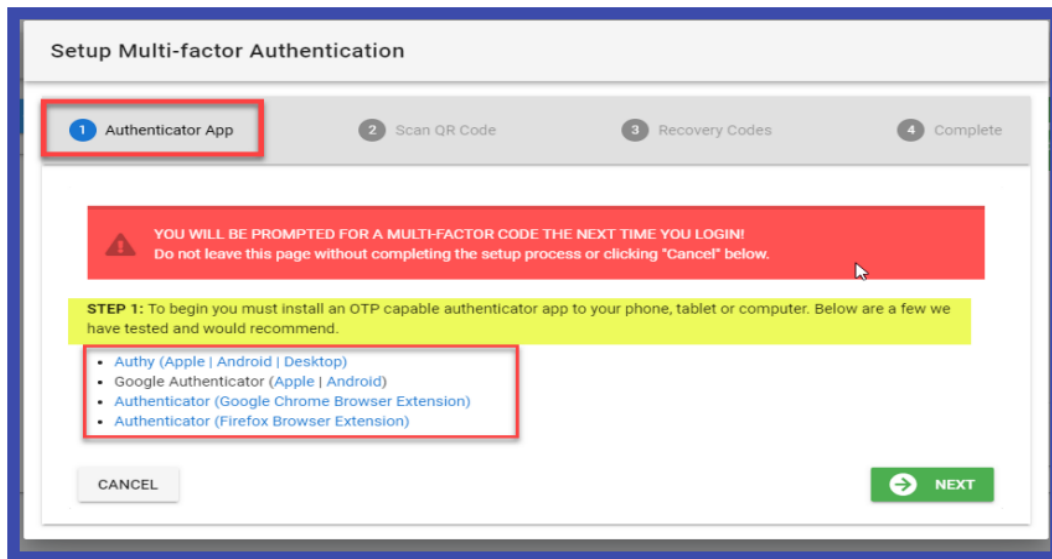
In the Edit Profile screen, in the SECURITY tab, you will see Multi-factor Authentication. Click SETUP MFA.



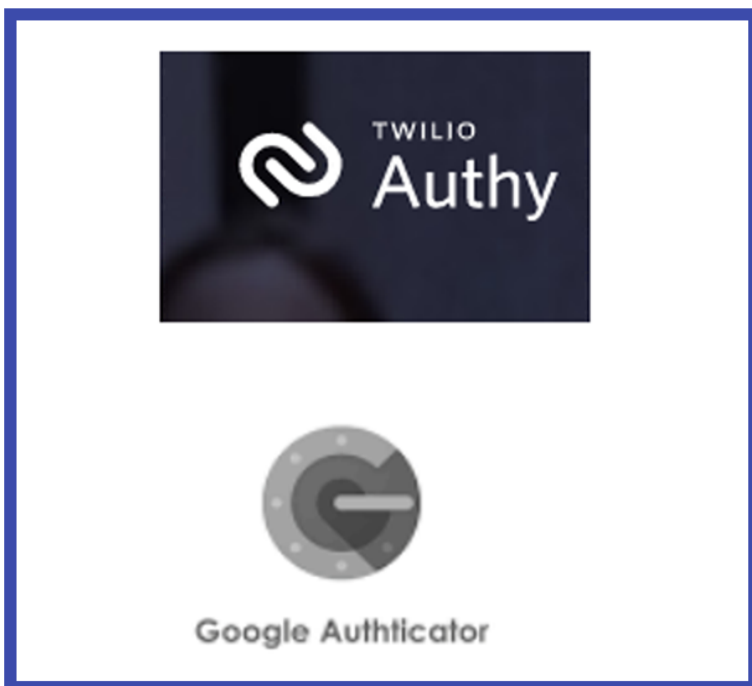
You will be prompted to confirm you password. Click SUBMIT.



Once your password is confirmed, the Setup Multi-factor Authentication pop up screen will begin the steps of the set up.



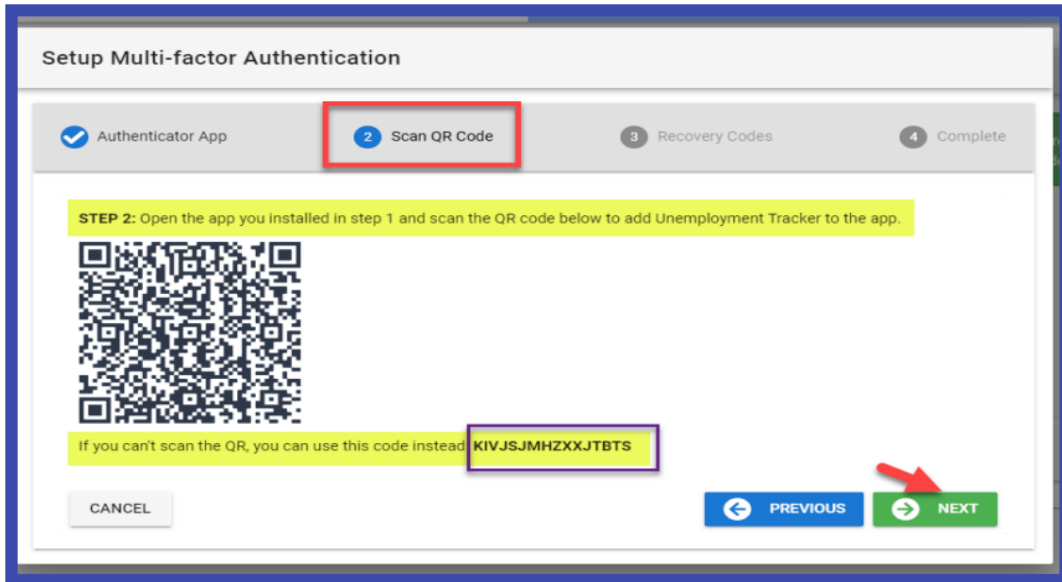
Step ONE: Download an authenticator app from the suggested list on a secondary device - a phone, tablet, etc.
This must be done before any other steps can be completed.



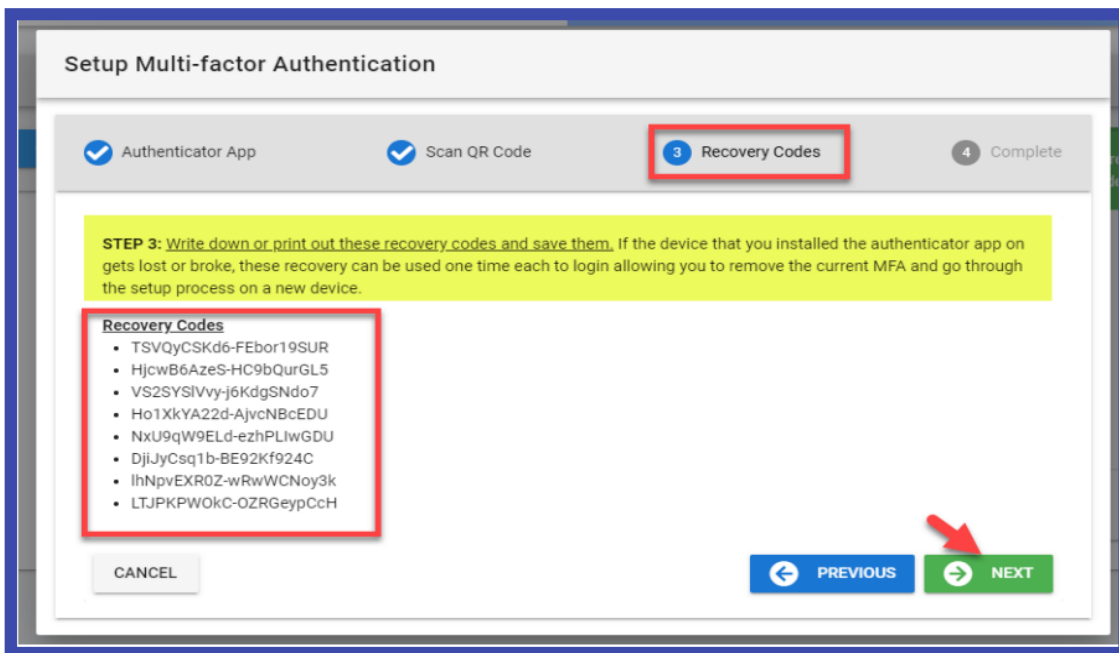
Suggested OTP capable authenticator apps are Authy and Google Authenticator.

Download and open the app.

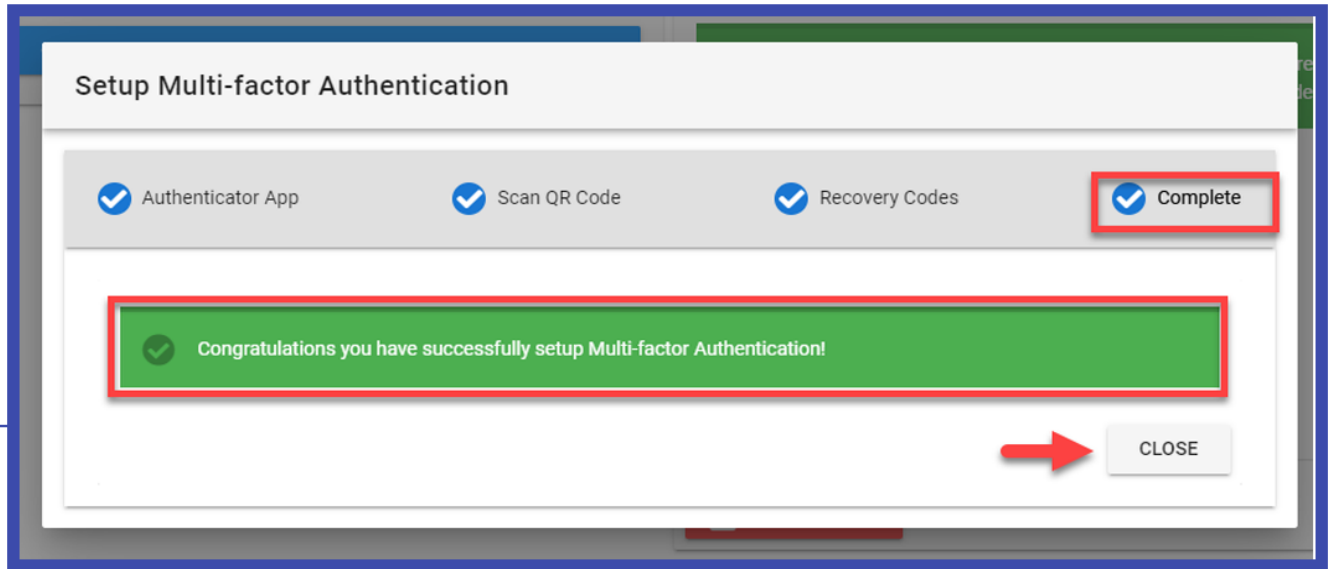
Click NEXT.



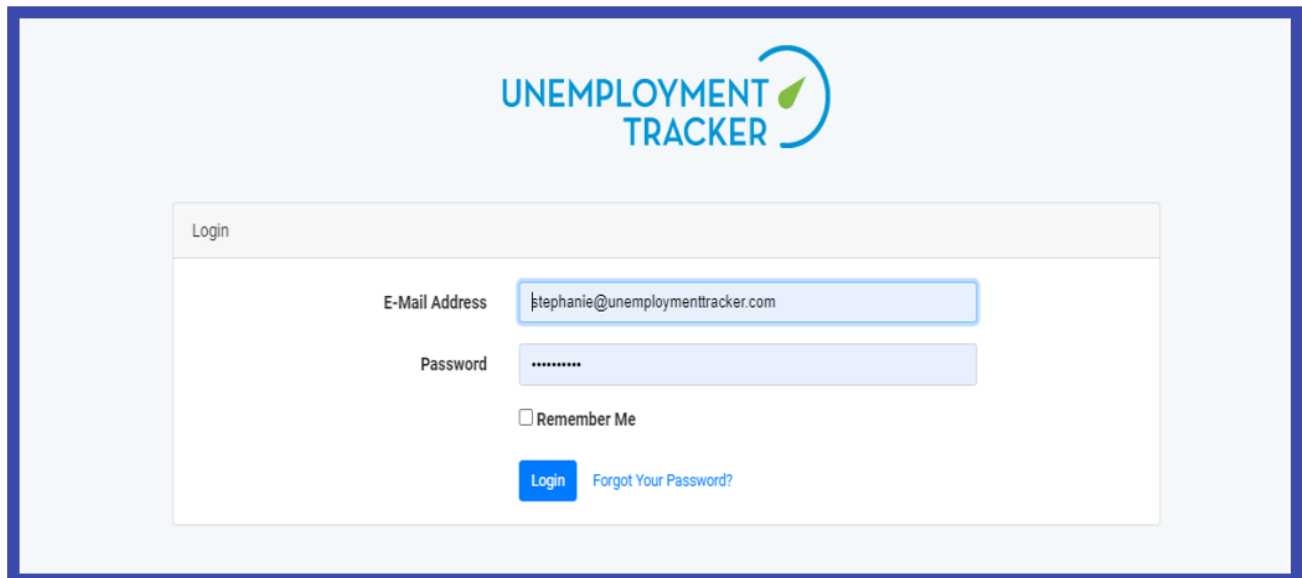
Step TWO: Proceed in 1 of 2 ways: Either scan (take a picture of) the QR Code on this screen with the app that you downloaded on your secondary device or type in the code that was generated if you cannot scan the QR. Once completed, click NEXT.



Step THREE: Copy and paste the Recovery Codes in a safe and easily retrievable place. These will be used in the event of loss of the secondary device that the authenticator app has been installed on. This will be explained further below. Once the Recovery Codes are saved, click NEXT.



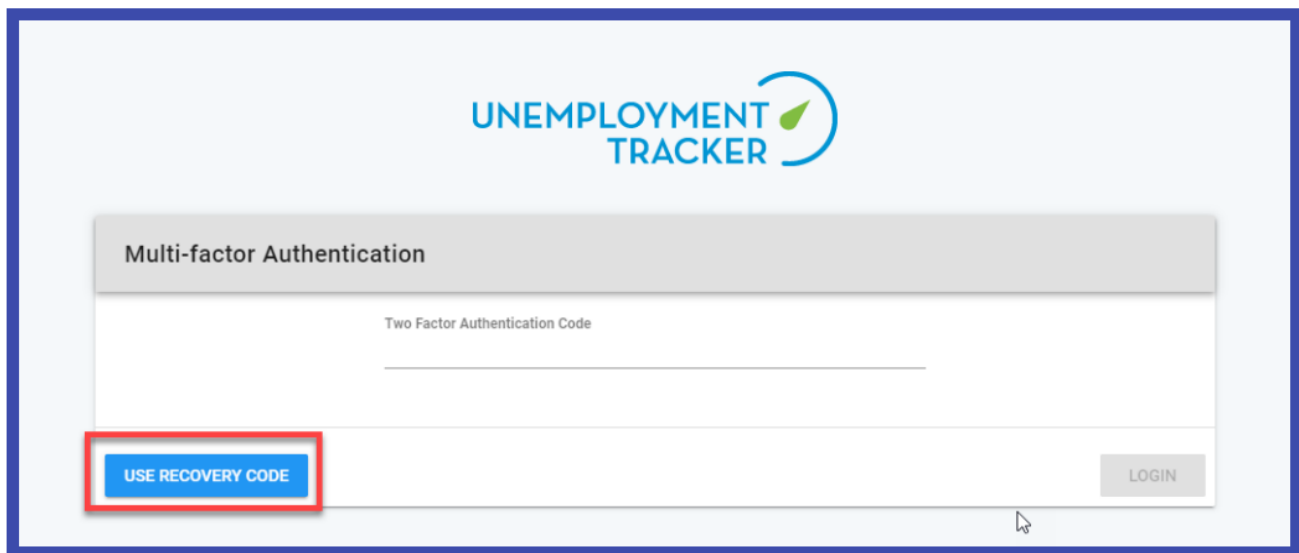
The message screen will now alert you that the setup is complete. Click CLOSE.



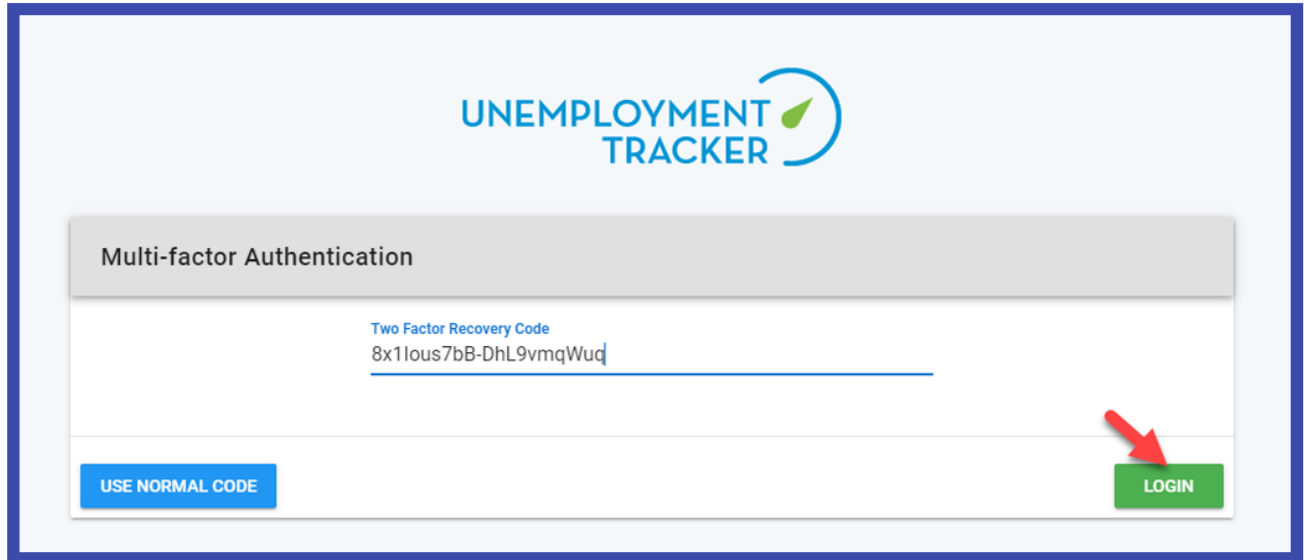
Logging into Unemployment Tracker Software using MFA:
Begin by completing the Login screen and clicking Login.



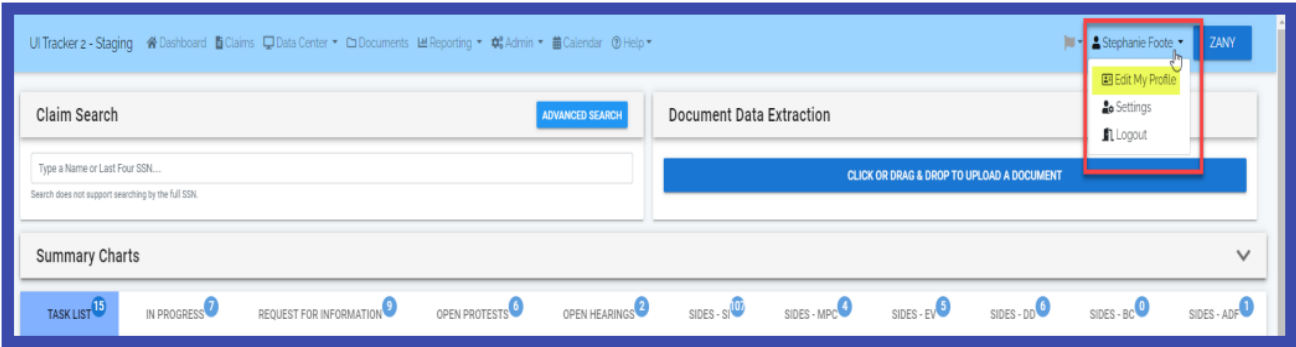
Use your authenticator app on your secondary device to locate your Multi-factor Authentication code. Note that a new code is generated in the authentication app every 20 seconds. Type in the code and click LOGIN.



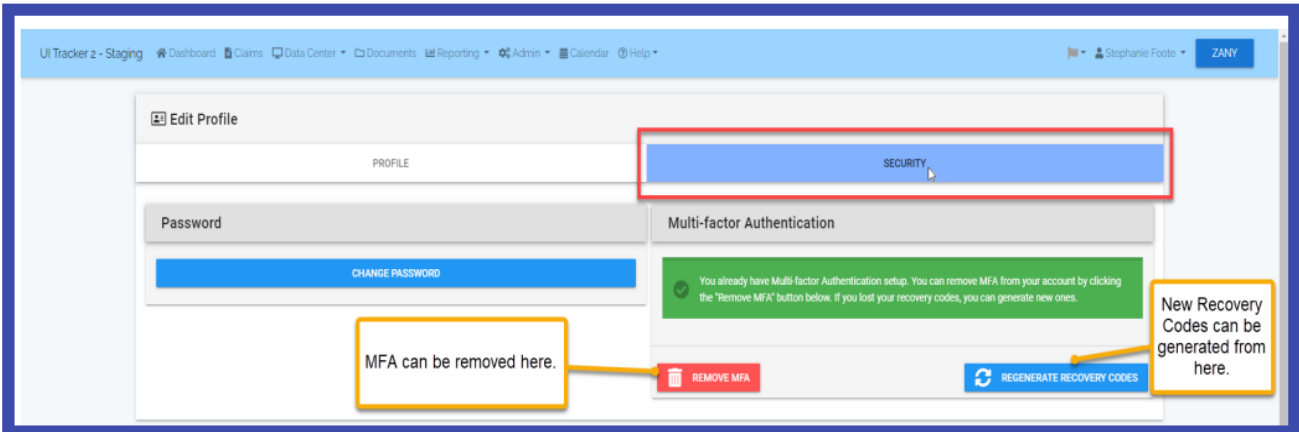
If for any reason you do not have the authentication code from the app on your secondary device, you can use a saved/stored Recovery Code from the MFA setup in its absence. To do this, click USE RECOVERY CODE.



Locate and use one of the Recovery Codes that you saved during the MFA setup process. Click LOGIN.



To view the MFA, click Edit My Profile under your name in the top right corner.



Click into the Security tab. The MFA can be removed from here by clicking REMOVE MFA and confirming your password. As well, new Recovery Codes can be generated here.

