

# MULTI-FACTOR AUTHENTICATION (MFA)



Okta Verify App Set-up Guide



When you first log into the Client Portal, you will be prompted to set up multi-factor authentication (MFA).

To set up this authentication method, you will need to download the Okta Verify App on your mobile device. Once downloaded follow the steps below.



GETITON Google Play

## SET-UP TAKES JUST A FEW MINUTES

#### Step 1

Enter your username and click Next, then enter your password and click Next.

CLIENT PORTA
e testbabs Password
Forgot password? Back to sign in

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#### Step 2

Click on the **Select** button under the Okta Verify option.

AUTHENTICATION				
9				
You mu additic	ust enable Multi-Factor Authentication (MFA) to add an onal layer of security when logging into your account.			
*	Google Authenticator Enter a temporary code generated from the Google Authenticator app. Select			
<ul> <li>⊘</li> <li>→</li> </ul>	Okta Verify Okta Verify is an authenticator app, installed on your phone, used to prove your identity.			
C	Phone Verify with a code sent to your phone. Select			

#### Step 3

You will be asked to open the Okta Verify app on your mobile device and scan the QR code. Follow the prompts to complete the setup.

### **OKTA VERIFY IDENTIFICATION**

1. On your mo	ile device, download the Okta Verify app from	the App
Store (IPhone	ind IPad) or Google Play (Android devices).	
2. Open the app and follow the instructions to add your account.		
3. When prom	ited, tap Scan a QR code, then scan the QR cod	e below
Can't scan?	SAMPLE	
	Back	

#### Step 4

You will see a confirmation message that the account has been added. Click on **Done** to proceed.



#### Step 5

You have now completed the Okta Verify set-up and will be taken back to the configuration page.

You can choose to set up an additional MFA method; or click on **Set up later** to continue to your Client Portal.

MULTIFACTOR AUTHENTICATION	to authenticate before you can successfully log in.
9	CLIENT PORTAL
ou must enable Multi-Factor Authentication (MFA) to add an dditional layer of security when logging into your account.	θ
Google Authenticator Enter a temporary code generated from the Google Authenticator app. Select	REMEMBER MY MULTI-FACTOR AUTHENTITICATION PREFERENCE : Please note that your MFA preference will be saved for 30 days. You will have the option to change your selection next time you are prompted.
Phone     Verify with a code sent to your phone.	Don't ask me for a verification code
Select	Ask me for a code at each login
Set up later	

You will be asked if you want the system to remember

your multi-factor authentication preference by selecting "Don't ask me for a verification code" or "Ask me for a

code at each login". If you select "Ask me for a code at

each login", then the multi-factor authentication method



**You must keep the Okta Verify app on your mobile device** for future logins into the Client Portal, as you may be prompted to provide a unique security code which will be generated in the Okta Verify app.



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