

## Two Factor Authentication Cheat Sheet

Effective Date:

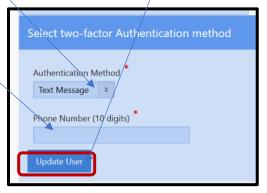
**INTRODUCTION:** Two-factor authentication is an added security step to the login process. The following are the steps to follow after two-factor authentication has been implemented

Step #1: Login as you do today:

User Name	agencyuser	
Password	•••••	Login

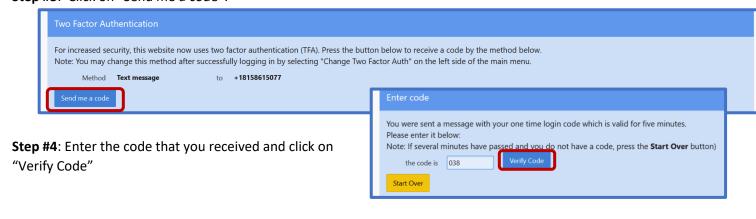
**Step #2:** You will be prompted to choose an authentication method (text or voicemail are recommended; email can take up to 15 minutes) and (ie for text) enter a phone number (ie xxxxxxxxxx). Click on "Update". **NOTE:** You will NOT see this

screen again if you do not change the authentication method.



Step #3: Click on "Send me a code".

the "Change Password" tab.



If you wish to change the manner in which you receive the code, click on "Change Two Factor Authentication" next to

