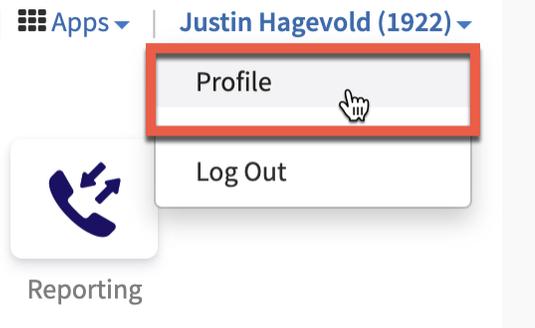


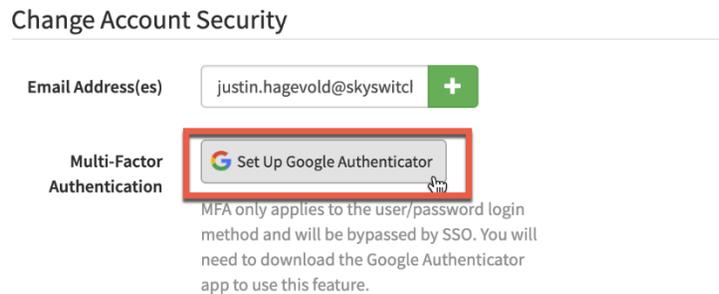
Enabling MFA

Log in to your portal user then:

1. Select your name at the top-right hand corner of the screen and select 'Profile.'



2. Scroll down to the 'Change Account Security' section of your profile, and click the 'Set Up Google Authenticator' button.
 - a. **Note:** MFA only applies to the user/password login method and will be bypassed by SSO. You will need to download the Google Authenticator app to use this feature.



3. After clicking the 'Set up Google Authenticator' button, you will be presented with a QR code that you will need to scan using the Google Authenticator App.

- a. **Note:** If you don't see the option to scan within the App, look for a '+' button at the bottom right of the screen and this will allow you to scan a QR code.

Change Account Security

Email Address(es)

Multi-Factor Authentication



Scan this QR code with the Google Authenticator app. WARNING: This code will not be accessible after finishing set up!

Passcode

Enter the passcode generated in Google Authenticator.

4. After scanning the QR code, you will be given a 6-digit Passcode from the Authenticator App that you will input into the 'Passcode' field under the 'Change Account Security' section in your profile.

5. Be sure to enter your current password in the password field to complete these security changes and then click 'Save.'

Change Account Security

Email Address(es) +

Multi-Factor Authentication



Scan this QR code with the Google Authenticator app. WARNING: This code will not be accessible after finishing set up!

Passcode

Enter the passcode generated in Google Authenticator.

New Password

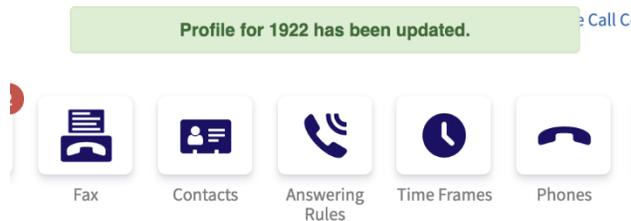
Confirm New Password

Minimum length of 8 characters, minimum of 1 capital letter(s), minimum of 1 number(s).

Current Password

Your current password is required to update your email address or security information.

After saving the changes, you will see a green confirmation message at the top of the screen as seen below.



Testing MFA

Once MFA has been enabled, the feature can be tested by doing the following:

1. Log the user out of the PBX Portal



2. Log the user back into the PBX Portal using the login credentials.
3. Enter the Passcode that will be provided by the Google Authenticator App and click 'Submit' to complete the sign-in.