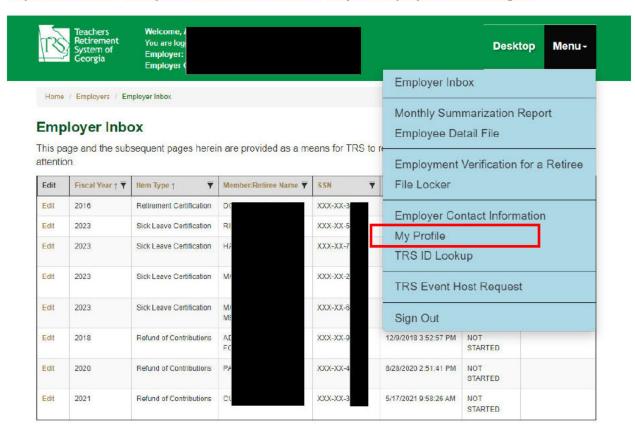
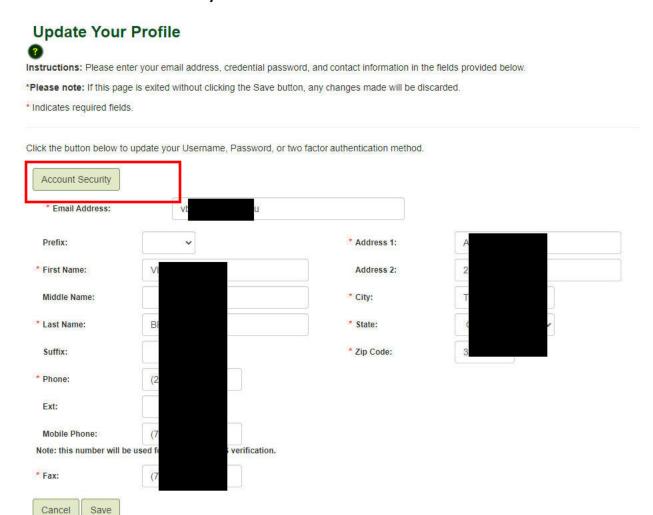
## **Employer Login Two-Factor Authentication**

To utilize two-factor authentication (2FA), while logged in to the secure employer portal, select "My Profile" from the drop-down menu. Important note: if you report for multiple employers and have multiple employer account logins, a different user ID and separate setup are required for each one if you wish to activate 2FA for all your employer accounts logins.



## Click on the "Account Security" button.



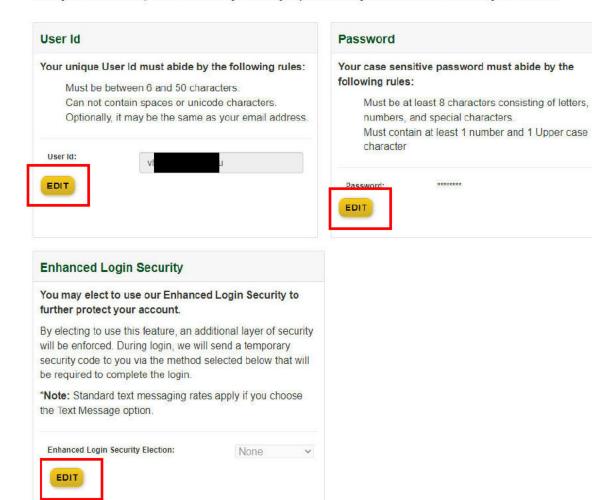
**Note:** there is now a new field for a mobile number on this page. This number will be used if the employer chooses to have their two-factor authentication sent as SMS text message.

Three new options will appear on the account security page. Each can be edited and updated independently of the others by clicking the "Edit" button and changing the information. Choose the one you want to utilize, then click the "Edit" button for that option.

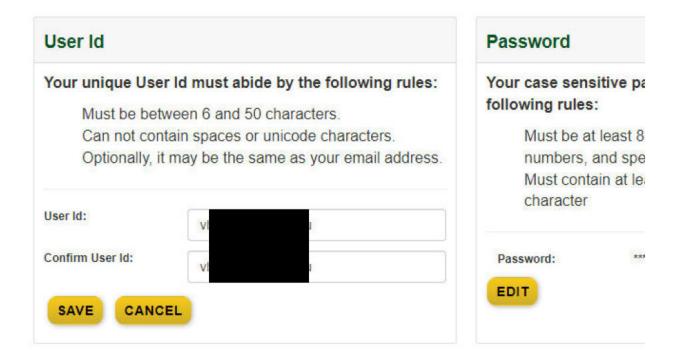
## **Update Your Account Security Information**

Instructions: Please set your credential information and security questions in the fields below.

Enter your user id and password carefully! It is very important that you retain these to access your account.



After clicking "Edit" the section will become editable and will display "Save" and "Cancel" buttons. Clicking on "Save" will update that section, while "Cancel" will return the field to being un-editable. Click on the "Edit" button again to make changes to that section.



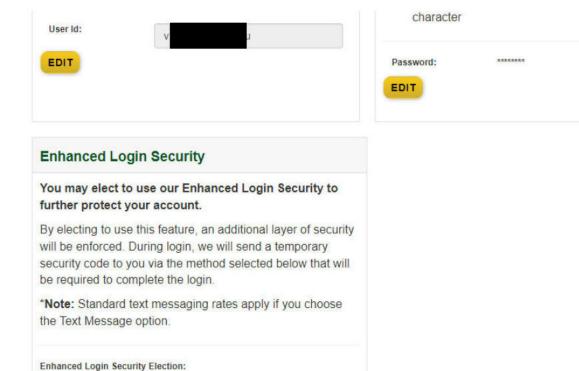
## **Enhanced Login Security**

You may elect to use our Enhanced Login Security to further protect your account.

By electing to use this feature, an additional layer of security will be enforced. During login, we will send a temporary security code to you via the method selected below that will

he required to complete the legin

The Enhanced Login Security section contains the options for enabling the new two-factor authentication option for the account.



Not at this time.

O Email to: v

Authenticator.

SAVE

update your Contact Info here

CANCEL

Text Message to: Valid cell phone not on file. You can

authenticator app such as Google Authenticator or Microsoft

O Authentication App: Select this option to use an

If the authenticator app is chosen, an app must be installed on your mobile device. Authenticator apps include Google Authenticator, Microsoft Authenticator, etc. Scan the code that is generated and enter it before saving to confirm that it is properly stored in your device.



After enabling any of the two-factor authentication modes, the following screen requiring the code will appear with the next login. The code will be sent via the delivery method selected during set-up, or generated by the authentication app if that option was chosen.

