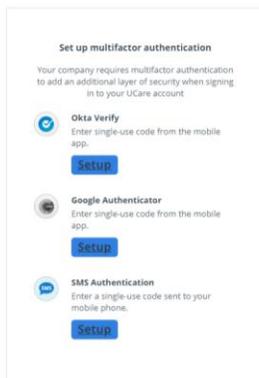


Setting Up Multifactor Authentication

When you log into your Broker Portal for the first time, you will be asked to set up two-factor authentication. This feature will improve you and your clients' security.

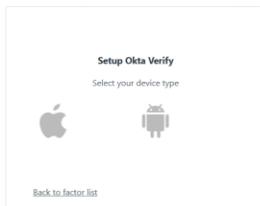
You can choose which second authentication factor you want to use. Choose between the Okta Verify smart phone app, Google Authenticator smartphone app or to use SMS to receive a text message to your mobile device. To use the apps, you will need to download them to your smartphone.



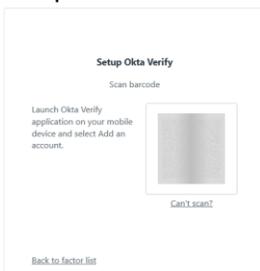
Okta Verify:

Note: If you select Okta Verify, you will need to download the app on your smartphone.

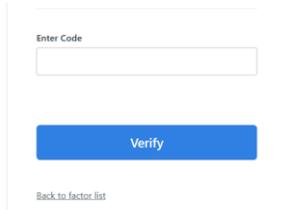
1. Choose *Set Up* on the Okta Verify options
2. Select your device type and click *Next*.



3. On your device, download Okta Verify from your App Store – Okta Verify and install it.
4. Open Okta Verify and follow the instructions.
5. Tap *Add Account*.
6. Choose *Organization* as the type of account to add.
7. Tap *Scan a QR code* and point your camera at the QR code displayed in the browser on your computer.

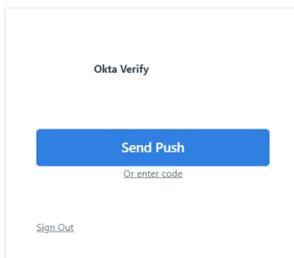


8. If prompted, enable biometrics, allow push notifications, and/or enable Face ID or Touch ID on your device so that you can approve future sign-in notifications without opening the Okta Verify app.
9. A message confirms that your account was added. Tap *Done* to complete the account enrollment.
10. Your new account is now available in the Okta Verify app.
11. Return to the login page and enter the code you received in your Okta Verify app and click *Verify*



12. You will be successfully logged into you Broker Portal

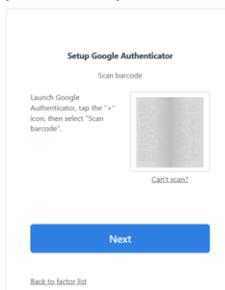
For each subsequent login you can choose to send a push notification to your phone and approve the login on your mobile device or select *Or enter code* and enter the 6-digit code that appears in your Okta Verify app.



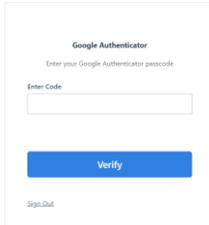
Google Authenticator:

Note: If you select Google Authenticator, you will need to download the app on your smartphone to use this as your second factor.

1. Choose *Set Up* on the Google Authenticator options
2. Select your device type and click *Next*.
3. On your device, download Google Authenticator from your App Store and install it on your device, if you do not already have it.
4. In Google Authenticator, tap the + sign.
5. Tap *Scan a QR code* and then point your camera at the QR code displayed in the browser on your computer. Your device camera scans the QR code automatically.



6. In the web browser on your computer, click *Next*.
7. In the Enter Code field, enter the setup key shown in Google Authenticator on your mobile device.
8. Click *Verify*.



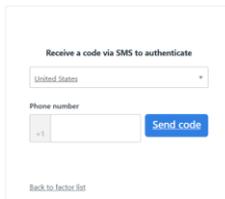
9. You will be successfully logged into your Broker Portal

For each subsequent login, open you Google Authenticator app and enter the 6-digit code that appears in your app and select *Verify* to log into your account.

SMS:

For many people, SMS text message verification is the most convenient.

1. Select *Set Up* on the SMS authentication option
2. Enter your mobile phone number
3. Select *send code*



4. You will then receive a text with a 6-digit code.
5. Enter the 6-digit code on the portal and select *Verify*

For each subsequent login, select *Send code* and you will receive a text message with the 6-digit code to enter into the login page. Click *Verify* to continue.

