

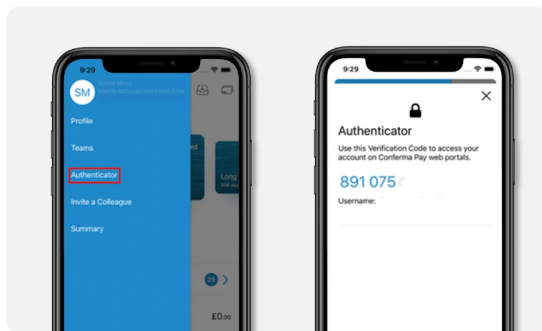
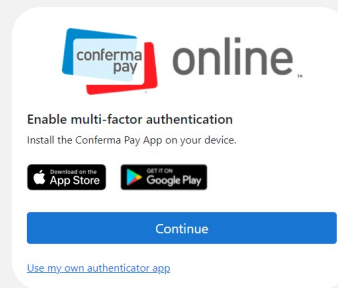
Setting Up Multi Factor Authentication

Multi Factor Authentication adds security to the sign-in process.

If your Corporate Administrator has enabled Multi Factor Authentication (MFA) you will be prompted to set it up the next time that you log in.

Step one

You will be presented with the option to download the Conferma Pay App



Step two

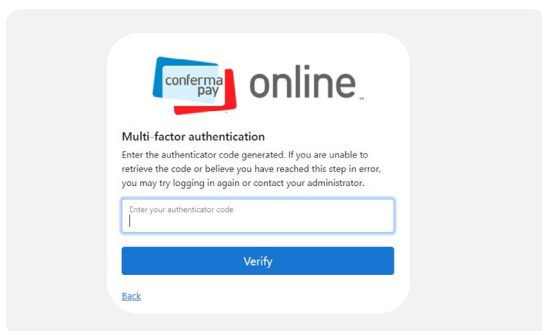
Log into the Conferma Pay app with the same username and password that you use to log into the Conferma Pay portals. Click the Authenticator menu item.

You will see a code to enter into the Conferma Pay web portal. The code will refresh every 30 seconds.

Alternatively

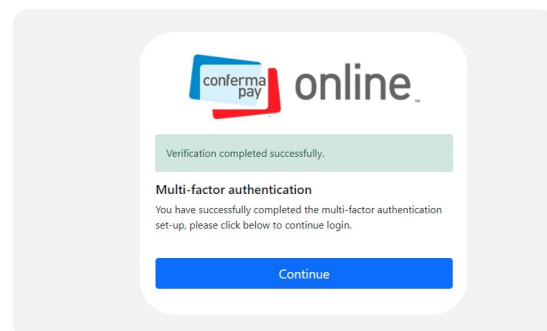
If you clicked to use your own authenticator app, you will be presented with a QR code to scan.

If you are unable to scan the QR Code, click here to get a manual key to enter into your authenticator app.



Step 3

Enter the code generated by your authenticator into the Conferma Pay portal and click Verify.



Step 4

A confirmation message will be displayed. Click Continue to complete your login.