

MULTI-FACTOR AUTHENTICATION (MFA)



Okta Verify App Installation Guide



When you first log into the Client Portal, you will be prompted to set up multi-factor authentication (MFA).

To set up this authentication method, you will need to download the Okta Verify App on your mobile device. Once downloaded follow the steps below.



Get IT ON Google Play

SET-UP TAKES JUST A FEW MINUTES

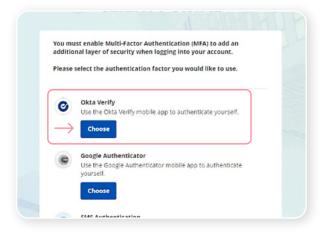
Step 1

When you click on the Client Portal link, you will be redirected to the NEW Client Portal webpage, where you will be asked to enter your **username** and **password**.

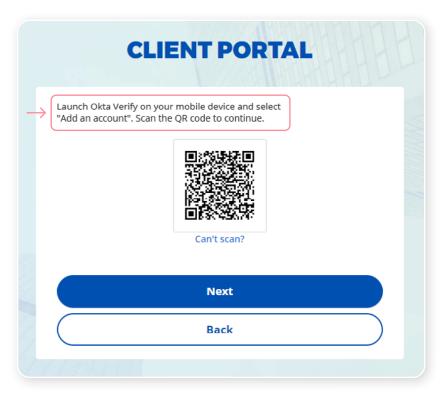
CLIENT PORTAL	
(i) The visual changes we have made in no way affect y experience. Sign in using your regular username and	our online I password.
Username	
Password	0
Remember the username	
Sign In	
Forgot password? Forgot username?	
Create account	

Step 2

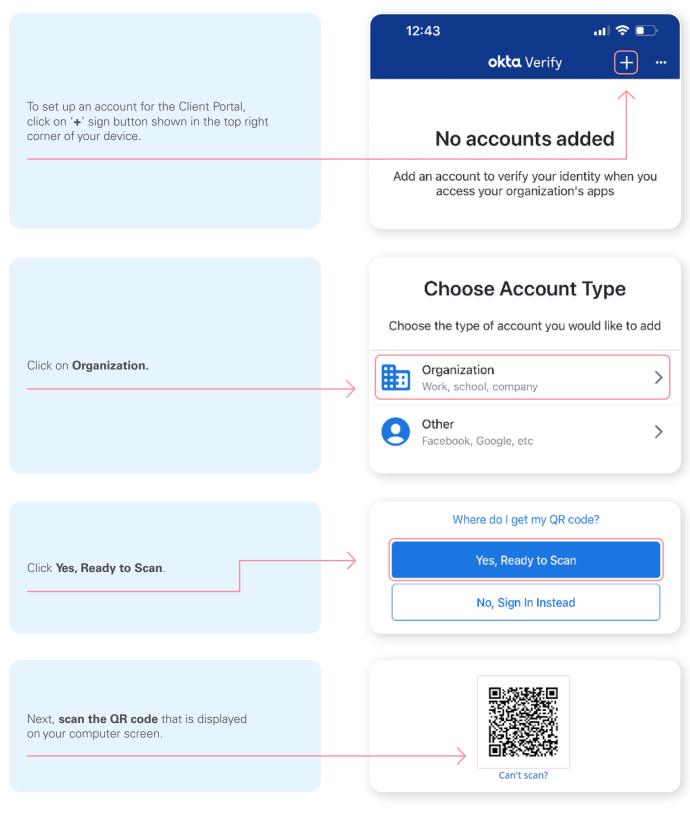
Click on the **Choose** button in the Okta Verify section.



You will be asked to open the Okta Verify app on your mobile device.



On your mobile device, launch the Okta Verify app.



*This screen may appear differently depending on whether you are using the iOS or Android App

Once you have scanned the QR code, click **Next**.

CLIENT PORTAL
Launch Okta Verlfy on your mobile device and select "Add an account". Scan the QR code to continue.
Can't scan?
Data

Step 6

You will receive a temporary **6-digit code** which you will need to enter through the Authentication screen in the Client Portal. Then, click **Verify**.

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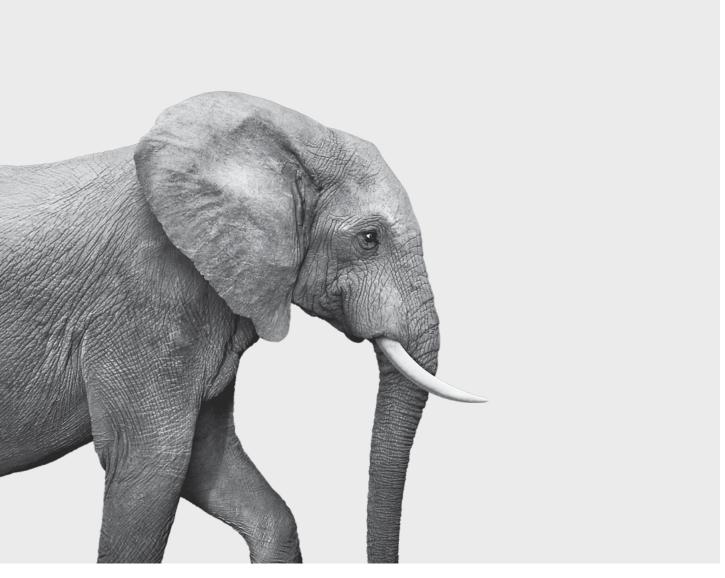
You have now completed the Okta Verify set-up and will be taken back to the configuration page. You can choose to set up an additional MFA method; or click on **Finish** to continue to your Client Portal.

You can configure any additional optional factor or click finish				
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0	Okta Verify 🤗			
Additio	nal optional factors			
•	Google Authenticator Use the Google Authenticator mobile app to authenticate yourself.			
	Choose SMS Authentication			
SM3	Enter a single-use code sent to your mobile phone.			
۹	Voice Call Authentication Use a phone to authenticate by following voice instructions.			
	Choose			



You must keep the Okta Verify app on your mobile device

for future logins into the Client Portal, as you may be prompted to provide a unique security code which will be generated in the Okta Verify app.



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