

## Two-Factor Authentication Setup Quick Reference Sheet

1. 'Do you want to setup your two-factor authentication settings now?' Click: **YES**
2. Security Questions
  - Provide an answer for all 4 questions
  - Answers must contain at least 5 characters
3. Choose Primary Method for receiving your Verification code
  - For **Smartphone App**:
    1. Smartphone App – Google Authenticator, Authy, or Toopher
    2. Using your Smartphone app, scan the QR code on the screen
    3. Enter the Verification Code that appears in your app
  - For Receiving a **SMS/Text Message**
    1. Enter your SMS/Text phone number and click 'Send code'
    2. Check your phone for a text message with the Verification Code
    3. Enter the code and click: Validate Code and Continue
  - For Receiving a **Phone Call**
    1. Enter your phone number and click 'Send code'
    2. Answer your phone and press '1' for the Verification Code
    3. Enter the code and click: Validate Code and Continue
4. Choose a Backup Method in case your primary method is unavailable.
  - Follow the same steps as above for '**Receiving a SMS/Text**' and '**Receiving a Phone Call**'.
5. Using Two-Factor Authentication
  - Sign-in to Payentry with Username and Password
  - From Enter Verification Code screen, click: **Send Code**
  - Enter the code sent, and click: **Validate Code**

