

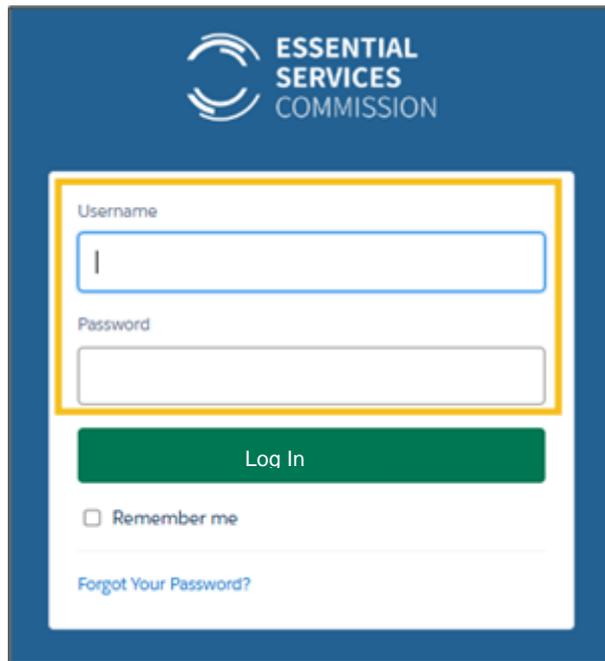
Multi-Factor Authenticator (MFA) Set up – Using Microsoft Authenticator

When logging into the VEU Registry, account holders will be required to log in using an MFA app on their mobile device.

STEP	DESCRIPTION
<p>TIP</p>	<p>When the Mobile Device icon (see below) is visible in a process step, it indicates the step must be complete on a mobile device e.g. <i>Scan the QR code from your mobile device using the MFA app.</i></p> <div data-bbox="279 981 497 1126" style="border: 1px solid orange; border-radius: 10px; padding: 5px; display: inline-block;">  <p>MOBILE DEVICE</p> </div>
<p>1</p>	<p>Download an Authenticator app (if you don't already have one. This should be downloaded to your mobile device from the Google Play Store or Apple App Store. We recommend you use Microsoft Authenticator.</p> <div style="display: flex; align-items: center; justify-content: center;"> <div data-bbox="517 1659 735 1805" style="border: 1px solid orange; border-radius: 10px; padding: 5px; margin-right: 20px;">  <p>MOBILE DEVICE</p> </div> <div data-bbox="759 1361 1198 1809">  </div> </div>

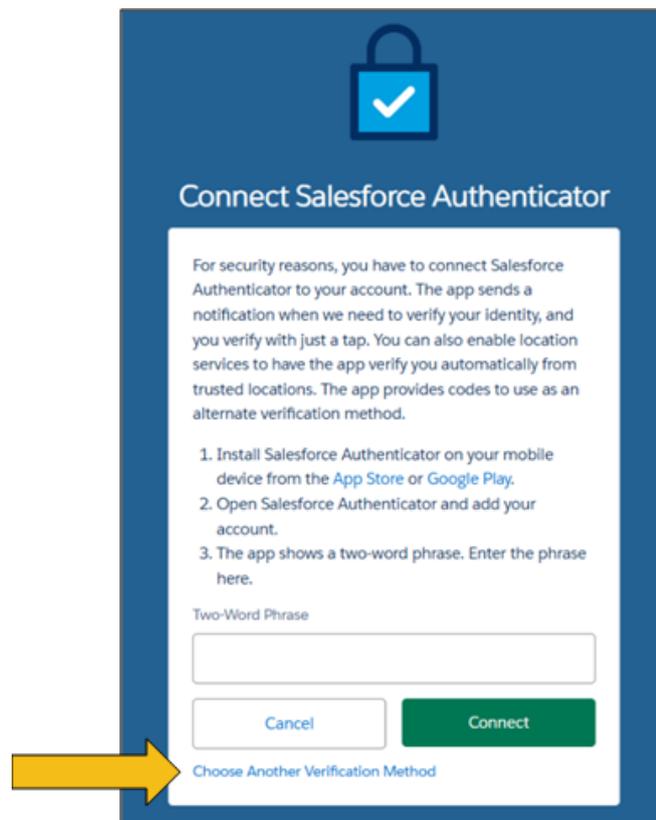
2

Enter the Username and password you have set-up for your VEU Registry account.



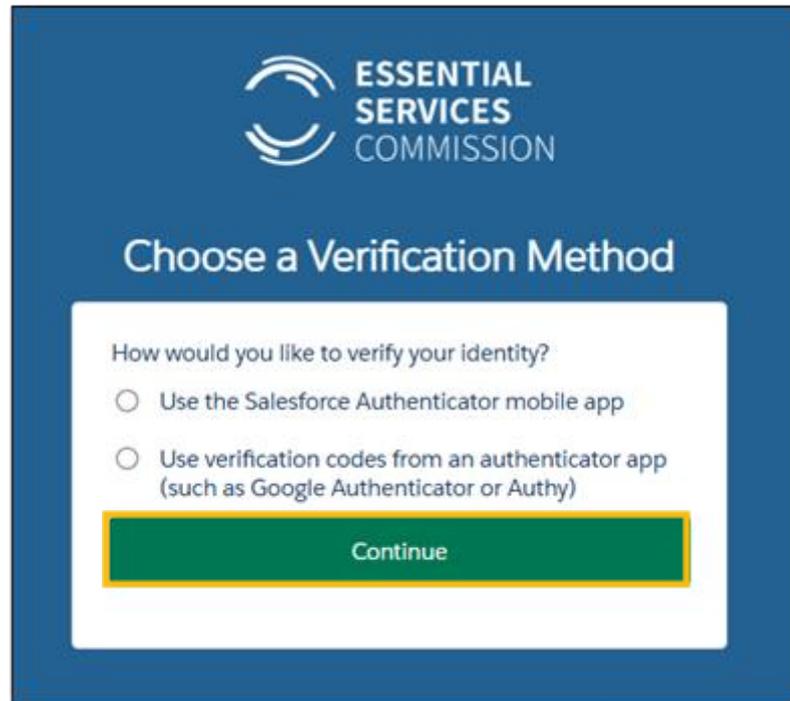
Click **Log In..**

3



To use another authenticator app (including Microsoft Authenticator), click **Choose Another Verification Method.**

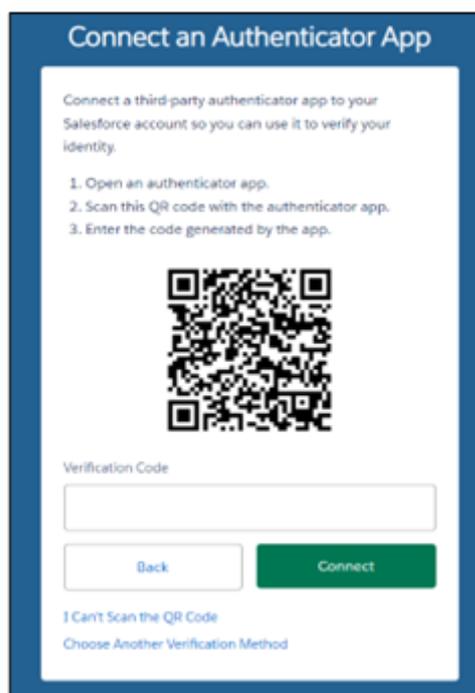
4



Select **Use verification codes from an authenticator app** option.

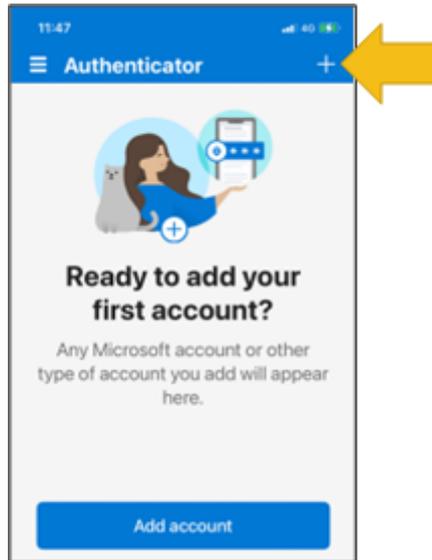
Click **Continue**.

5



Use the QR code to connect your authenticator app to your VEU Registry account.

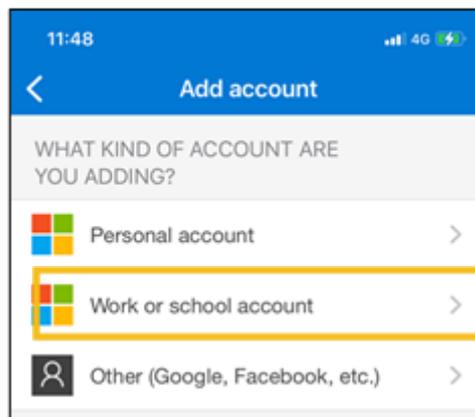
6



Example: Microsoft Authenticator App: Open the app on your mobile device.

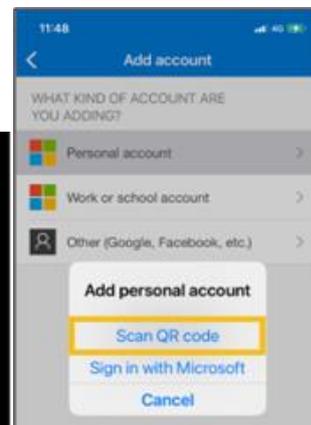
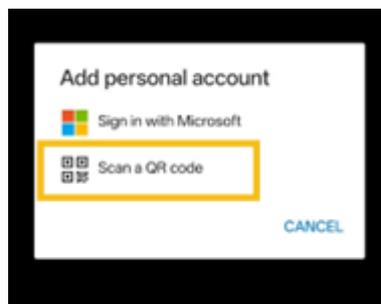
Tap the **+** icon in the top right corner to **add account**.

7



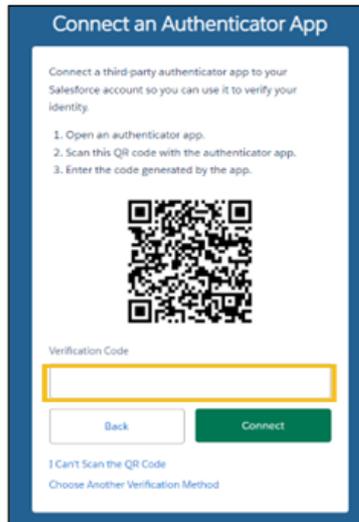
Select: Work or school account.

8



Tap **Scan QR code**.

9



Enter the code that the Authenticator app displays when prompted and hit continue.

10

The authentication app is now connected to the VEU Registry account.



You will be prompted to enter the code generated by the Authenticator app every time you log-in to the external user portal.