



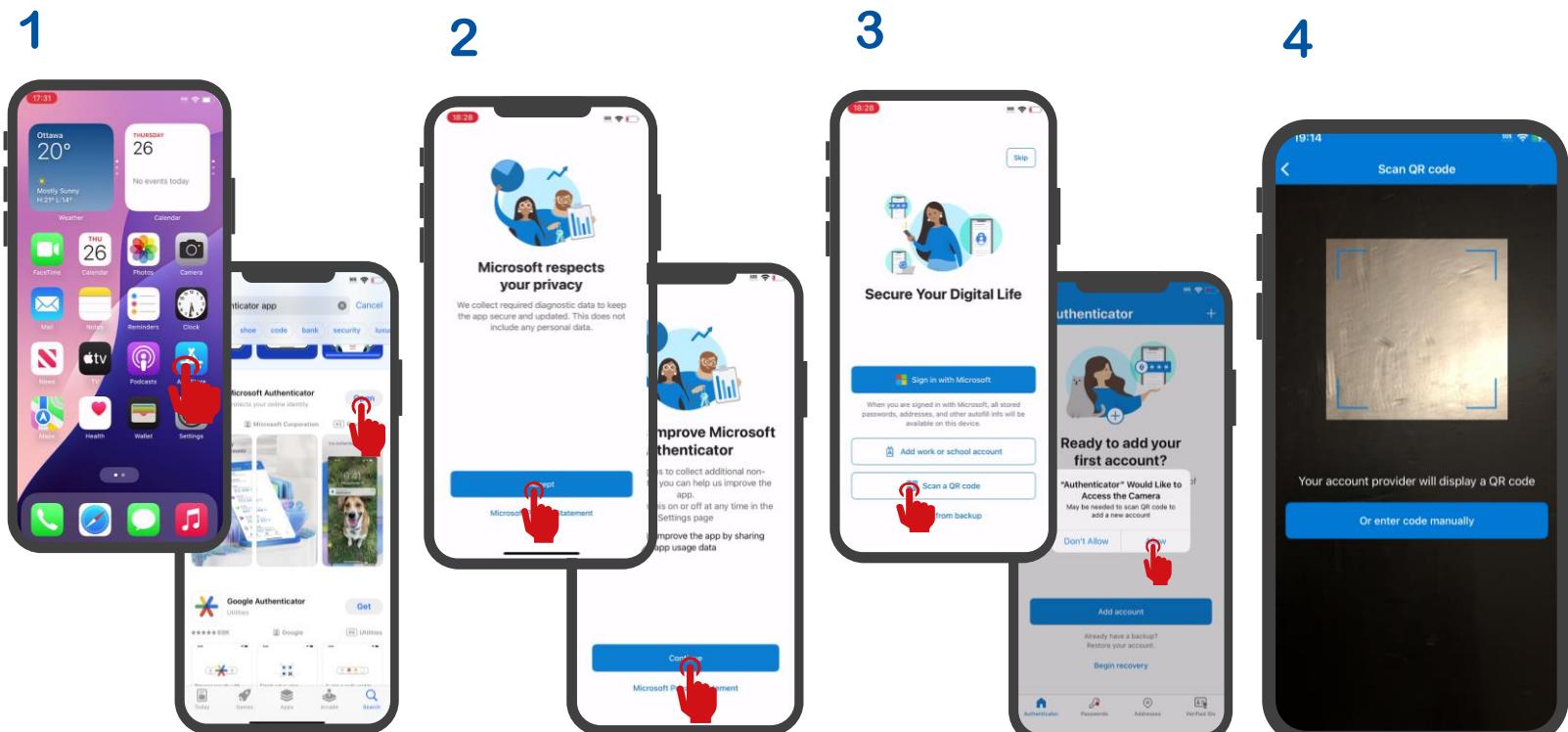
How to configure Multi-Factor Authentication

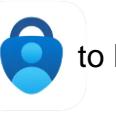


Instructions to install and configure
MFA with Microsoft Authenticator



Authenticator app installation & configuration



- 1**
 - Open the App Store on your mobile device
 - Search for the app Microsoft Authenticator. (second app on the search results)
- 2**
 - Tap this icon  to launch the app
 - Tap "Accept"
 - Tap "Continue"
- 3**
 - At the 3rd screen select the option "Scan QR code"
 - Tap "Allow" to give Authenticator access to the camera
- 4**

Scan the QR Code that is display on your computer screen - Follow steps on the next page for detailed instructions.



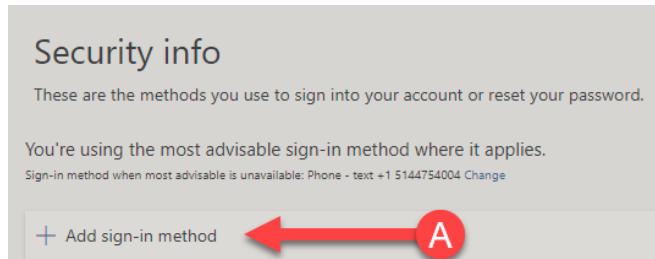
For assistance with this process contact support by visiting this page: support.uapinc.com

Multi factor authentication configuration

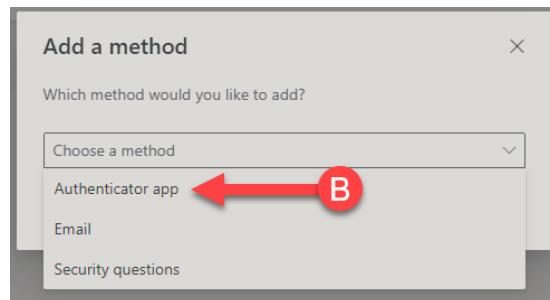
* Follow the below instructions on your computer

1 From your computer, click on the below link
<https://mysignins.microsoft.com/security-info>

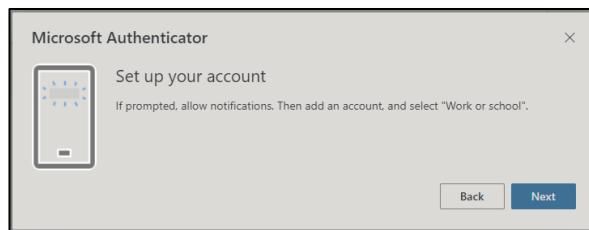
From the Security Info page, click on the
+ Add sing-in method menu



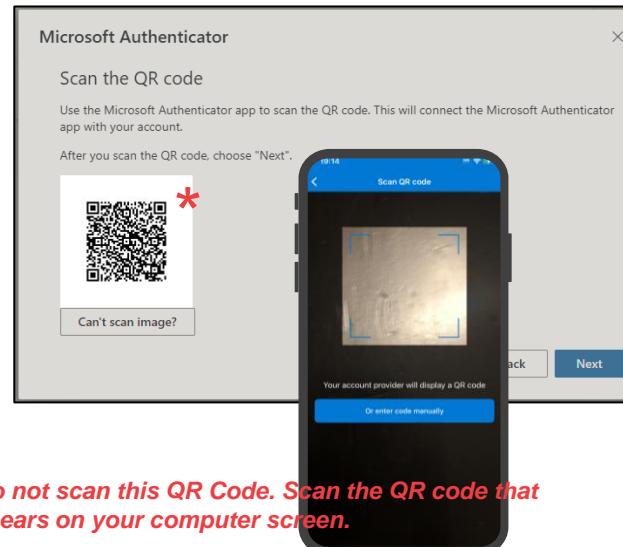
2 From the dropdown menu select **Authenticator app**



4 The Following menu pop-up. Click on "Next"



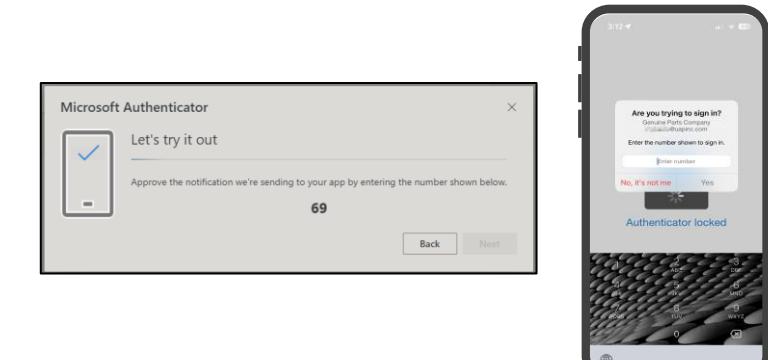
5 With your device scan de QR code that appears on your computer screen and click "Next"



3 The Following menu pop-up. Click on "Next"



6 On your mobile device open the notification sent to the Authenticator app. Enter the 2 digits code display on the computer screen



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