



# How to configure Multi-Factor Authentication



Instructions to install and configure  
MFA with Microsoft Authenticator



**AUTO PARTS**



**MAX**

**ALTROM**  
GROUP

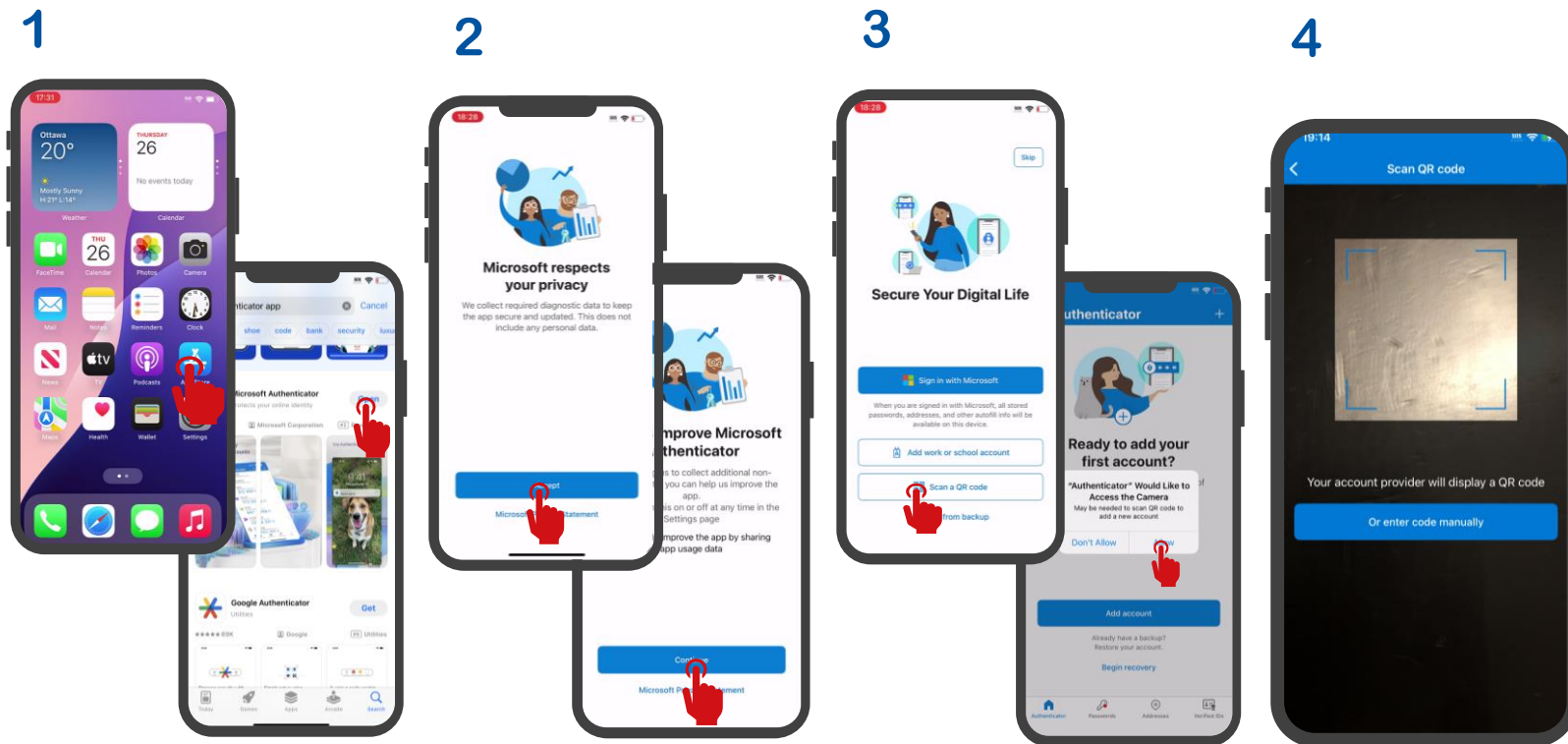
**AUTO-  
CAMPING**

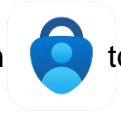
**TW**



**CADEL**

# 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.



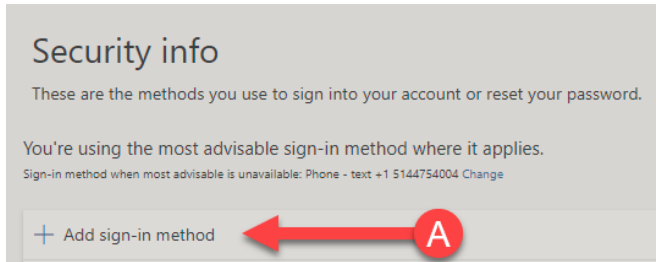
For assistance with this process contact support by visiting this page: [support.uapinc.com](https://support.uapinc.com)

# Multi factor authentication configuration

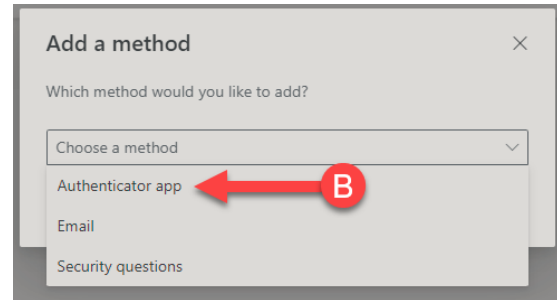
\* Follow the below instructions on your computer

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

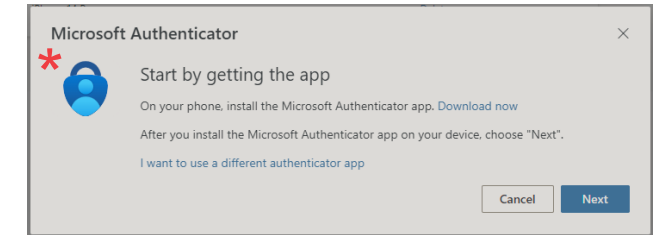
From the Security Info page, click on the  
**+ Add sign-in method** menu



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

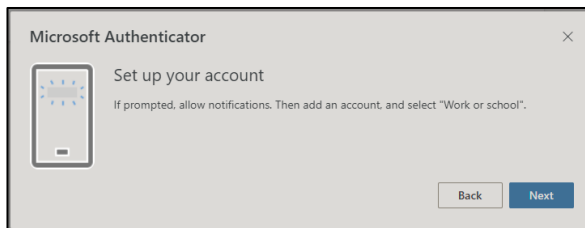


- 3 The Following menu pop-up. Click on **"Next"**

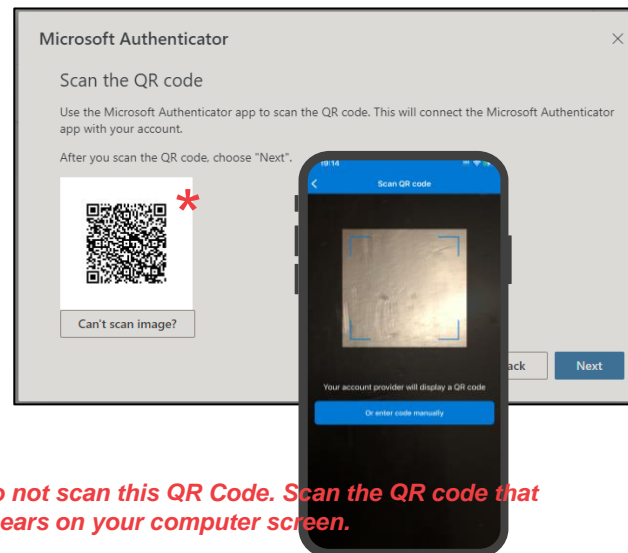


\* *The Microsoft Authenticator was already installed on your mobile device*

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

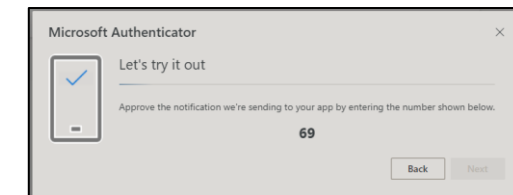


- 5 With your device scan the QR code that appears on your computer screen and click **"Next"**



\* *Do not scan this QR Code. Scan the QR code that appears on your computer screen.*

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



On the computer screen and click **"Next"**. This will complete the multi factor authentication process



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