

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**.

(i) The visual experience	I changes we have made in no way affect your online ce. Sign in using your regular username and password.
Username	
\rightarrow	
Password	
\rightarrow	•
Remember t	the username
	Sign In
Forgot password	d?
Forgot username	e?
-	
(Create account

Step 2

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

You mu additio	st enable Multi-Factor Authentication (MFA) to add an nal layer of security when logging into your account.
Please	select the authentication factor you would like to use.
© →	Okta Verlfy Use the Okta Verlfy mobile app to authenticate yourself. Choose
C	Google Authenticator Use the Google Authenticator mobile app to authenticate yourself.
	Choose

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 Verify on your mobile device and select "Add an account". Scan the QR code to continue.
Back

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**.

11:32	al ? 17	CLIENT PORTAL
okta	Verify <mark>+ …</mark>	Enter code displayed from the application Enter Code
→ 497 80	6	Verify

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.

ou ca	n configure any additional optional factor or click finish	
nrolle	d factors	_
0	Okta Verify	0
dditio	nal optional factors	
0	Google Authenticator Use the Google Authenticator mobile app to authenticate yourself.	
900	SMS Authentication Enter a single-use code sent to your mobile phone.	
٩	Volce 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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