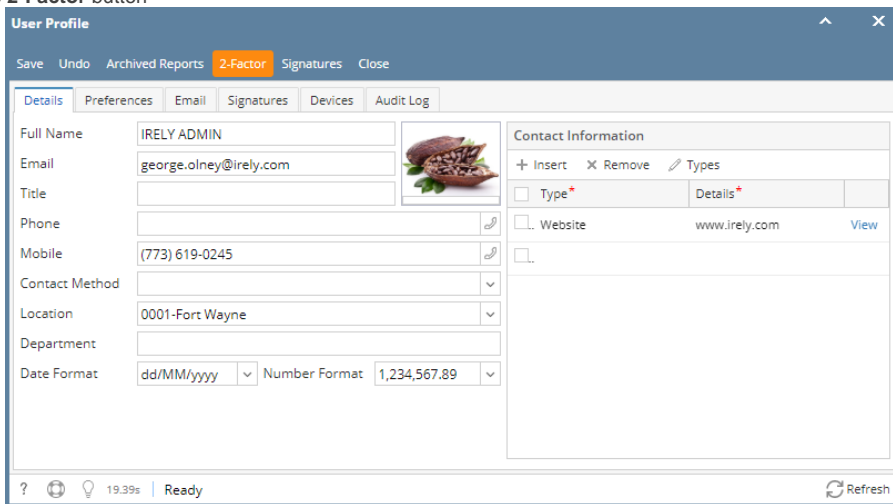


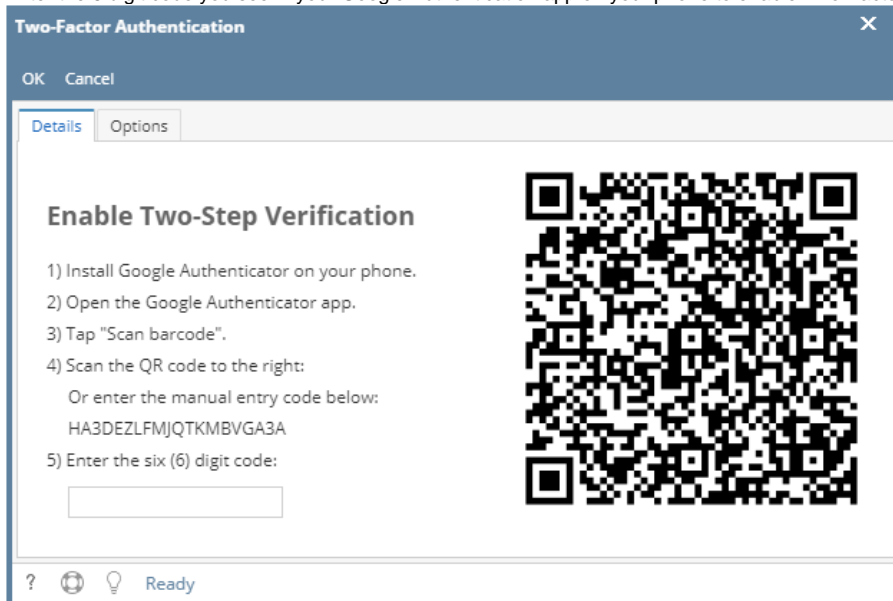
# How to enable 2-Factor Authentication

1. Open the **User Profile** screen
  - a. Note that an Email and Mobile number are required to enable this process.
2. Click the **2-Factor** button



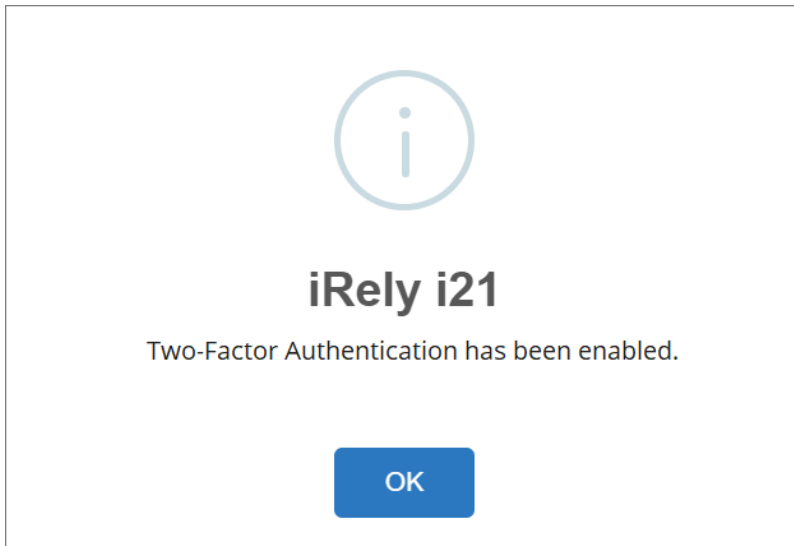
The screenshot shows the 'User Profile' window with tabs for Details, Preferences, Email, Signatures, Devices, and Audit Log. The '2-Factor' tab is highlighted. The form contains fields for Full Name (IRELY ADMIN), Email (george.olney@irely.com), Title, Phone, Mobile ((773) 619-0245), Contact Method, Location (0001-Fort Wayne), Department, and Date Format (dd/MM/yyyy). A 'Contact Information' section on the right includes a 'Website' field with the value www.irely.com. The bottom status bar shows 'Ready' and a 'Refresh' button.

- a.
3. Follow the steps indicated in the Two-Factor Authentication screen.
    - a. Enter the 6 digit code you see in your Google Authentication app on your phone to enable Two-Factor Authentication.



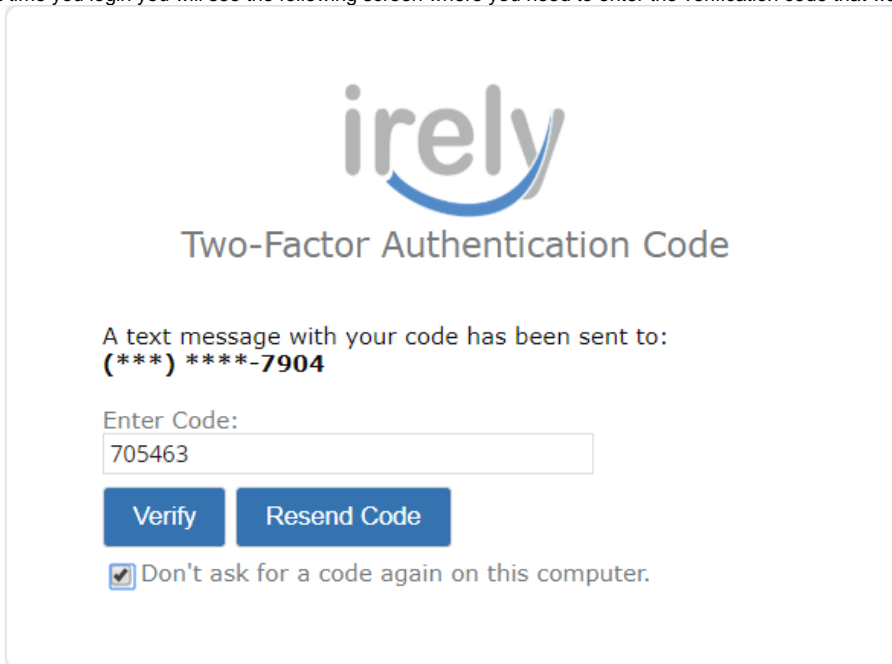
The screenshot shows the 'Two-Factor Authentication' window with 'Details' and 'Options' tabs. The 'Details' tab is active, displaying the title 'Enable Two-Step Verification' and a list of instructions: 1) Install Google Authenticator on your phone. 2) Open the Google Authenticator app. 3) Tap "Scan barcode". 4) Scan the QR code to the right: Or enter the manual entry code below: HA3DEZLFMJQTKMBVGA3A 5) Enter the six (6) digit code: [input field]. A large QR code is displayed on the right. The bottom status bar shows 'Ready'.

- b.
4. Click the **OK** button.
    - a. The following confirmation message will appear.



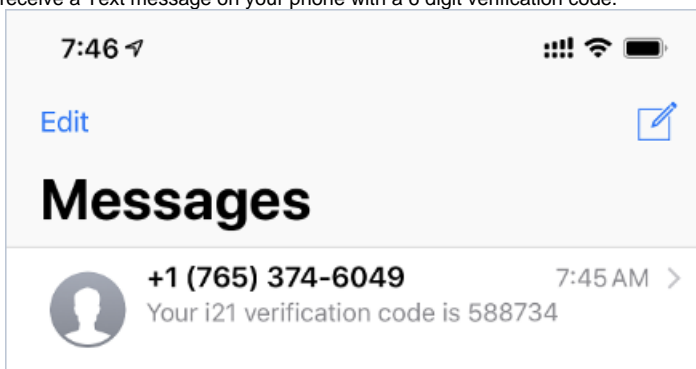
b.

5. The next time you login you will see the following screen where you need to enter the verification code that was texted to you.



a.

6. You will receive a Text message on your phone with a 6 digit verification code.



a.