



ALLEGiant REVERSE SERVICES

A STEWART COMPANY

2 Factor Authentication (2FA) Set Up Guide

Purpose: This guide will walk you through the steps of setting up your 2FA log in for the Order Source website where you will be able to place and track new orders and generate fee quotes.

Step 1: You will log in with the temporary credentials.

Customer Login

Username:

Password:

Step 2: You will be required to create your OWN password. Please follow the parameters listed. (If you already have an account & you are not prompted to change password, please proceed to Step 3.

Change Password

Please change your password. Password must be between 6 and 10 characters long and requires at least one digit, one lower case letter, one uppercase letter, and one special character.

Current Password:

New Password:

Confirm Password:

Step 3: You will now be required to set up your 2FA. Click Begin Setup.

2-Factor Authentication

Method:

This account requires a 2nd factor for authentication. Use the button below to configure the 2nd factor. Once this is configured, after logging in with a username and password, a code from this 2nd factor will be required to fully log in.

Step 4: You will now need to download a free authenticator app on your cell phone. The system suggests Google Authenticator. However, we currently use DUO MOBILE, and it works great. The following steps are with DUO MOBILE.

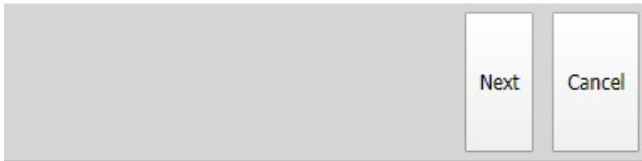
Apple Store.



Google Play



Step 5: Once the app has been downloaded click NEXT on the website and follow the instructions until you see the barcode.



Step 6: **ON YOUR CELL PHONE.** Open the Duo Mobile app and click the + button at the top right corner.



Scan the barcode from the website and you will see your THIRD-PARTY account. Click the down arrow to the right to display the code you will need on the next step.



Step 7: **BACK TO THE WEBSITE.** Click next on the barcode window and enter the 6-digit code from the DUO Mobile app. If you get an incorrect message, try the next code when the app refreshes. Click next when you get a Success message.

Choose Scan a barcode and scan the code below:



Can't scan the code?

Next

Cancel

Verify code from the authenticator app.

Verify

Verify code from the authenticator app.

Verify

Invalid token. Please try again.

Verify code from the authenticator app.

Verify

Success! Your authenticator app is set up.

Step 8: Read the last window message and click finish.

Use the code shown in the authenticator app when asked during login.



Step 9: The NEXT time you log in, the system will ask you for the 6-digit code from the DUO MOBILE app.

Don't forget to click the box to remember your computer.

A screenshot of a "Customer Login" form. The form has a title "Customer Login" at the top left. Below it, there is a "Code:" label followed by a text input field containing "397732" and a red "Verify" button. Below the input field is a checkbox labeled "Remember this computer" which is checked. To the right of the input field and button, there is a red text message: "Please enter the code from your authenticator app."

Step 10: Done! You have successfully set up 2FA and you will NOT be prompted for the code until you use another computer or device that the system does not recognize.

If you have any questions, please call 844-808-8299
Or email client services at solutions@allegiantreverse.com