



2 Factor Authentication (2FA) Set Up Guide.

Not applicable to Fees Only access.

NOTE: If you currently have access to fees ONLY, 2FA is NOT required. You may log in with your current credentials.

For access to your files online, please proceed with this guide.

Step 1: Log in with your current credentials OR temporary credentials for new or reset accounts.

Customer Login

Username: !

Password: Go --> !

Remember me

[Forgot Your Password?](#)

Note that your login name is typically your email address.

Step 2: If you have temporary credentials, you will be required to create your OWN password. Please follow the parameters listed.

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.

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

Step 6: **ON YOUR CELL PHONE.** Open the authenticator app and click add account with a barcode. Scan the

barcode from the website and you will see your THIRD-PARTY account. Click the down arrow to the right to see the 6-digit code you will need on the next step.

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

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

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

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



The screenshot shows a login interface with the following elements:

- Customer Login** (Section Header)
- Code:** followed by a text input field.
- Verify** (Red button)
- Remember this computer** (checkbox with label)
- Please enter the code from your authenticator app.** (Red instruction text)

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 us at solutions@allegiantreverse.com