



## TrustReporter/Client Internet Access Two Factor Authentication (2FA)

- Log in as you normally would by entering your Login ID and Password. The **Two Factor Authentication Setup** screen appears with the option to register your number for TEXT or Voice. TEXT is the default selection.

**Two Factor Authentication**  
How do you want to receive the passcode?

Select an Option

TEXT       VOICE

Continue      Close

- Click **Continue**
- Enter the mobile number and confirm your mobile number. Country code default is USA.
- Click **Proceed** to continue to **Register My Mobile Number**

**Register My Mobile Number**

Mobile Number      +1 USA      Mobile number

Confirm Mobile Number      +1 USA      Re-enter mobile number

Proceed      Close



- A 6-digit passcode is generated and sent as a Text (SMS) message to the number entered.
- Input the 6-digit passcode to **Complete Mobile Number Registration**.
- Click **Proceed**. The passcode is valid for 20 minutes after it is generated. If needed, click **Resend Passcode** to get a new passcode.

### Complete Mobile Number Registration



Please enter the 6-digit passcode sent to your registered mobile number. It will be valid for 20 minutes.

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[Resend Passcode](#)

**Proceed****Close**

- You have successfully registered your mobile number - **Two Factor Authentication Setup is Completed**.
- Click **Continue** to proceed to the application.

### Two Factor Authentication Setup is Completed



You have successfully registered your mobile number for Two-Factor Authentication

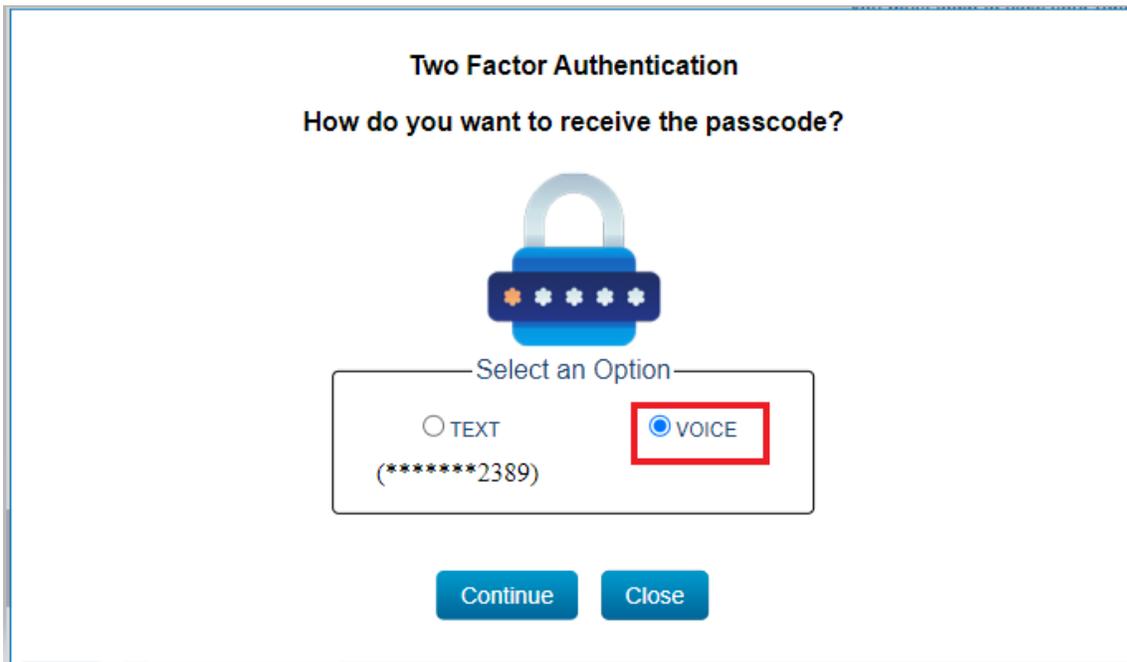
**Continue****Close**

**Two Factor Authentication** is required at every login after entering your Login ID and Password by entering the 6-digit passcode sent to your registered number.

You can **Select an Option** of TEXT or VOICE, after entering your login credentials, to choose how you want to receive the passcode. The last 4 digits of your registered number is displayed.

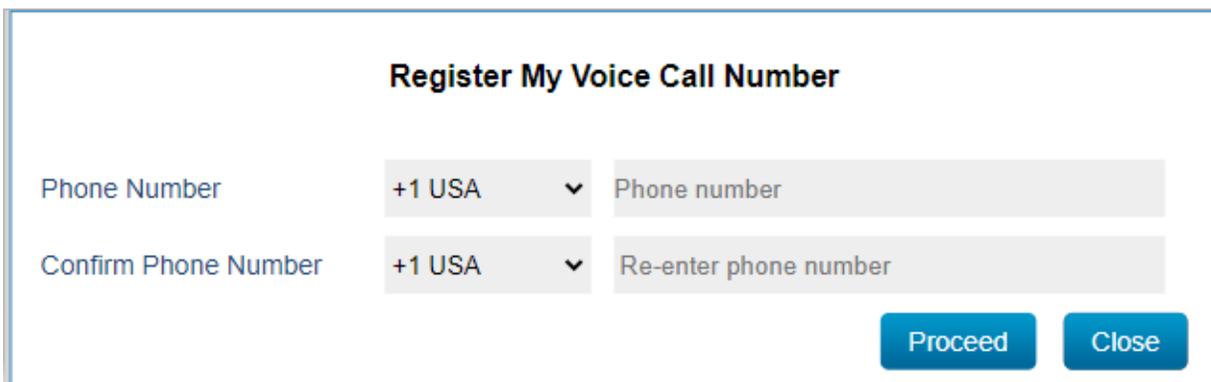
**Select an Option** that does not show your registered number partially displayed and you will be prompted to register a number.

- Click **Continue**



The image shows a dialog box titled "Two Factor Authentication" with the question "How do you want to receive the passcode?". In the center is an icon of a blue padlock with a white keyhole and five small white stars below it. Below the icon is the text "Select an Option". There are two radio button options: "TEXT" with a radio button to its left and "(\*\*\*\*\*2389)" below it; and "VOICE" with a radio button to its left and a red rectangular box around the text. At the bottom of the dialog are two blue buttons: "Continue" and "Close".

- Enter the number and confirm the number. Country code default is USA.
- Click **Proceed** to continue to **Register My Voice Call Number**



The image shows a dialog box titled "Register My Voice Call Number". It contains two rows of input fields. The first row is labeled "Phone Number" and has a dropdown menu with "+1 USA" selected and a text input field containing "Phone number". The second row is labeled "Confirm Phone Number" and has a dropdown menu with "+1 USA" selected and a text input field containing "Re-enter phone number". At the bottom right of the dialog are two blue buttons: "Proceed" and "Close".

- A 6-digit passcode is generated and sent by an automated phone message to the number entered.
- Input the 6-digit passcode to **Complete Number Registration**.
- Click **Proceed**. The passcode is valid for 20 minutes after it is generated. If needed, click **Resend Passcode** to get a new passcode.

### Complete Number Registration



Please enter the 6-digit passcode sent to your registered number. It will be valid for 20 minutes.

[Resend Passcode](#)

[Proceed](#) [Close](#)

You have successfully registered your number – **Two Factor Authentication Setup is Completed.**

- Click **Continue** to proceed to the application.

### Two Factor Authentication Setup is Completed

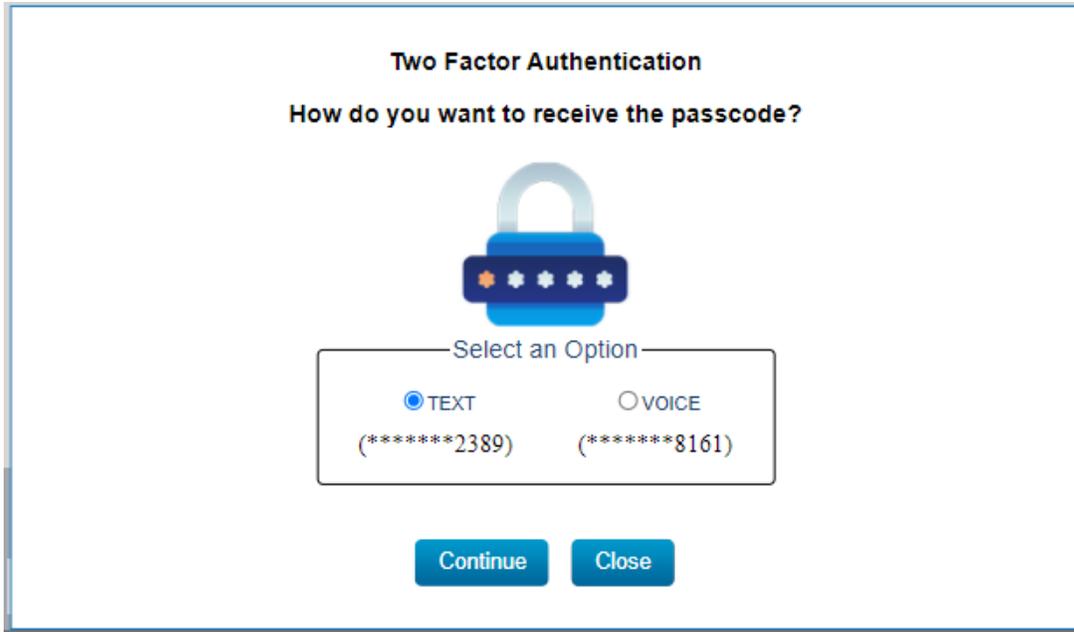


You have successfully registered your number for Two-Factor Authentication

[Continue](#) [Close](#)

**Two Factor Authentication** is required at every login after entering your Login ID and Password by entering the 6-digit passcode sent to your registered number.

**Select an Option** of TEXT or VOICE displays the last 4 digits of registered number(s).



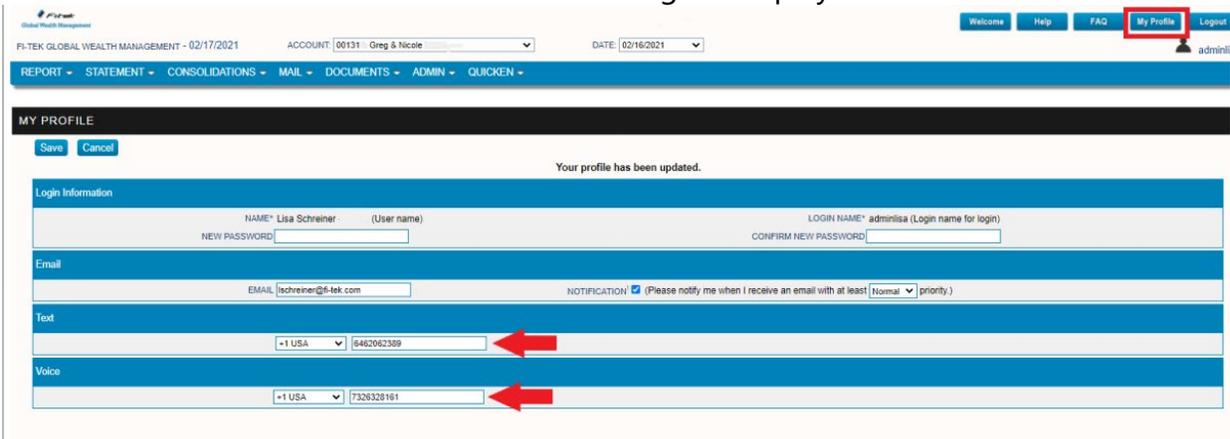
The image shows a 'Two Factor Authentication' dialog box. At the top, it asks 'How do you want to receive the passcode?'. Below this is a graphic of a blue padlock with four stars on its body. Underneath the padlock, it says 'Select an Option'. There are two radio button options: 'TEXT' (selected) and 'VOICE'. Below 'TEXT' is the number '\*\*\*\*\*2389', and below 'VOICE' is '\*\*\*\*\*8161'. At the bottom of the dialog are two buttons: 'Continue' and 'Close'.

## TrustReporter/Client Internet Access Two Factor Authentication (2FA) - User

### Update 2FA Phone Number – User

Log in and click **My Profile** located on the upper right.

- To update your 2FA TEXT or VOICE phone number simply input the new number and Click **SAVE** – and a confirmation message is displayed.



The image shows a screenshot of the 'MY PROFILE' page in the TrustReporter system. The page has a navigation bar at the top with links for 'Welcome', 'Help', 'FAQ', 'My Profile', and 'Logout'. Below the navigation bar, there are fields for 'ACCOUNT: 00131 - Greg & Nicole' and 'DATE: 02/18/2021'. A menu bar contains 'REPORT', 'STATEMENT', 'CONSOLIDATIONS', 'MAIL', 'DOCUMENTS', 'ADMIN', and 'QUICKEN'. The main content area is titled 'MY PROFILE' and has 'Save' and 'Cancel' buttons. A message states 'Your profile has been updated.' Below this are sections for 'Login Information', 'Email', 'Text', and 'Voice'. The 'Text' section shows a phone number '+1 USA (646)2062389' with a red arrow pointing to the input field. The 'Voice' section shows a phone number '+1 USA (732)6328181' with a red arrow pointing to the input field.