

How to Set Up Two-Factor Authentication

This document details the steps to enable Two-Factor Authentication when logging into your account on the PartnersAdvantage.com website.

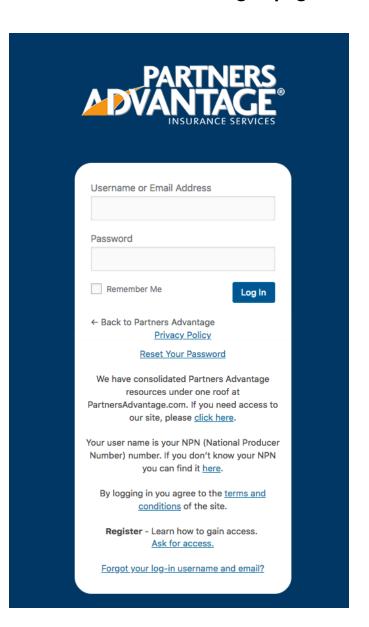
Please contact our support team if you need assistance at 888-251-5525 ext. 555

Step 1. Enter Your Username / Email and Password on the Log In page

Go to https://partnersadvantage.com/partners-login/

Enter your information in the "Username or Email Address" and "Password" fields.

Select the "Remember Me" checkbox if you are on a secure device and would like to stay logged in for 14 days.



Step 2. Select Your Two-Factor Method

Select Two Factor Method

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Select any Two-Factor option below and complete its setup.

You will get a One Time Passcode (OTP) from the option you select each time you log in.

- Email Get a passcode via email
- Text Message Get a passcode via text
- Email and Text Get a passcode via both email and text
- Security Questions (KBA) Answer 2 of 3 Security Questions

Select the Two-Factor Method from the listed options.

We recommend selecting "Email", "Text Message" or "Email and Text". Those options offer "Security Questions" as a backup in case you don't have access to your emails or texts. If you select "Security Questions (KBA)" you will only be able to log in by correctly answering two of the three questions you answer.

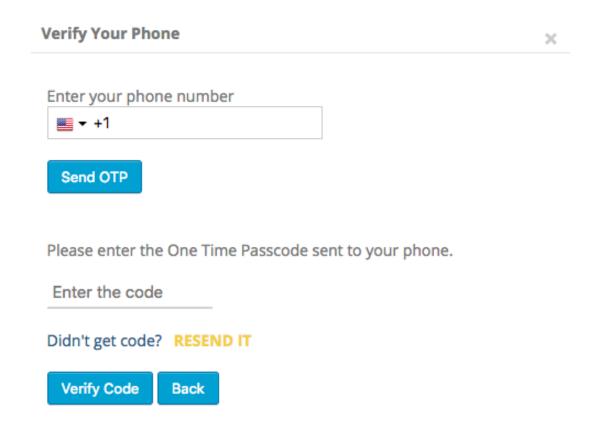
The following sections "Email", "Text Message", "Email and Text", and "Security Questions (KBA)" will provide more information on each option.

Email

If you select the "Email" option, your Two-Factor Authentication method will automatically be set to email a passcode to the email associated with your account on the website.

You continue to **Step 3**.

Text Message



Enter your phone number in the "Enter your phone number" field and click "Sent OTP".

You will receive a text at that number with a code.

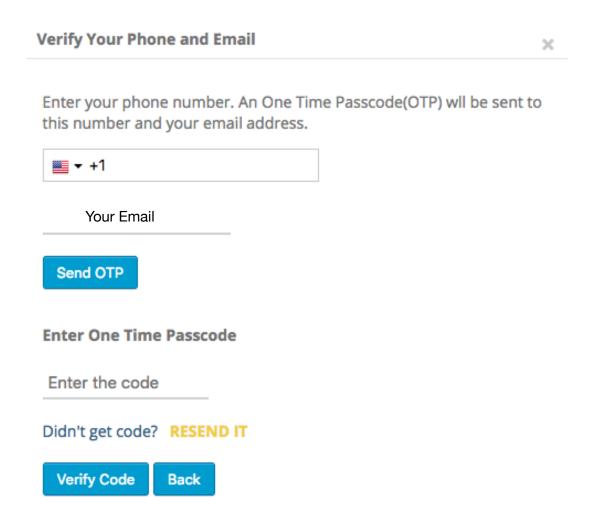
Enter the code in the field "Enter the code" and click "Verify Code".

If you did not receive the code after five minutes, click "RESEND IT".

Click "Back" to return to the Two-Factor Method selection screen.

If you successfully verify the code, you will continue to Step 3.

Text and Email



Your email will automatically be set to email a passcode to the email associated with your account on the website.

Enter your phone number in the "Enter your phone number" field and click "Sent OTP".

You will receive a text at that number with a code.

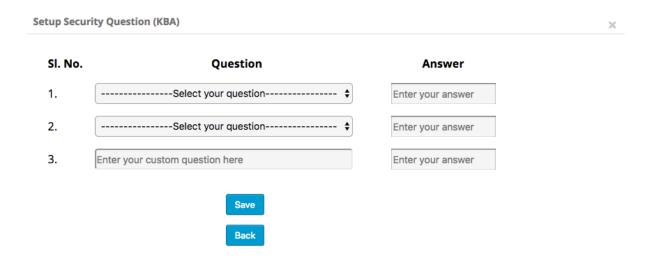
Enter the code in the field "Enter the code" and click "Verify Code".

If you did not receive the code after five minutes, click "RESEND IT".

Click "Back" to return to the Two-Factor Method selection screen.

If you successfully verify the code, you will continue to **Step 3**.

Security Questions (KBA)



Select a security question from the drop down selection menus for Questions 1. and 2.

Enter your answers in the "Answer" field "Enter your answer".

Spelling, capitalization, and special characters are important. When prompted to answer your questions in the future, you will need to answer them the same way you do in the "Answer" fields.

For Question 3. type in your own custom question in the "Question" field "Enter your custom question here".

After selecting questions and inputing answers, click "Save".

Click "Back" to return to the Two-Factor Method selection screen.

Continue to **Step 4**. You will not use **Step 3**.

Step 3. Complete Backup Security Questions (KBA)

If you selected your Two-Factor method as "Email", "Text Message", or "Email and Text", complete the "Security Questions (KBA)" which can be used as a backup in case you don't have access to your emails or texts.

If you selected "Security Questions (KBA)" as your Two-Factor method, continue to Step 4.

SI. No.	Question	Answer
1.		Enter your answer
2.		Enter your answer
3.	Enter your custom question here	Enter your answer

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Select a security question from the drop down selection menus for Questions 1. and 2.

Enter your answers in the "Answer" field "Enter your answer".

Spelling, capitalization, and special characters are important. When prompted to answer your questions in the future, you will need to answer them the same way you do in the "Answer" fields.

For Question 3. type in your own custom question in the "Question" field "Enter your custom question here".

After selecting questions and inputing answers, click "Save".

Continue to Step 4.

Two Factor Setup Complete

Step 4. Remember Device (Not Required)

Remember Device ×

Do you want to remember this device?



Click on **Yes** if this is your personal device. Click on **No** if this is a public device.

You have the option to remember your device for 14 days.

If your device is secure and you would like the technology to remember the device and only ask for the Two-Factor Authentication every 14 days, click "Yes".

If your device is not secure and you want to complete Two-Factor Authentication each time you log in from your current device, click "No".

Continue to Step 5.

Step 5. Two-Factor Setup Complete

You now have access to the website.

Based on your choice during **Step 4**, you will need to log in using Two-Factor Authentication either each time you log in or every 14 days.

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