



First Time Login Instructions

After browsing to <https://nav.fnts.com> enter your credentials and click “Logon”

A screenshot of the Navigator login page. At the top is a dark blue header with the Navigator logo and name. Below the header, the text reads 'Secure Logon for Navigator by First National Technology Solutions'. There are two input fields: 'Username' with the text 'jsnow' and 'Password' with masked characters. A 'Logon' button is located at the bottom of the form area.

The first time you login to Navigator you will be prompted to setup your two-factor device. Scroll down and click “Start setup”

A screenshot of the two-factor authentication setup screen. It features a dark blue header with the Navigator logo. A 'Settings' button is in the top right corner. The main heading is 'Protect Your First National Technology Solutions Account'. Below this is a text box explaining that two-factor authentication enhances security by using a secondary device. At the bottom, it states that the process will help set up the account with an added layer of security.



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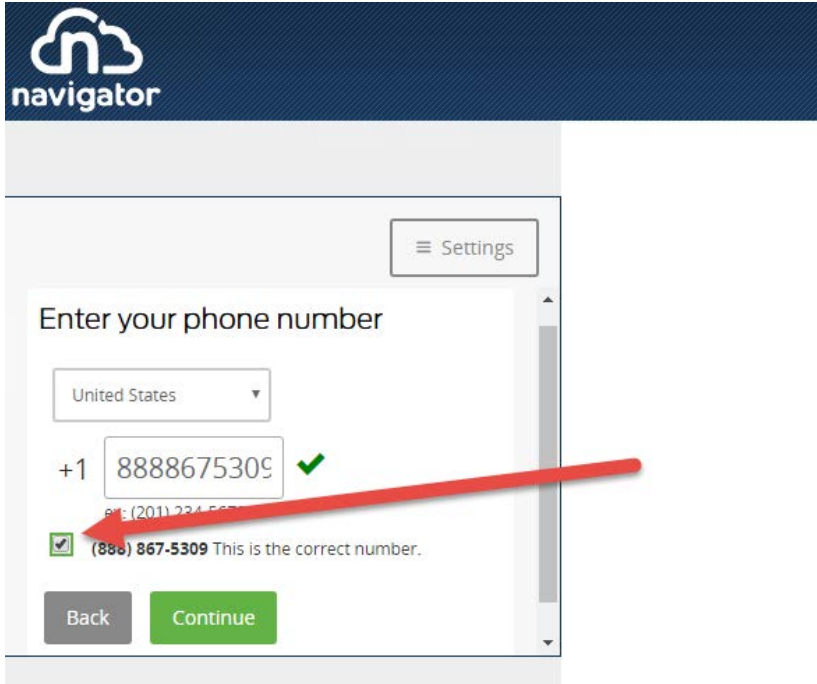
Select either “Mobile phone” or “Landline” before clicking “Continue”

Please see the corresponding instructions for mobile or landline below

A screenshot of the navigator web application's first-time login screen. At the top is a dark blue header with the 'navigator' logo. Below the header is a light gray sidebar containing a 'Settings' button. The main content area is white and contains the question 'What type of device are you adding?'. There are four radio button options: 'Mobile phone RECOMMENDED' (selected), 'Tablet (iPad, Nexus 7, etc.)', 'Landline', and 'U2F token'. A green 'Continue' button is located at the bottom of the form.

Mobile

After entering your phone number and the system verifies it's valid, you'll need to mark the checkbox confirming the number before clicking "Continue"



Select the type of mobile phone being used.

****See further options explained per phone type****



iPhone, Android, Windows, Other (skip to step 3)

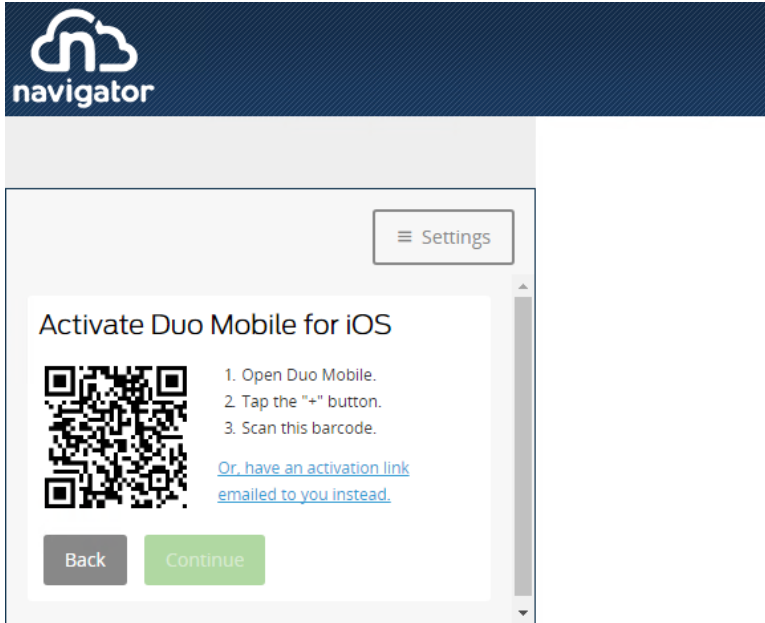
If you do not wish to install the Duo mobile app and would instead prefer to receive SMS codes or phone calls please click “Back” and mark “Other” as your phone type

- 1) Install Duo Mobile from your phone’s appropriate App Store and then select “I have Duo Mobile”

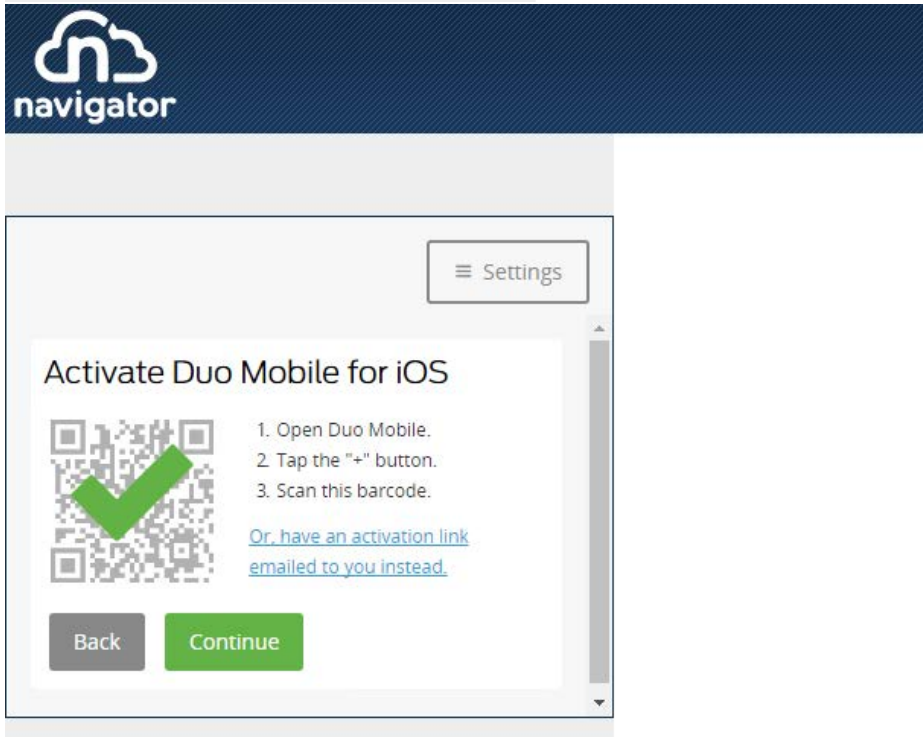


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- 2) Open the Duo Mobile app on and click the "+" in the upper right hand corner. Now hover your camera over the QR code on the screen (it should automatically recognize the code). There should now be a green checkmark over the code and you can click "Continue"

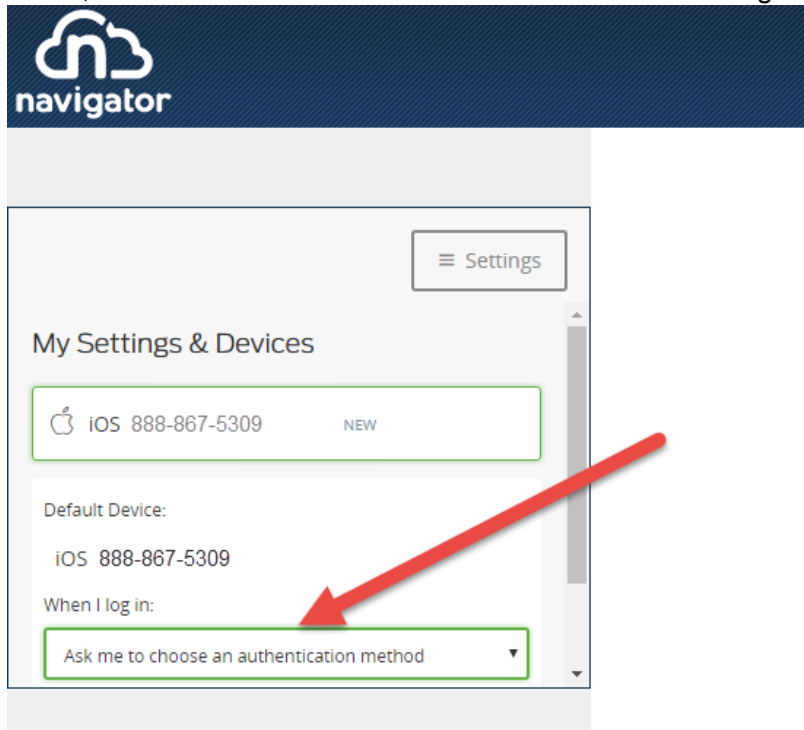


- 3)



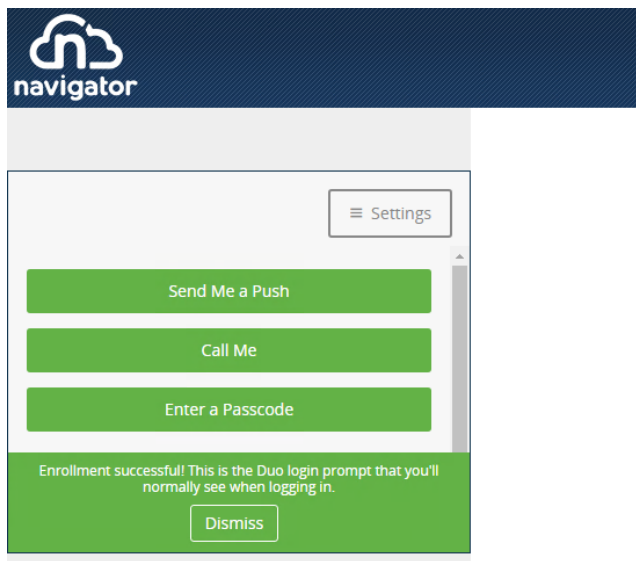
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- 4) Choose the default method you would like Duo to use when authenticating you in the future, then scroll down and click “Save” to save the setting and/or “Continue to Login”



- 5) The enrollment process is complete and you've arrived at the normal two-factor login screen.

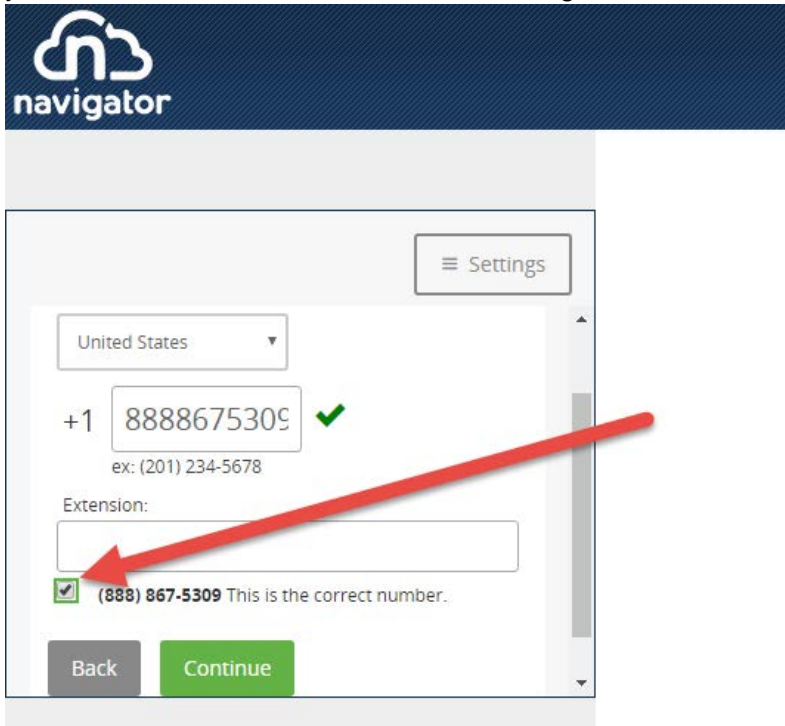
If you saved a preference it will automatically use that method to authenticate you when logging in



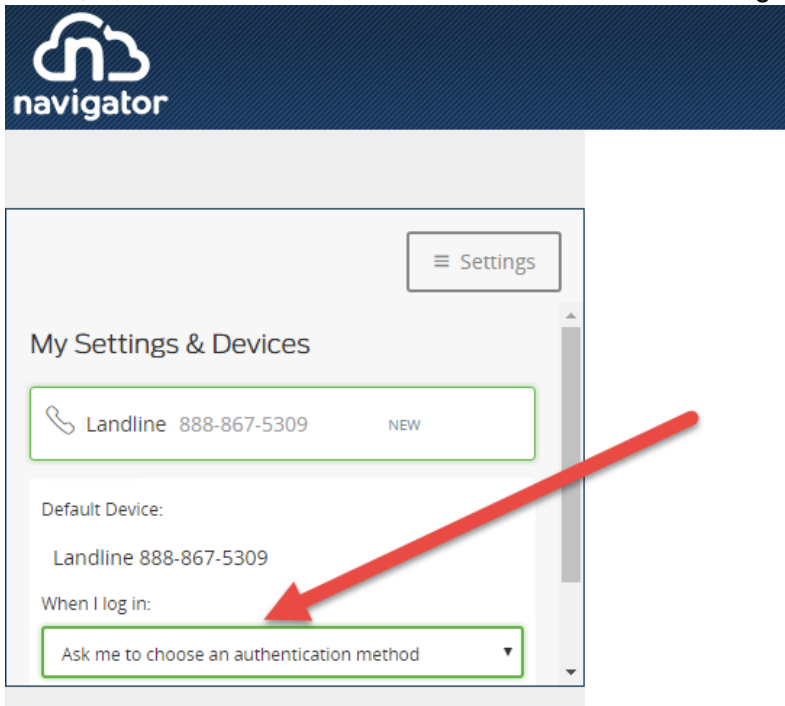
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Landline

- 1) After entering your phone number, and/or extension, and the system verifies it's valid, you'll need to mark the checkbox confirming the number before clicking "Continue"

This screenshot shows the 'navigator' interface for phone number verification. At the top is the 'navigator' logo. Below it is a 'Settings' menu icon. The main form includes a dropdown menu for 'United States', a text input field for the phone number '+1 8888675309' with a green checkmark, and an 'Extension:' field. A checkbox is checked, with the text '(888) 867-5309 This is the correct number.' next to it. A red arrow points to this checkbox. At the bottom are 'Back' and 'Continue' buttons.

- 2) Choose the default method you would like Duo to use when authenticating you in the future, then scroll down and click "Save" to save the setting and/or "Continue to Login"

This screenshot shows the 'navigator' interface for 'My Settings & Devices'. At the top is the 'navigator' logo. Below it is a 'Settings' menu icon. The main content area is titled 'My Settings & Devices' and includes a 'Landline 888-867-5309' entry with a 'NEW' tag. Below this is a 'Default Device:' section with 'Landline 888-867-5309'. The 'When I log in:' section has a dropdown menu set to 'Ask me to choose an authentication method'. A red arrow points to this dropdown menu. At the bottom are 'Back' and 'Continue' buttons.

- 3) The enrollment process is complete and you've arrived at the normal two-factor login screen.

