

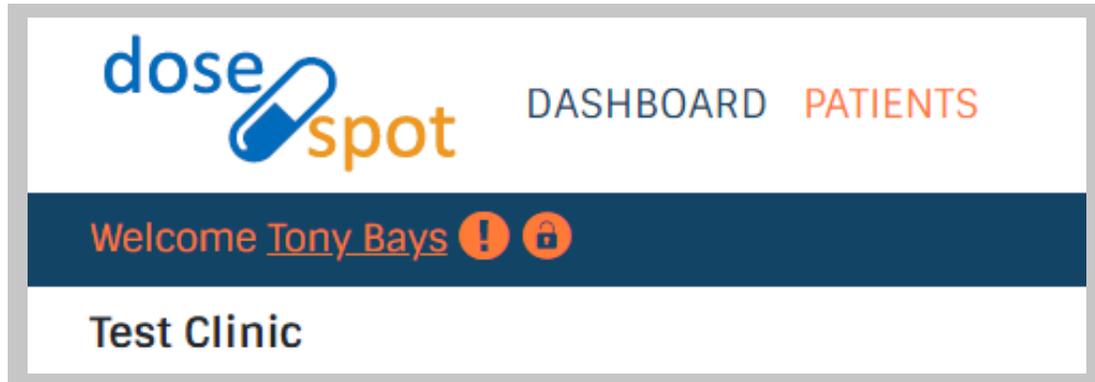
# How To:

## Set Up Two-Factor Authentication

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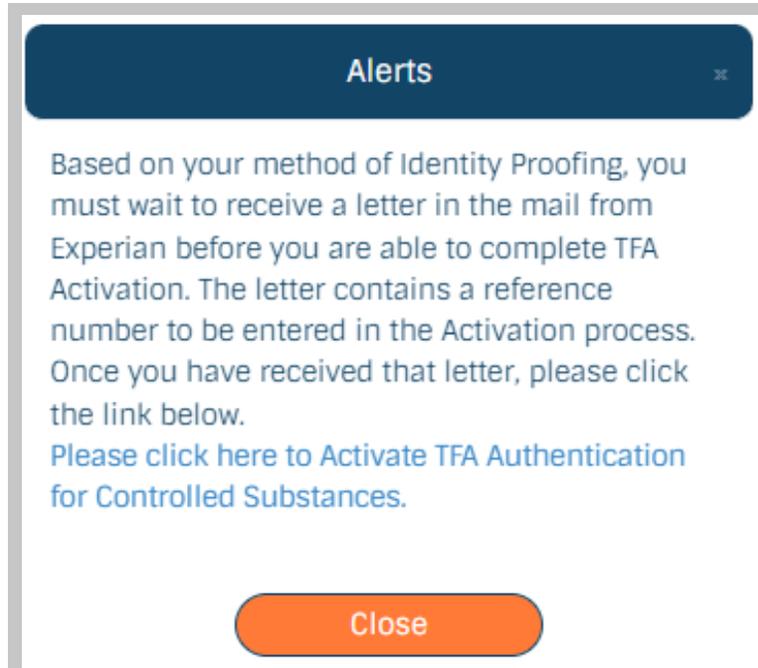
## Set Up Two-Factor Authentication

### Step 1



To start the TFA set up, click the “!” next to the welcome message. This will appear in the top left of your screen once you are in DoseSpot.

### Step 2



- You will see this alert pop up as a reminder that you may still be waiting for the Experian letter. Once you have the letter in hand you will be ready to start the TFA.
- If you received the OTP (one-time password) none of the above will apply to you. You can click to continue and will not need a letter. The reference number will already be entered.

## Step 3

**DUO Mobile Activation - Step 1**

You have been enabled for DUO Mobile Activation. Please follow the instructions and refrain from refreshing your browser or digressing from the workflow.

First enter the mobile phone number that you will be using for the DUO app.

**Mobile Phone Number for DUO Activation**

(XXX) XXX-XXXX

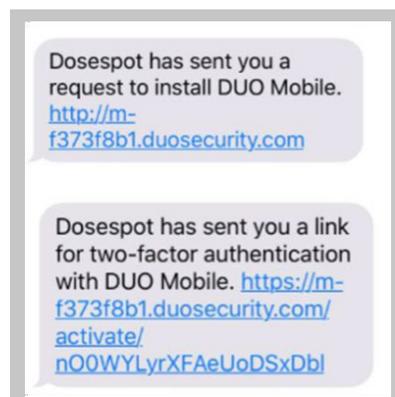
Upon clicking the "Send Me DUO Activation Texts" button, you will receive two texts. One is for downloading the DUO app, the other is to link you to the DoseSpot system.

I agree to receive text messages via SMS and accept any fees from my mobile provider.

**Send Me DUO Activation Texts**

- The system is now going to ask for your mobile phone number so that it can send you the links to download and setup Duo via text.
- Be sure to click the agreement checkbox on near the bottom of the page before hitting "Send Me Duo Activation Texts".

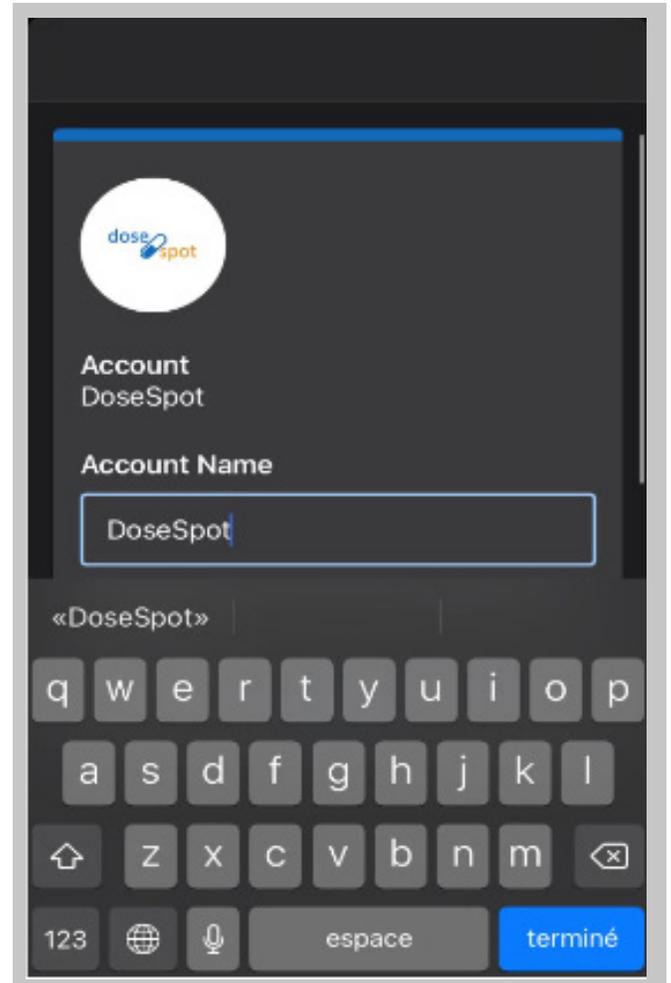
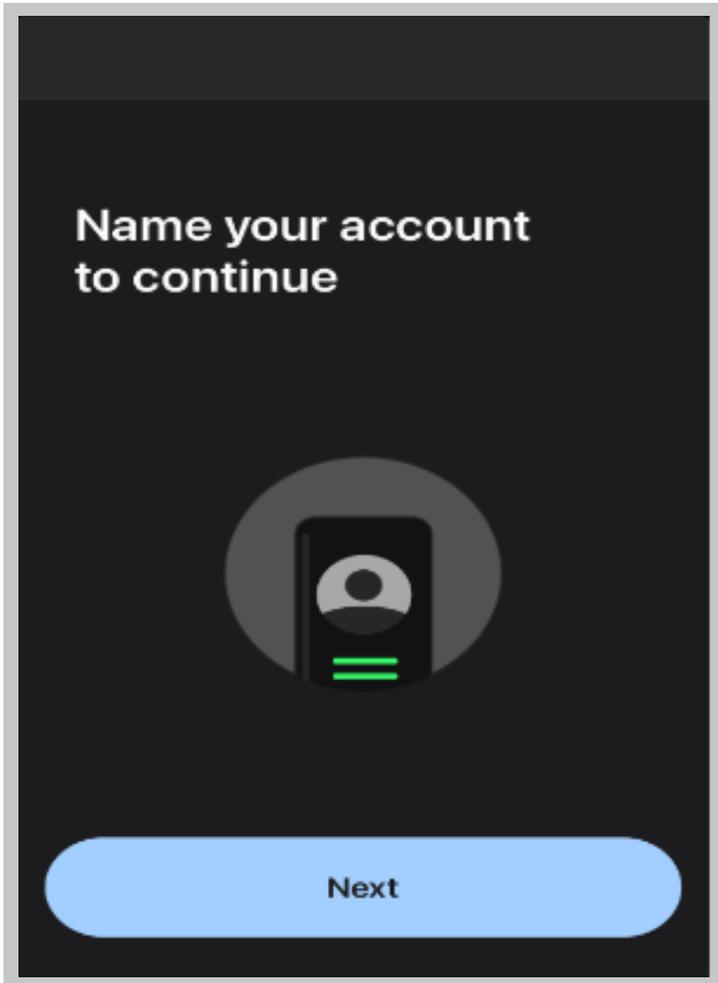
## Step 4



**You will receive two text messages:**

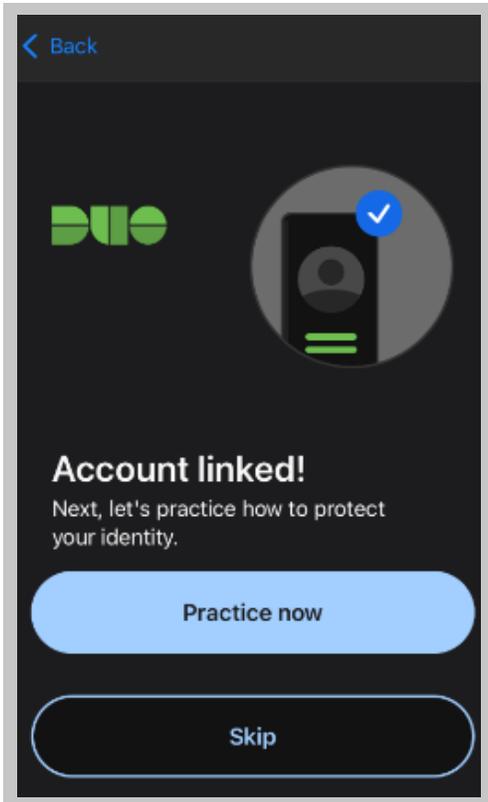
- The first link will bring you to the app store to download and install Duo Mobile
- The second will need to be opened with Duo once it is installed. This link will set up a profile on Duo for you.

## Set up your Duo profile



The two pictures above will be the first things you see when you get into Duo. Hit next to name your account. Dosespot is a good default name incase Duo is already set up for another job or location.

## Practicing Duo



After your new account is named on Duo, it will ask if you would like to practice using Duo. This will have you go through a quick tutorial of how to use Duo Mobile.

You may hit the skip button if you choose not to do so.

This is your final and most important page on Duo. Here you will find the Two Factor Authentication (or TFA) code for sending EPCS.

You may need to hit the “show passcode” button to reveal the passcode or “refresh passcode” to get a new one.

