



How To:

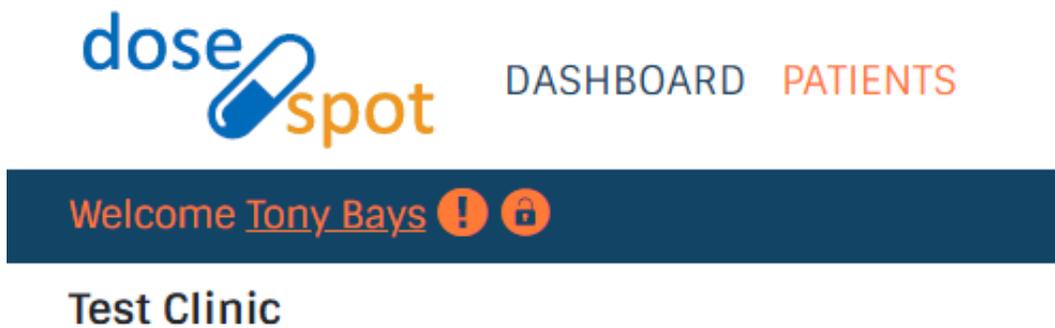
Set Up Two-Factor Authentication

Providers who send controlled substances must set up two-factor authentication (TFA) following the completion of their identity proofing.

Important: An admin user must initiate the EPCS/TFA activation within the DoseSpot Admin Console before the clinician can begin their activation process. For further details, please consult the *DoseSpot Admin Console User Guide* or reach out to your support team.

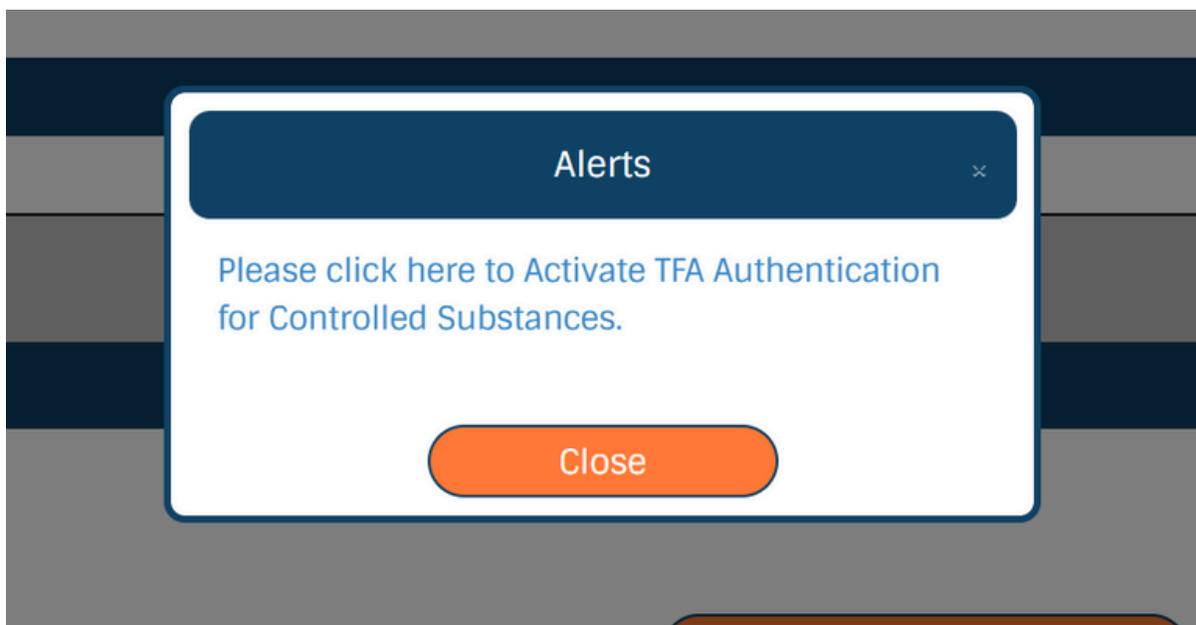
Step 1

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

A pop-up will appear prompting you to begin the TFA authentication process required for prescribing controlled substances.



Step 3

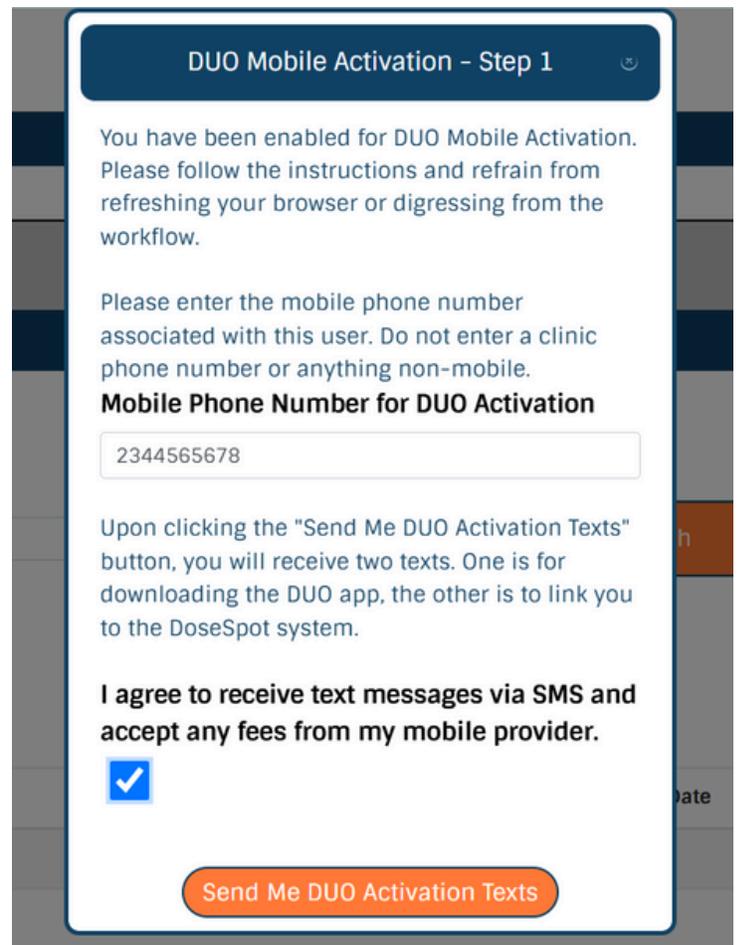
The system will now prompt you to enter your mobile phone number so it can send you a text with the links to download and set up Duo.

Before clicking “Send Me Duo Activation Texts,” make sure to check the agreement box near the bottom of the page.

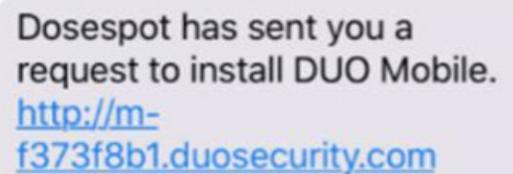
Step 4

You will receive two text messages:

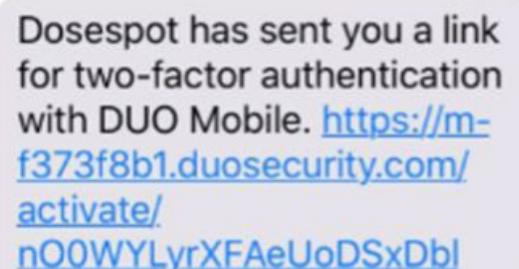
- The first link will bring you to the app store to download and install the Duo Mobile app.
- After installation, click the second link to set up your Duo profile. Here you'll be asked to name your account.



The screenshot shows a web form titled "DUO Mobile Activation - Step 1". The form contains the following text: "You have been enabled for DUO Mobile Activation. Please follow the instructions and refrain from refreshing your browser or digressing from the workflow." Below this, it says: "Please enter the mobile phone number associated with this user. Do not enter a clinic phone number or anything non-mobile." There is a text input field labeled "Mobile Phone Number for DUO Activation" containing the number "2344565678". Below the input field, it says: "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." At the bottom, there is a checkbox with a blue checkmark and the text: "I agree to receive text messages via SMS and accept any fees from my mobile provider." Below the checkbox is an orange button labeled "Send Me DUO Activation Texts".



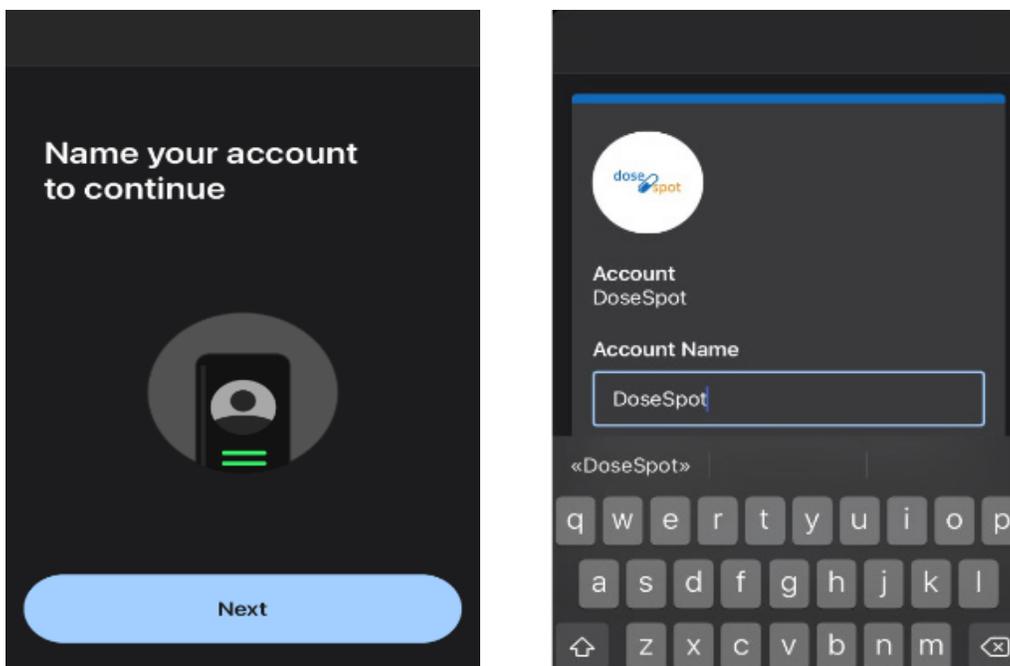
Dosespot has sent you a request to install DUO Mobile. <http://m-f373f8b1.duosecurity.com>



Dosespot has sent you a link for two-factor authentication with DUO Mobile. <https://m-f373f8b1.duosecurity.com/activate/n00WYLYrXFAeUoDSxDbI>

Step 5

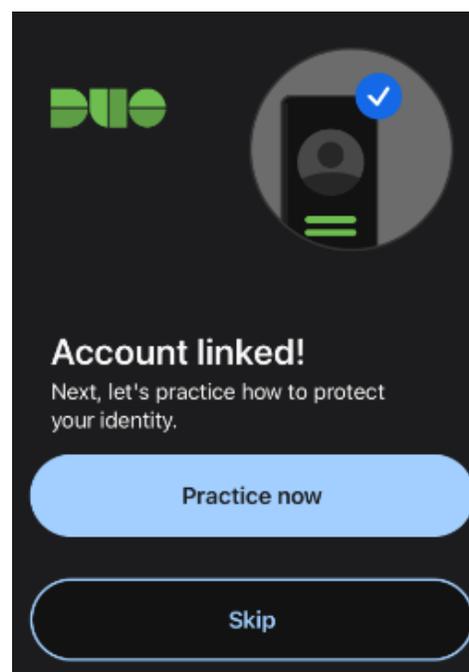
The two images below show what you'll first see when opening DUO. Tap Next to name your account—DoseSpot is a good default, especially if you already use DUO for another job or location.



Step 6

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

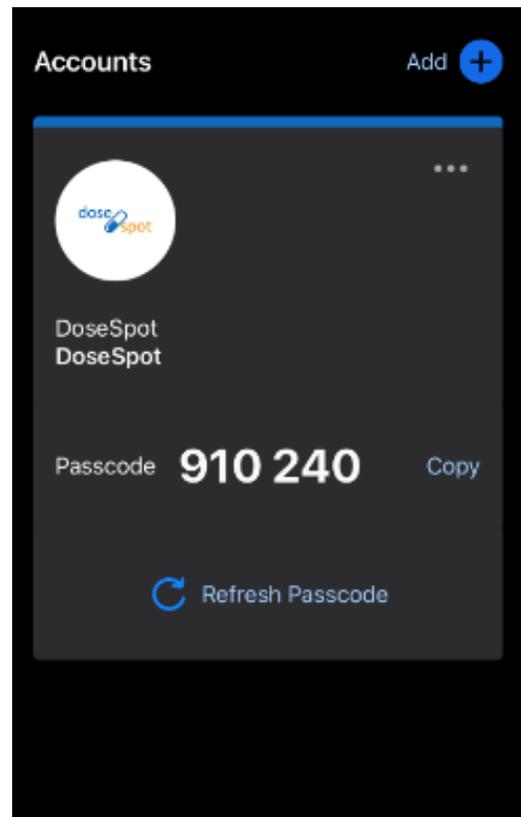
If you prefer to skip this step, click the “Skip” button.



Step 7

This is the final and most crucial page on Duo. Here, you will find the TFA codes required for sending controlled substances.

You may need to click the “Show Passcode” button to reveal the passcode or select “Refresh Passcode” to obtain a new one.



Step 8

Go back to the prescribing app and enter the TFA code from the DUO App. You also need to create a 4-digit code.

You will need both the PIN and the DUO code each time you send a controlled substance.

