


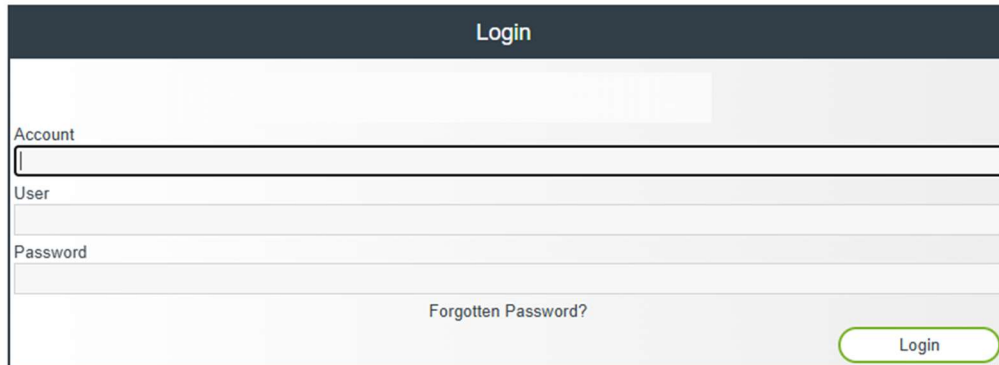
ConnectPay MFA Setup Guide

ConnectPay/Go2Pay MFA Setup Guide

To help keep your account secure, we're adding Multi-Factor Authentication (MFA) to the ConnectPay/Go2Pay login process. Don't worry, it's quick and easy to set up.

Step 1: Log In as Usual


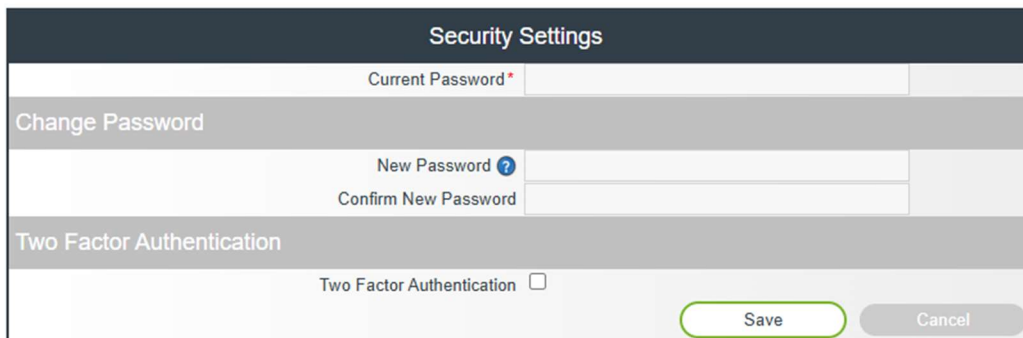
Head to the ConnectPay/Go2Pay login screen and enter your **account, username and password** as you normally would.

The login form is titled "Login" and contains the following fields: Account, User, and Password. There is a "Forgotten Password?" link and a "Login" button.

Step 2: Set Up MFA

After logging in, you'll see a screen asking you to set up Multi-Factor Authentication.

The Security Settings form is titled "Security Settings" and contains the following sections: Current Password, Change Password, New Password, Confirm New Password, Two Factor Authentication, and a checkbox for Two Factor Authentication. There are "Save" and "Cancel" buttons.

1. Enter your **current password**.
2. Tick the box for **Two Factor Authentication**.
3. Click **Save**.

Step 3: Choose an Authenticator App

Next, you'll be guided to connect an **Authenticator App**. You can use any app you like—such as:

- Google Authenticator
- Microsoft Authenticator
- Authy

Need help? Click **“Click here for help”** on the screen for extra guidance.

Step 4: Link Your App

You have two easy options to link your app:

- **Scan the QR Code** using your authenticator app,
OR
- Manually enter the code shown on the screen into your app.

This setup is **only needed once**. After that, your app will keep generating codes automatically for you.

Once your app shows a 6-digit code, enter it back on the setup screen and click **Save**.



Security Settings

Current Password *

.....

Change Password

New Password ?

Confirm New Password

Two Factor Authentication

Two Factor Authentication ☒

1. Get Google Authenticator For Your Phone [\[Click Here For Help\]](#)

2. Scan QR Code

... Or Enter Manual Code

JVYDEVCBMFREOU32G5IHERDW05ZVKZ2QJNNHMTOPJ5HCT32

3. Enter Authentication Code (From Your Phone)


Save

Cancel

Step 5: Logging In from Now On

Each time you log in, you'll be asked to enter a code from your authenticator app.

✓ **Tip:** Tick the box **“Remember this device today”** so you only have to enter the code once per day on that device.



Two Factor Authentication

Authentication Code (From Your Phone)

☒ Remember This Device Today

Authenticate

That's it! You're all set up and your account is more secure. If you run into any issues, don't hesitate to reach out to our Support Team.