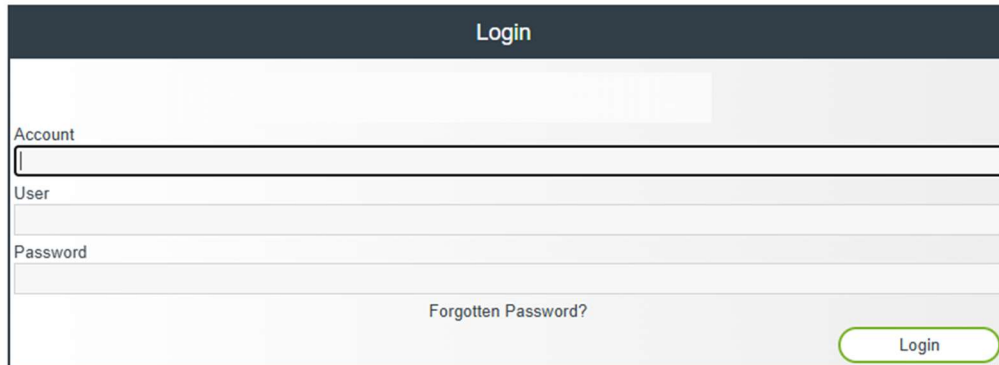# Adelante

ConnectPay MFA Setup Guide

Version 1.0

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, its quick and easy to set up.
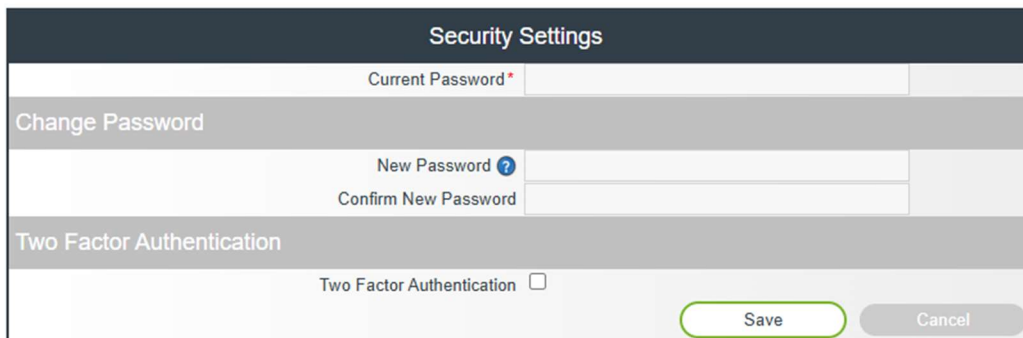
Step 1: Log In as Usual

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

Step 2: Set Up MFA

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

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**.

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.

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.