

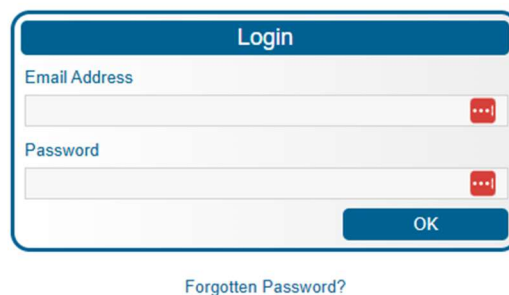
Recurring Payments MFA Setup Guide

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To help keep your account secure, we're adding Multi-Factor Authentication (MFA) to the Recurring Payments login process. Don't worry, its quick and easy to set up.

Step 1: Log In as Usual

Head to the Recurring Payments login screen and enter your **username and password** as you normally would.

A screenshot of a login form titled "Login". It has two input fields: "Email Address" and "Password", both with red "x" icons indicating required fields. Below the fields is a blue "OK" button. At the bottom, there is a link that says "Forgotten Password?".

Login

Email Address

Password

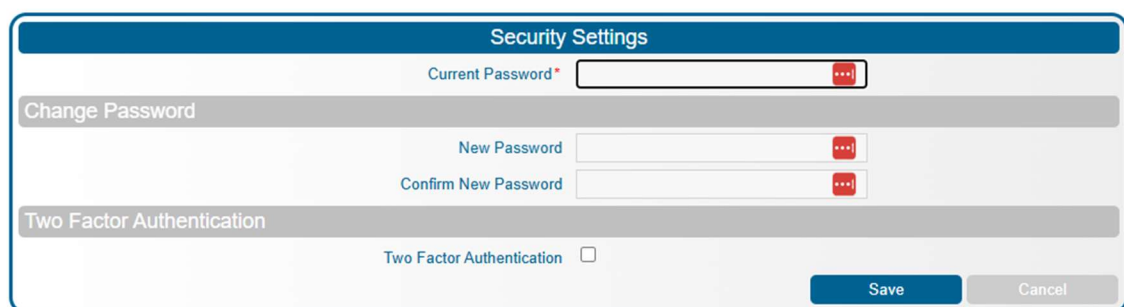
OK

[Forgotten Password?](#)

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**.

A screenshot of a "Security Settings" form. It has a "Current Password" field with a red "x" icon. Below it is a "Change Password" section with "New Password" and "Confirm New Password" fields, both with red "x" icons. At the bottom is a "Two Factor Authentication" section with a checkbox labeled "Two Factor Authentication". There are "Save" and "Cancel" buttons at the bottom right.

Security Settings

Current Password *

Change Password

New Password

Confirm New Password

Two Factor Authentication

Two Factor Authentication ☐

Save Cancel

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.

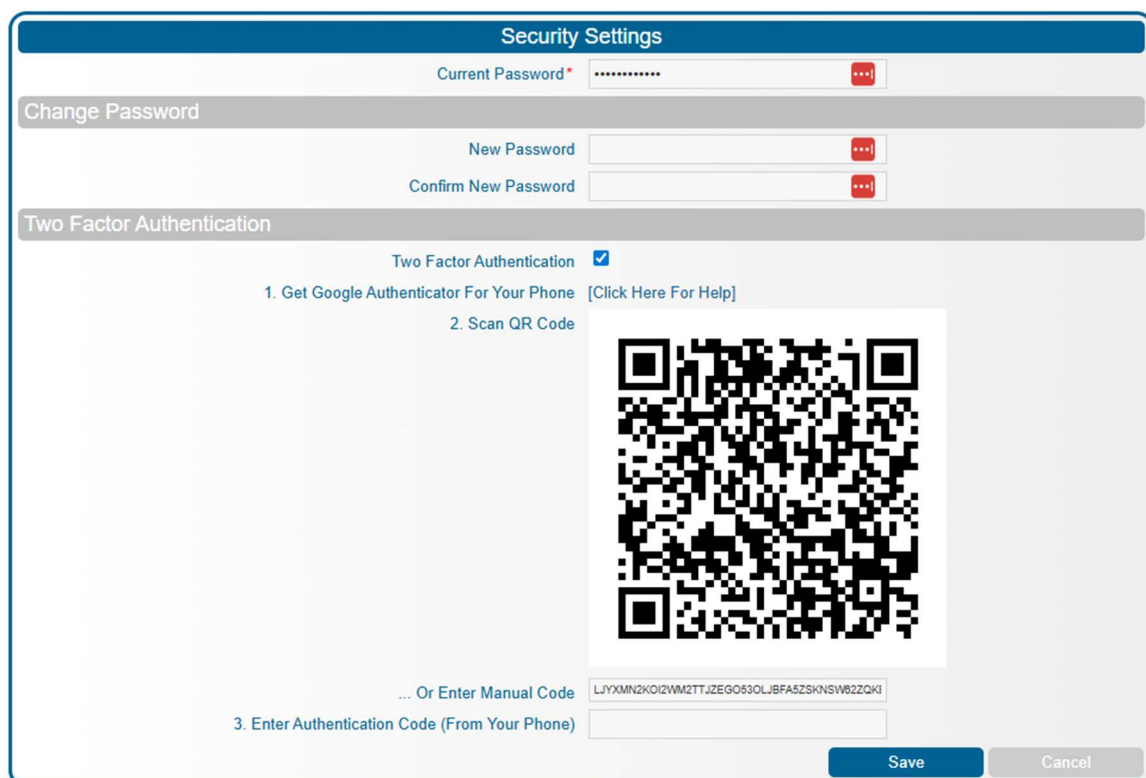
Step 4: Link Your App

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**.



The screenshot shows a 'Security Settings' dialog box. At the top, there's a 'Current Password' field with a red eye icon. Below it is a 'Change Password' section with 'New Password' and 'Confirm New Password' fields, each with a red eye icon. The 'Two Factor Authentication' section is expanded, showing a checkbox that is checked. Below the checkbox are two steps: '1. Get Google Authenticator For Your Phone' and '2. Scan QR Code'. A QR code is displayed in the center. Below the QR code is a text input field for a manual code, with the text '... Or Enter Manual Code' above it. At the bottom right are 'Save' and 'Cancel' buttons.

Security Settings

Current Password * [redacted]

Change Password

New Password [redacted]

Confirm New Password [redacted]

Two Factor Authentication

Two Factor Authentication ☒

1. Get Google Authenticator For Your Phone [Click Here For Help]

2. Scan QR Code

[QR Code]

... Or Enter Manual Code

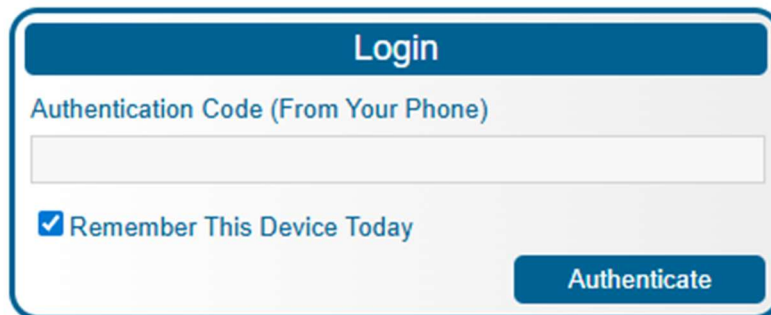
3. Enter Authentication Code (From Your Phone) [redacted]

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.



The image shows a login form with a blue header bar containing the word "Login". Below the header, the text "Authentication Code (From Your Phone)" is displayed. Underneath this text is a white input field. Below the input field is a checkbox labeled "Remember This Device Today", which is currently checked. In the bottom right corner of the form is a blue button with the text "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.