Adelante

# SmartPay
# 2FA Setup Guide

Version 1.0

# SmartPay 2FA Setup Guide

SmartPay 6 comes with the option to include two factor authentication (2FA) as an extra security measure when logging into a site. This guide aims to cover the different types and how to manage it.

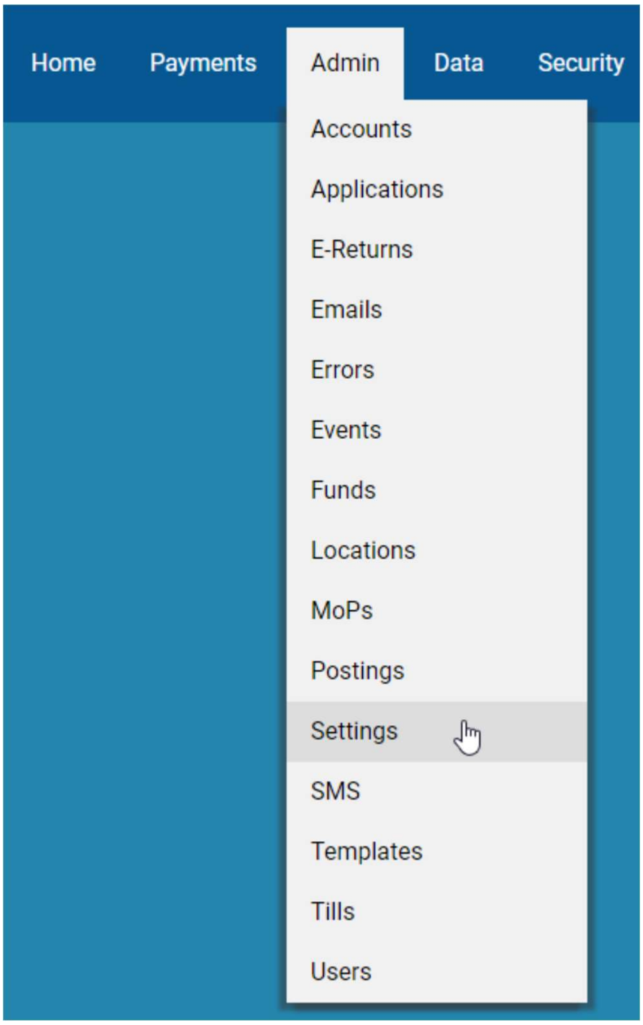
## Types of 2FA

SmartPay supports Two Factor Authentication in two different ways:
- Via Smartphone, using Google or Microsoft Authenticator.
- Via SMS. Note that SMS messages are chargeable at the standard rate.

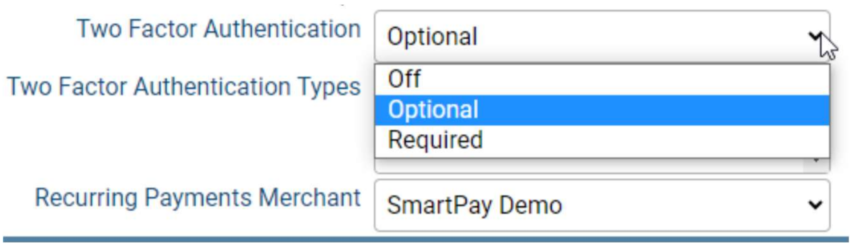
For info on how to get Google Authenticator, click here.
To find out more about Microsoft Authenticator, click here.

## Enabling 2FA

Navigate to **Admin**, via the main menu at the top of the screen, then click **Settings**. Note that you may not see the exact options listed in the example below, depending on your user permissions.

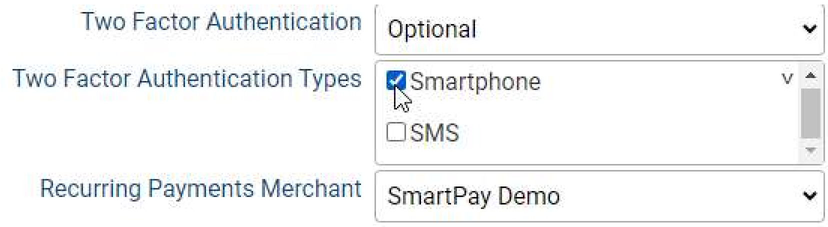


In the Settings menu, scroll down until you see **Two Factor Authentication.** Ensure that this is set to either **Optional** or **Required** depending on your needs.



| | |
|---|---|
| Two Factor Authentication | Optional |
| Two Factor Authentication Types | |
| Recurring Payments Merchant | SmartPay Demo |

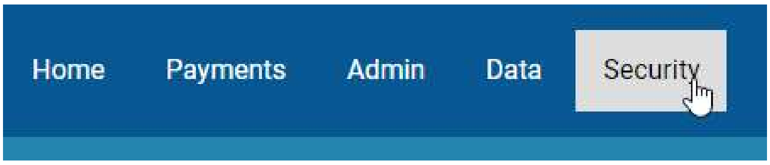
In the box just below that, ensure that one of the Two Factor Authentication Types- Smartphone or SMS- is ticked.



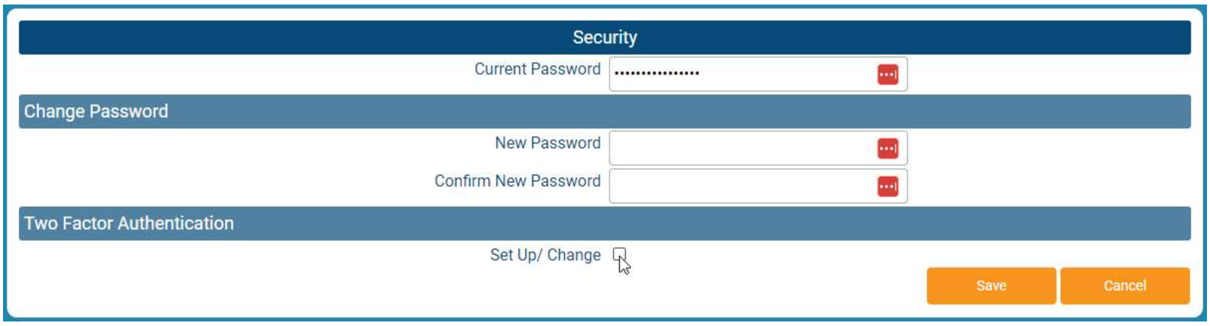
| | |
|---|---|
| Two Factor Authentication | Optional |
| Two Factor Authentication Types | ☑ Smartphone<br>□ SMS |
| Recurring Payments Merchant | SmartPay Demo |

## Users

Click the **Security** link in the menu bar. Note that if 2FA is set to 'Required' in the system settings, you will be pushed here after login.



Under 'Two Factor Authentication' select **Set Up/ Change**.



Security

| | |
|---|---|
| Current Password | ................. |

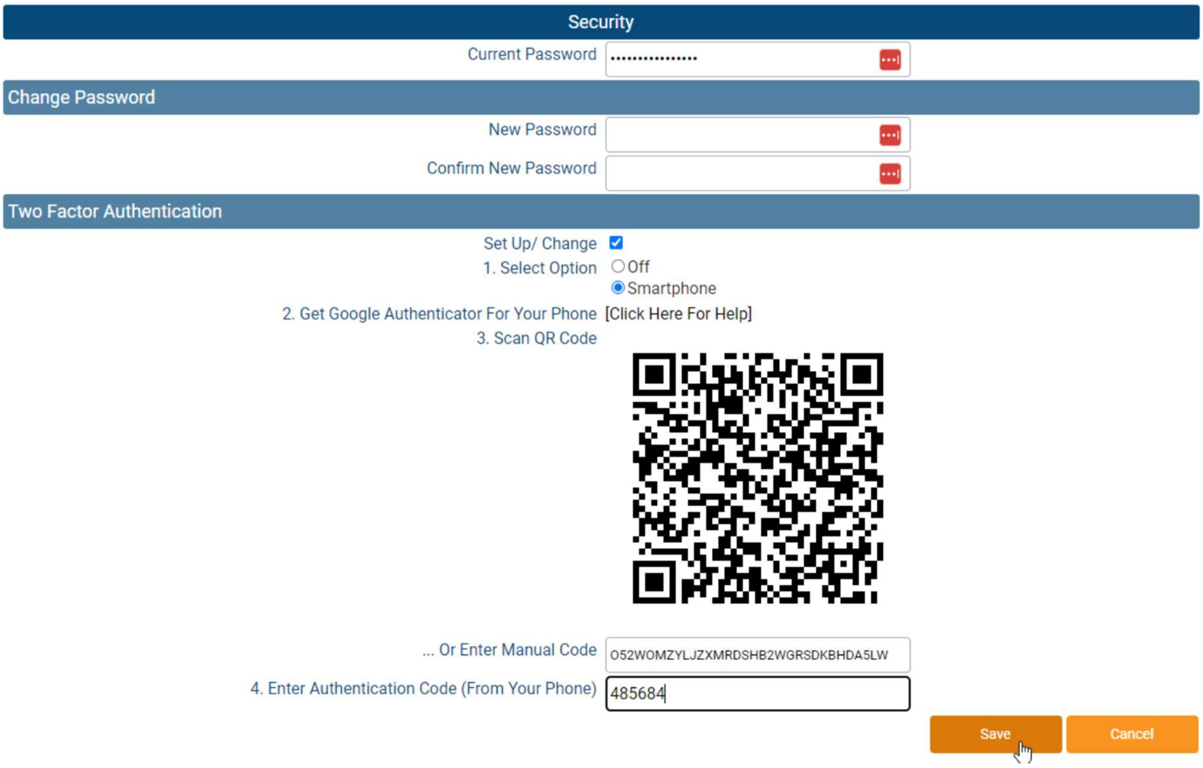
Change Password

| | |
|---|---|
| New Password | |
| Confirm New Password | |

Two Factor Authentication

Set Up/ Change □

Follow the on-screen instructions to set up 2FA- either scan the QR code or enter the manual code using the relevant authenticator app if using smartphone type, or mobile number for SMS.



Security

Current Password: ..................

Change Password

New Password:

Confirm New Password:

Two Factor Authentication

Set Up/ Change ☑

1. Select Option ○ Off ● Smartphone

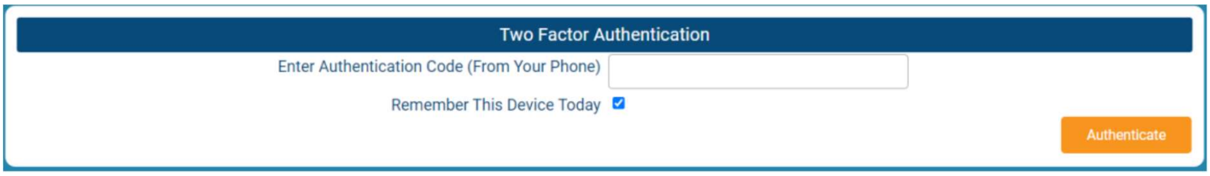
2. Get Google Authenticator For Your Phone [Click Here For Help]

3. Scan QR Code

... Or Enter Manual Code: O52WOMZYLJZXMRDSHB2WGRSDKBHDA5LW

4. Enter Authentication Code (From Your Phone): 485684

There is an option to ‘Remember This Device Today’, meaning that you are only required to go through the 2FA procedure once, and then subsequent logins via the same browser on the same day will only require the Email Address and Password.



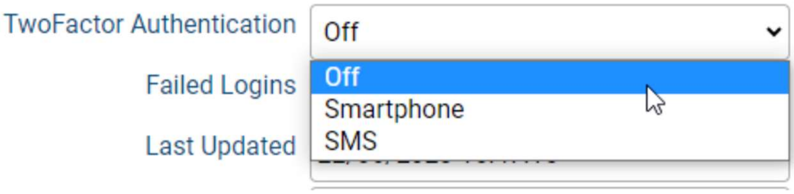
Two Factor Authentication

Enter Authentication Code (From Your Phone):

Remember This Device Today ☑

## Resetting 2FA

If your change your phone or need to re-install Google Authenticator, an administrator can reset your profile by going into your user screen and setting **Two Factor Authentication** to 'Off'.



TwoFactor Authentication: Off

Failed Logins

Last Updated