

One-Time-PIN code setup.

When you login, a message asks how you want to receive your "One-Time-PIN" code.

There are 2 options: **E-Mail** or Cell/Mobile **TEXT** message

For E-Mail, your default email address will already be an option, simply select the email and click "Proceed". You will receive a NEW code every time you login for advanced Multi-Factor Authentication Security.

If you would rather receive a text message for the "One-Time-PIN" code, skip to page 2 and follow those instructions.

How do you want to receive your One-Time-PIN?

i Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. The same device will also be used for Trouble Signing In. When prompted to enter your PIN, you will use that device to retrieve your PIN.

Select your Out-of-Band PIN device

 Default Email (██████████)

[↗ Test Device](#) [+ Add a New Device](#)

For TEXT message PIN codes, you will need to “Add a New Device”.

Click [+ Add a New Device](#) , follow the steps on page 3.

How do you want to receive your One-Time-PIN?

i Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. The same device will also be used for Trouble Signing In. When prompted to enter your PIN, you will use that device to retrieve your PIN.

Select your Out-of-Band PIN device

Default Email ([REDACTED])

[↗ Test Device](#)

[+ Add a New Device](#)



Cancel

Proceed

Give the “New Device” a recognizable Name, eg. “Cell” or “Mobile”

Click the drop down arrow next to “Device Profile”, pick “Cell/Mobile Text”

Next to “Route to Number”, type in your cell phone number. (If you have a US mobile number, enter the area code + cell/mobile number, if you have any other cell/mobile number outside of the US, enter +(Country Code)(Area Code)(Mobile Number)

Examples. US “Route to Number”: 8015321313 International “Route to Number”: +4402072255994

Add a New Device ×

* Device Name:

Device Profile: Cell/Mobile Text ▾

* Route to Number:

Format: +(Country Code)(Mobile Number) e.g. +448989888888

Cancel OK

Click “OK” and see next page for testing your “New Device”

You can now "TEST" the destination you picked to receive your "One-Time-PIN" code.

Click on  [Test Device](#)

You should have received a message either in E-Mail or on your Cell/Mobile

"This is a test message to verify that your device is configured correctly"

You can now click "Proceed" and log into your account.

How do you want to receive your One-Time-PIN?

i Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. The same device will also be used for Trouble Signing In. When prompted to enter your PIN, you will use that device to retrieve your PIN.

Select your Out-of-Band PIN device

Default Email (██████████)

CELL (██████████)

 [Test Device](#) [+ Add a New Device](#)



Please see the next page for critical information

The next time you login, both "Password" and "PIN" must be entered before clicking "Sign in"

If you don't enter both, you will fail the login attempt and it will start the login process all over again.

After entering your "Password", *wait* for the "PIN Code" either from your email or cell/mobile.
(depending on which device you have selected)

AFTER entering both your "Password" AND your one-time-pin code, click "Sign in"

User Login

i Please check your One-Time-PIN device to get the PIN code to use below

User ID / Alias

* Password ←

* PIN Code ←

[Trouble signing in?](#)