



Overview

This document is intended to serve as a reference for DFS ID users as they set up and use Multi-Factor Authentication (MFA).

Table of Contents

Setting Up MFA For the First Time	1
Logging In After MFA Is Set Up	5

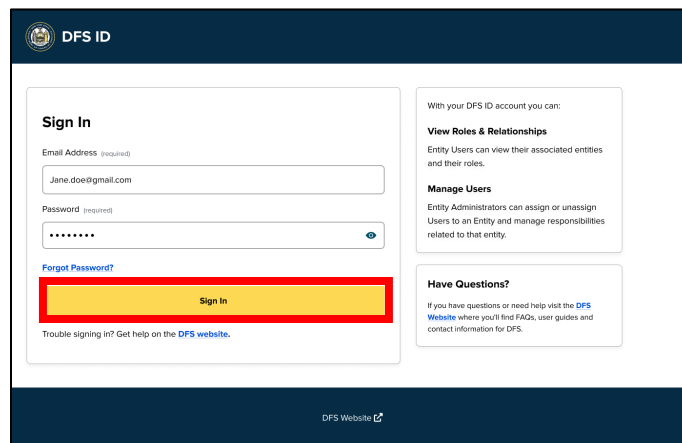
Setting Up MFA For the First Time

When you log in to DFS ID, you will need to use multi-factor authentication (MFA) to sign in. You will do so using an authenticator app on a mobile device. Before you log in, you should download and set up an MFA authenticator on your phone. There is no cost to download or use an authenticator application. Here is how you do so:

1. Download an Authenticator app to your mobile device, such as **Google Authenticator** or **Microsoft Authenticator**.

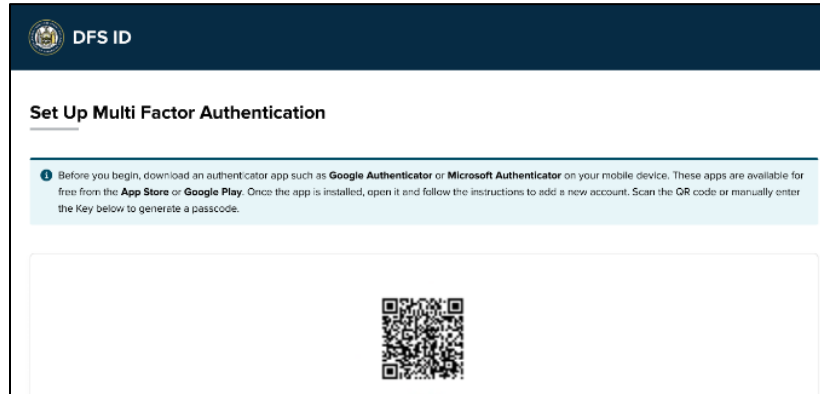


2. On the DFS ID Login Page, enter your DFS ID credentials and select **Sign In**.

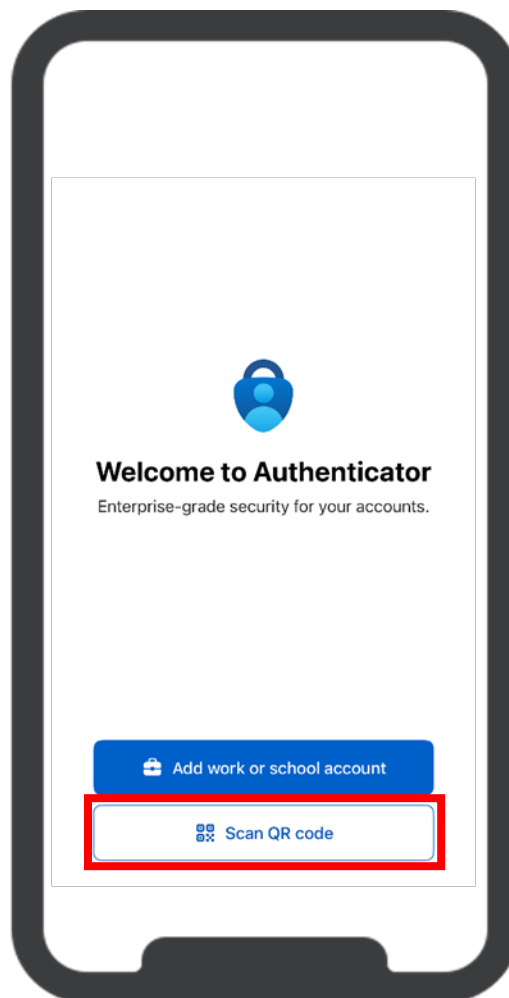




3. You will see this:

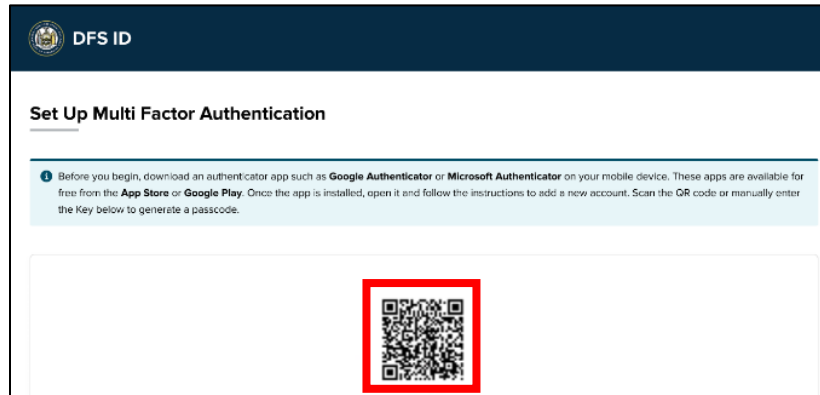


4. Open the Authenticator on your mobile device, and select **Scan QR Code**:

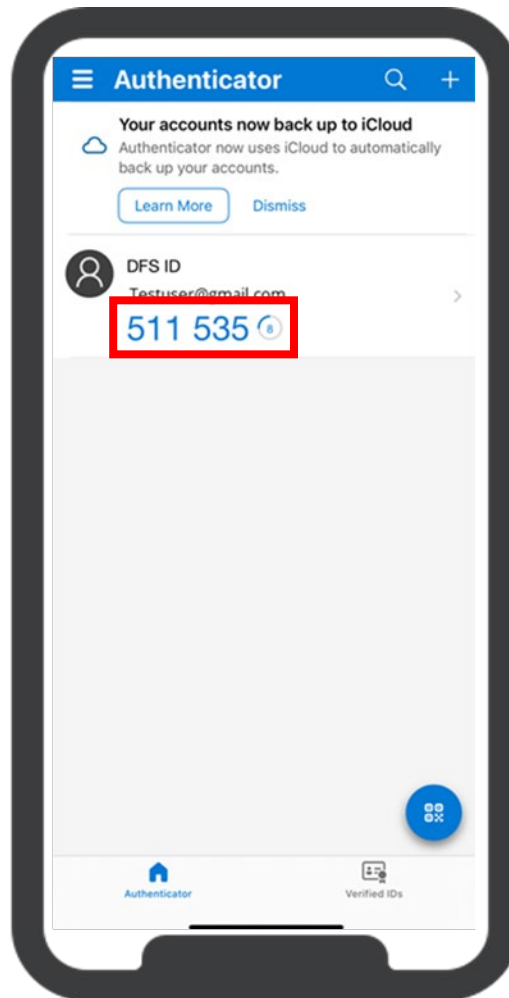




5. Hold up your mobile device and **scan the QR Code**:



6. You will see a **passcode** displayed in the Authenticator:






DFS ID Multi-Factor Authentication User Guide

7. Enter the passcode that is displayed on your phone and create a distinct nickname for this device that you can easily reference every time you sign in to DFS ID. Select **Continue**:

DFS ID

Set Up Multi Factor Authentication

Before you begin, download an authenticator app such as **Google Authenticator** or **Microsoft Authenticator** on your mobile device. These apps are available for free from the **App Store** or **Google Play**. Once the app is installed, open it and follow the instructions to add a new account. Scan the QR code or manually enter the Key below to generate a passcode.



Key: UKMHWQXSIM3UIP45NJNOAFUBBGEJQZH

Passcode


Nickname for this Device

Continue

DFS Website

8. You have successfully set up MFA. Select **Go to Homepage** to reach the DFS ID homepage.

DFS ID



Multi Factor Authentication (MFA) has been successfully set-up.

Going forward, each time you sign in, you will use the authenticator app to generate a one-time passcode to complete the sign-in process. This added layer of security helps protect your information and prevent unauthorized access.

Go to Homepage

DFS Website



Logging In After MFA Is Set Up

Once you have DFS ID MFA set-up on a mobile device, you will re-use the Authenticator and that mobile device to sign in each time. The following steps will instruct you how to do so:

1. On the DFS ID Login Page, enter your DFS ID credentials and select **Sign In**.

DFS ID

Sign In

Email Address (required)
Jane.doe@gmail.com

Password (required)
.....

[Forgot Password?](#)

Sign In

Trouble signing in? Get help on the [DFS website](#).

With your DFS ID account you can:

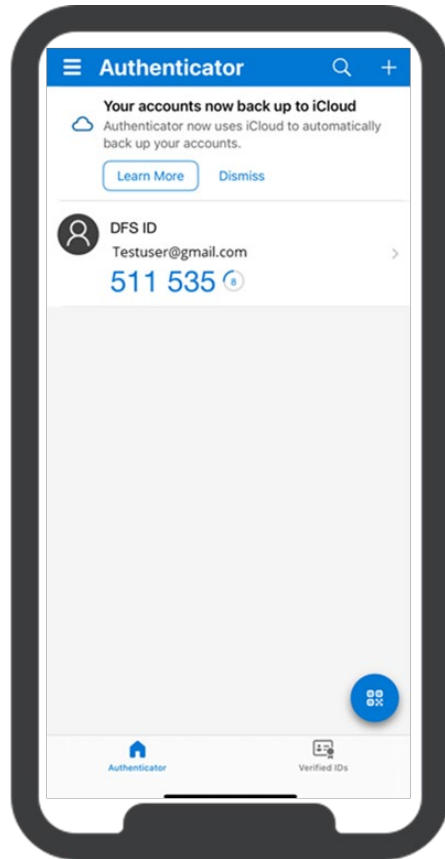
- View Roles & Relationships**
Entity Users can view their associated entities and their roles.
- Manage Users**
Entity Administrators can assign or unassign Users to an Entity and manage responsibilities related to that entity.

Have Questions?
If you have questions or need help visit the [DFS Website](#) where you'll find FAQs, user guides and contact information for DFS.

DFS Website



2. Open your Authenticator and view the displayed passcode:



3. Enter the passcode and select **Continue**.



4. You have successfully signed into DFS ID.

