

## Setting up 2FA on PASS Hosting

Two-factor authentication (2FA) is an extra layer of security that is added to your online account. It requires you to enter two things to log in, instead of just your username and password. It's typically used to generate a Time-based One-time Password (TOTP) which is valid for a short period of time.

### Additional Information

- You will be required to put in the 2FA code every time you login.
- If the device you use to generate the TOTP codes is lost/stolen/forgotten/replaced you must contact WCBS Support.
- Features such as conditional access aren't available, conditional access is typically used to "trust" certain locations so a code isn't required.

There are many different applications and extensions that support generating TOTP's and would be compatible with our service. Here is an example below:

#### Mobile Apps:

- Google Authenticator
- Authy
- Duo Mobile
- Microsoft Authenticator

#### Password Managers:

- LastPass
- 1Password
- Dashlane
- Keeper
- Bitwarden

### Setting up 2FA

Once we have enabled your account for 2FA you must register it. To do this go to the PASS Hosting Portal page as normal.



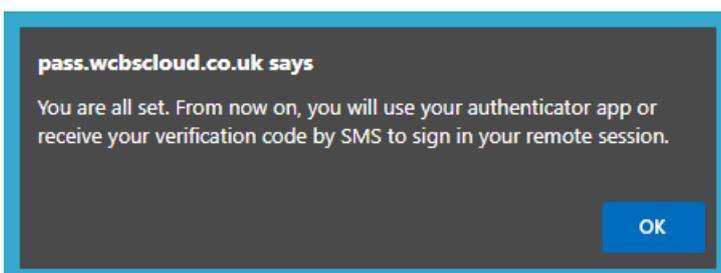
When you type in your username and password you will be prompted to use an authenticator app on a mobile device to scan the QR code, Microsoft Authenticator is used as an example below but other apps are available.

1. Open the Microsoft Authenticator app on your phone.
2. Tap the "+" button in the top right corner of the screen.
3. Select "Scan QR code".
4. Hold your phone's camera over the QR code that you want to scan.
5. The QR code will be automatically scanned and added to the app.
6. Type in the generated code above the validate button and click validate.



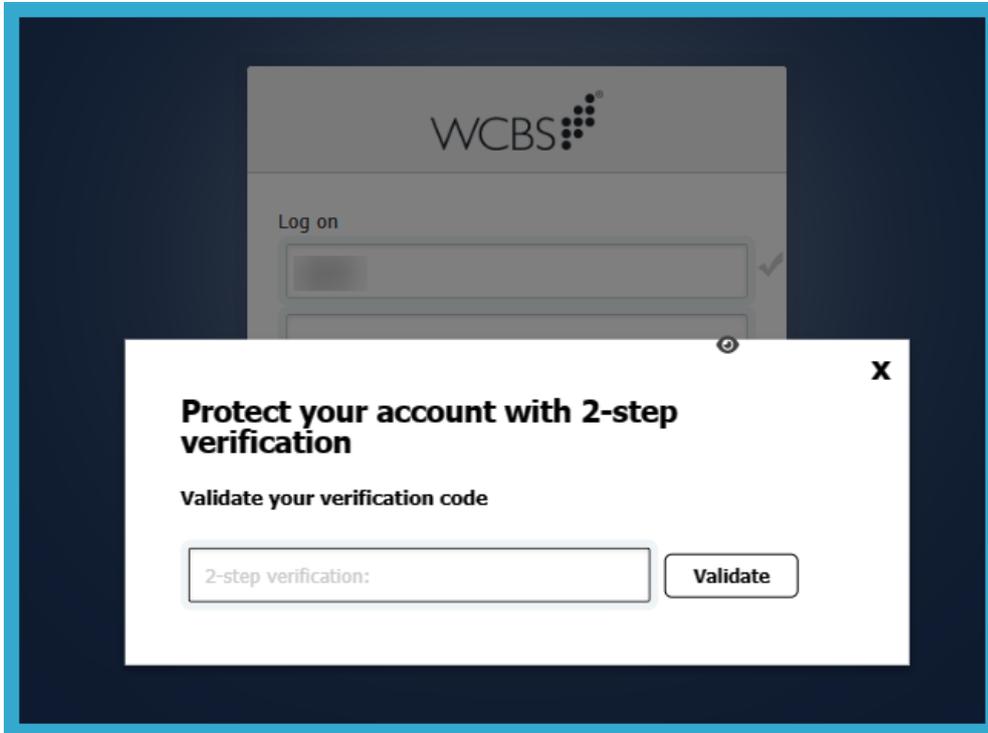
You can instead copy the secret key code into a Password Manager Browser extension, examples are provided at the beginning of this guide.

When complete you will be prompted with this message:



### Logging in when 2FA is enabled

When you next login with your username and password you will be prompted to use your authenticator app to enter a generated code.



If a valid code is used the login process will continue.

- If the device you use to generate the TOTP codes is lost/stolen/forgotten/replaced you must contact WCBS Support.

If you have any further questions please contact WCBS Support by calling 01458 833055 or emailing [support@wcbs.co.uk](mailto:support@wcbs.co.uk).