

Helping people build better futures

# Multi Factor Authentication

**Desktop Chrome** 

**Registration Journey** 

#### Guide to setting up and using Multi Factor Authentication

In this current climate, it is more important than ever to keep our data safe and secure.

Irish Life Health are introducing an extra step for our providers partners, brokers and corporate clients to access your Irish Life Health portals to ensure every step is taken to keep all data stored safe and secure.

The following slides are a step-by-step guide on how to set up multi factor authentication (MFA) and how to use this once set up.

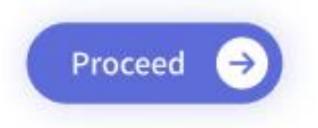




## Log in Process -Existing Users

Welcome to Irish Life Health

Login email



### Not registered? Register here

#### **Step 1 – Log into the Irish Live Health Live portal**

Welcome to Irish Life This portal is for Providers, Brokers & Sch	Health Live eme Administrators only	
Login email Jsmith@example.com		
Password Forgot password?	۲	
Login Ə Not registered? Register he	re	
Irish Life Health Member portal Members can login to their portal here.	Login 🕥	

Login using your existing username and password as normal.

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The login page has been updated to the latest design.

#### Step 2 – You will be prompted to complete the setup of a two-factor authenticator

DOWNLOAD SETUP VERIFY	
<ol> <li>Download an Authenticator</li> <li>You can use an existing authenticator or download one from the links below. Proceed once authenticator is installed.</li> <li>Desktop</li> <li>Available authenticators for use on either Windows or Mac OS:</li> </ol>	
Chrome Extension     Edge Extension     Mobile     Available authenticator apps such as Microsoft Authenticator for     windows phone, <u>Android</u> and <u>IOS</u> or Google Authenticator for <u>Android</u> and <u>IOS</u> .	
Proceed Proceed Please keep in mind that data charges may apply when downloading an app or when using it to scan QR codes during the setup process. Always check the terms and conditions of the specific MFA app you choose to download as you will be subject to the terms and conditions of that provider.	

### This is a one time setup process. An authenticator is a separate tool that helps you securely verify your identify. If you already have an

- If you already have an authenticator you can proceed to the next step.
- If you don't have an authenticator, follow steps to download.

#### Step 2 – You will be prompted to complete the setup of a two-factor authenticator

Two Factor Authentication Follow the steps below to enable two factor authentication.	
DOWNLOAD SETUP VERIFY	
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Desktop Available authenticators for use on either Windows or Mac OS: Chrome Extension Edge Extension	
Mobile Available authenticator apps such as Microsoft Authenticator for windows phone, <u>Android</u> and <u>IOS</u> or Google Authenticator for <u>Android</u> and <u>IOS</u> .	
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We have provided links to industry leading authenticators, but you can select any of your choice on either a computer or mobile device.

For the purpose of this guide we will select the Desktop, <u>Chrome Extension</u>

Whichever authenticator app you choose, you will be subject to the Terms of Use of that provider.

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Image: constraint of the system of the sy		Trust Wallet	2FAS - Two Factor Authe	Free Password Manager	ScriptAutoRunner			



To open, this can be found in the extension toolbar to the right of the address bar at the top of the screen.

Next you need to go back to the portal to complete setup.

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Success you have downloaded the authenticator to your desktop browser.

Click "Proceed" to progress to the Setup stage.

#### **Step 4 - Setup the authenticator**

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	Two Factor Authentication Follow the steps below to enable two factor authentication.	
	DOWNLOAD SETUP VERIFY C 3 2. Setup	
	To setup, open the two factor authenticator app and scan the QR code or enter the following key into your two factor authenticator app. tppa ng46 7d4q paax vskx 55qb kbjk vjrn	
	< Previous Proceed	
	What is Two Factor Authentication? Read our user guide on two factor authentication and the monotonic field and the important role it plays in protecting your data.	
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Navigate to the browser extension toolbar and open the authenticator.

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This can be found in the extension toolbar to the right of the address bar at the top of the screen.

#### **Step 4 - Setup the authenticator**

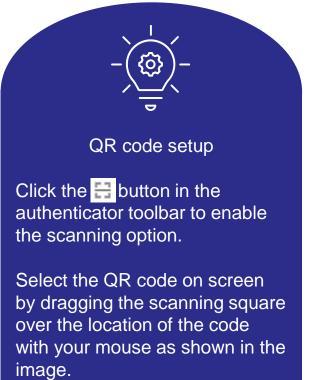
	Authenticator
DOWNLOAD SETUP VERIFY Comparing 1000 2. Setup To setup, open the two factor authenticator app and scan the QR code or enter the following key into your two factor authenticator app.	
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< Previous Proceed	
What is Two Factor Authentication?         Read our user guide on two factor authentication and the important role it plays in protecting your data.	

You can setup the authenticator by scanning the QR code or manually entering the 32 digit Secret Key.

- Click 🚼 for the scan QR code setup option.
- Click for the manual setup option.

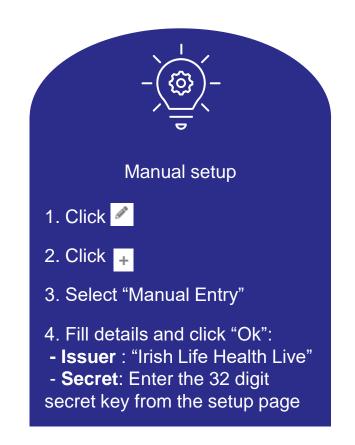
#### **Step 4 - Setup the authenticator [QR Code Option]**

Two Factor Authentication Follow the steps below to enable two factor authentication.	Authenticator
DOWNLOAD SETUP VERIFY	No accounts to display. Add your first account now. <u>Learn more</u>
2. Setup To setup, open the two factor authenticator app and scan the QR code or enter the following key into your two factor authenticator app. Type ng46 7d4q paax vskx 55qb kbjk vjm ************************************	
What is Two Factor Authentication? Read our user guide on two factor authentication and the important role it plays in protecting your data.	

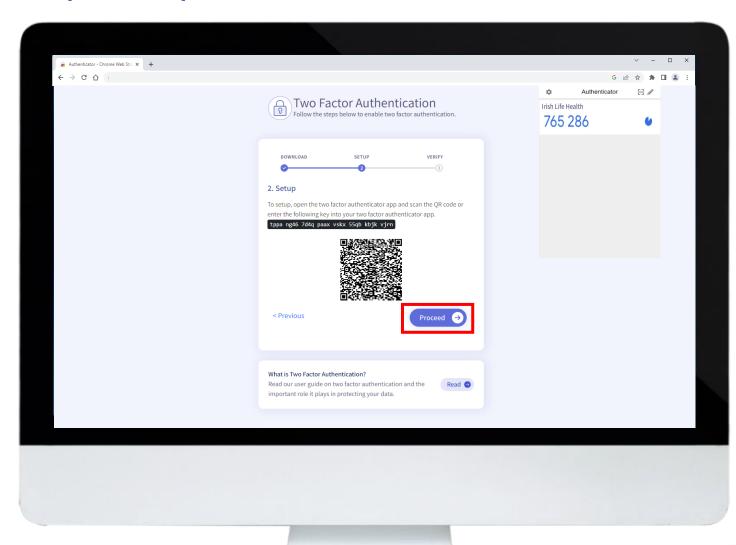


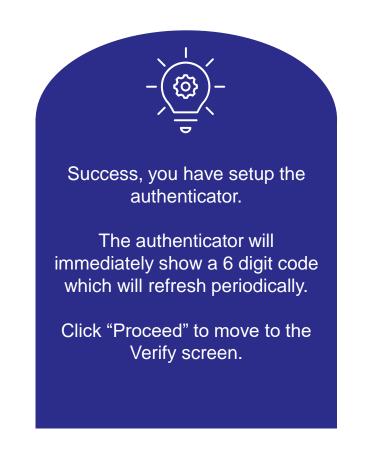
#### **Step 4 - Setup the authenticator [Manual Option]**

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#### **Step 4 – Setup the authenticator**





#### **Step 5 – Verify the correct authenticator setup**

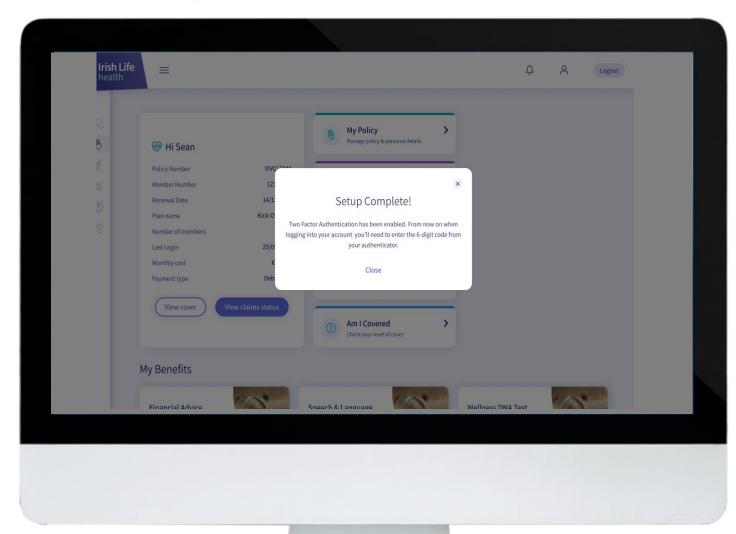
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Two Factor Authentication Follow the steps below to enable two factor authentication.	Irish Life Health		р 	
DOWNLOAD SETUP VERIFY				
3. Verify Once setup is complete, your two factor authenticator app will provide you				
with a unique code. Enter the code in the confirmation box below. Verification Code 765286				
< Previous Submit				
What is Two Factor Authentication? Read our user guide on two factor authentication and the important role it plays in protecting your data.				
important role it plays in protecting your oata.				

Enter the 6 digit authentication code into the verification code box on the Verify screen and select "Submit".

#### If there is an error:

- 1. Retry, confirming the correct digits are input, which match the code on the authenticator at the time of submission.
- 2. Go to the previous page and re setup the authenticator.

#### **Step 5 – Verify the correct authenticator setup**



Success, you have verified the authenticator and this one time setup is complete.

Keep your authenticator safe as you will be required to enter the 6 digit authentication code every time you login.



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