To better protect data, multi-factor authentication is required to access all client portals
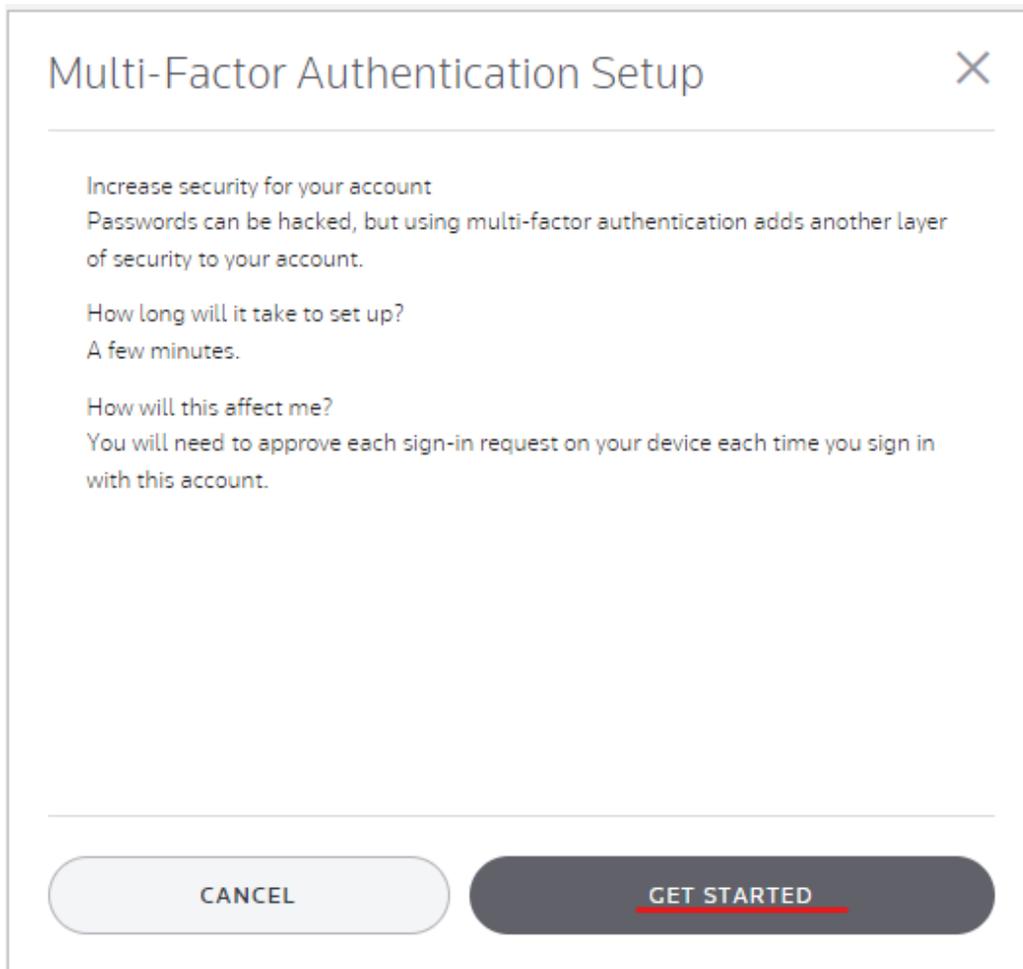
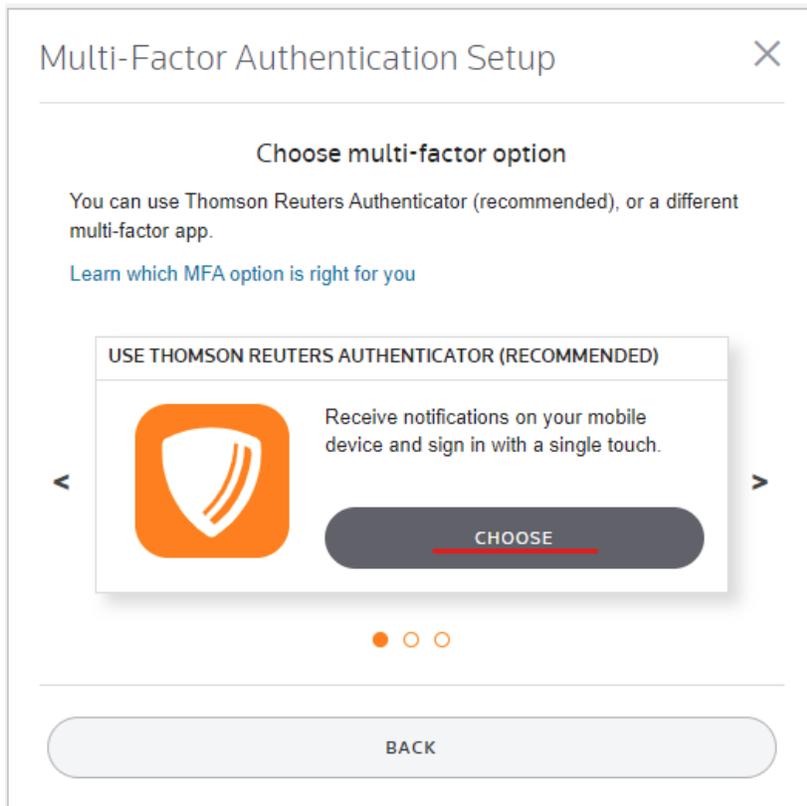First, install the **Thomson Reuters Authenticator** app on your device

NOTE:
- You must give the app access to use your camera for scanning a QR code at the end of this process.
- Give the app permission to send you notifications or you'll have to open the app to approve logins.
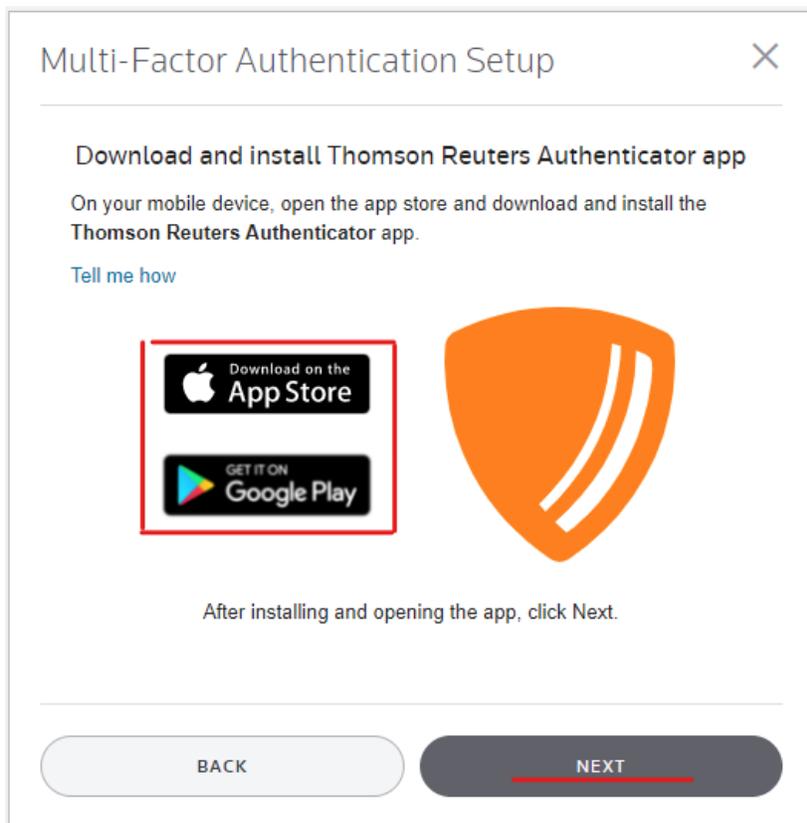
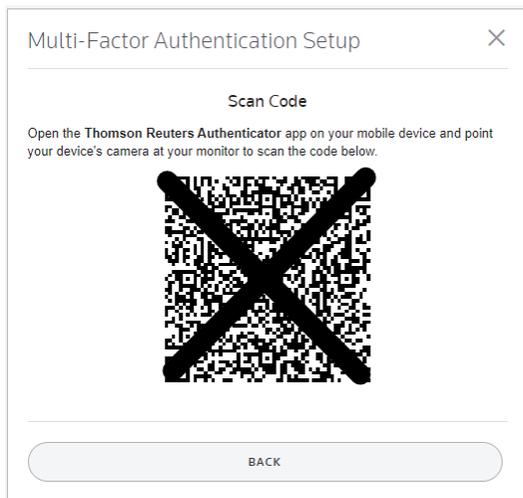Select **Set Up Now** when prompted and follow these steps

Select **Get Started**

Select **Choose** to use the Thomson Reuters Authenticator app

Select **Next** if you have already installed the Thomson Reuters Authenticator app. If you have not, links to install are provided again here.

Using the Thomson Reuters Authenticator app scan the QR code.
If not automatically prompted, select the **+** symbol in the app.

NOTE:

- **You must give the app access to use your camera for scanning this code.**

- **Give the app permission to send you notifications, otherwise you'll have to open the app to approve logins.**
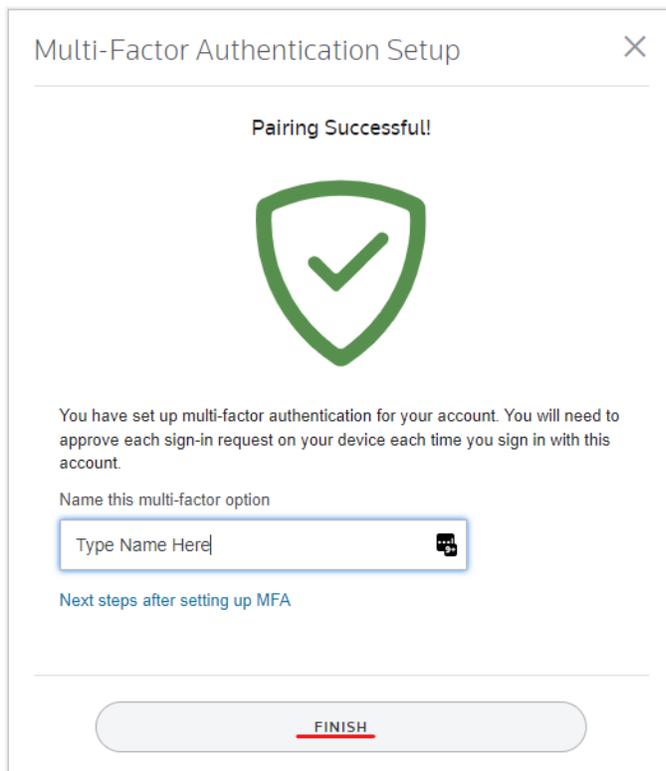
At end of first-time setup, you will see a list of **Emergency Access Codes.** These are one-time use codes, to get past MFA in the case your phone is lost or broken. Print or save these is a secure location.

Once this process is complete, you should receive a notification to approve each login to the Client Portal. If you do not, notifications may be disabled. Open the app and it should ask for approval there.