## 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

Лu	lti-Factor Aut	henticatio	on Setup	×
ln Pa of	crease security for your a asswords can be hacked, security to your account.	ccount but using multi-fa	actor authentication adds	another layer
H A	ow long will it take to set few minutes.	up?		
He Ye wi	ow will this affect me? ou will need to approve ea ith this account.	ach sign-in reque	st on your device each time	e you sign in
	CANCEL		GET STARTED	

Select Get Started



Select Choose to use the Thomson Reuters Authenticator app



Select **Next** <u>if you have already installed the Thomson Reuters Authenticator app</u>. 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.

Multi-Factor Authentication Setup
Pairing Successful!
You have set up multi-factor authentication for your account. You will need to
approve each sign-in request on your device each time you sign in with this account.
Name this multi-factor option
Type Name Here
Next steps after setting up MFA
FINISH

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.