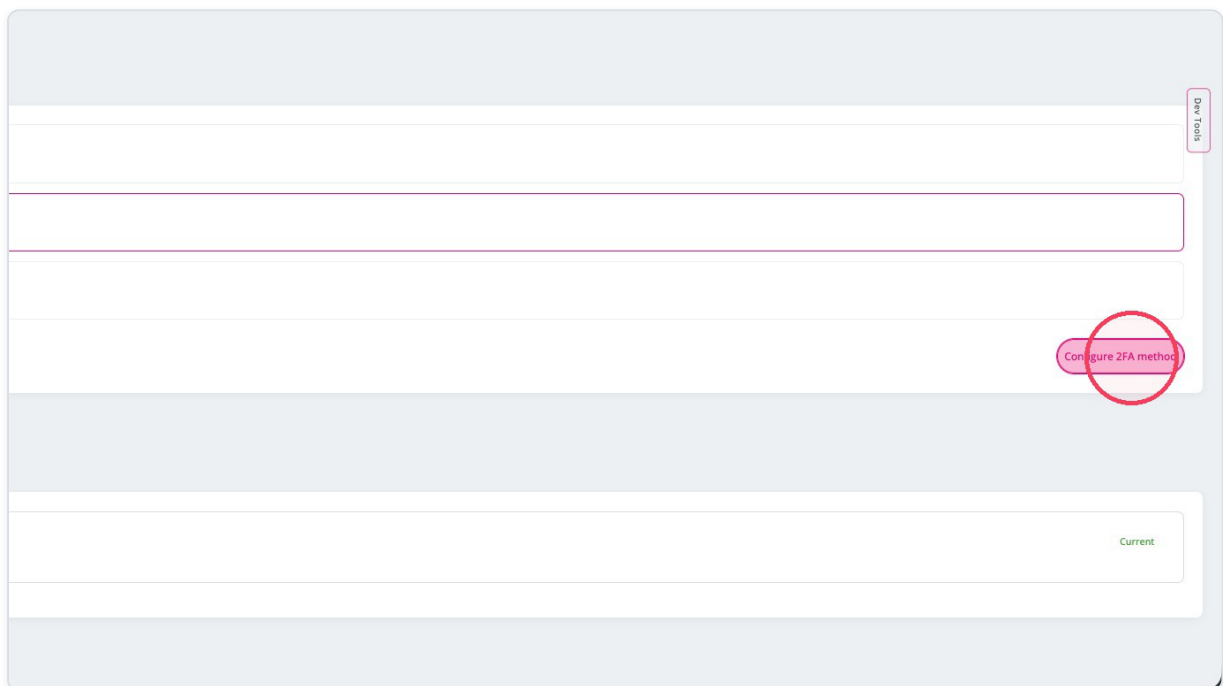


Changing 2FA to an Authenticator App

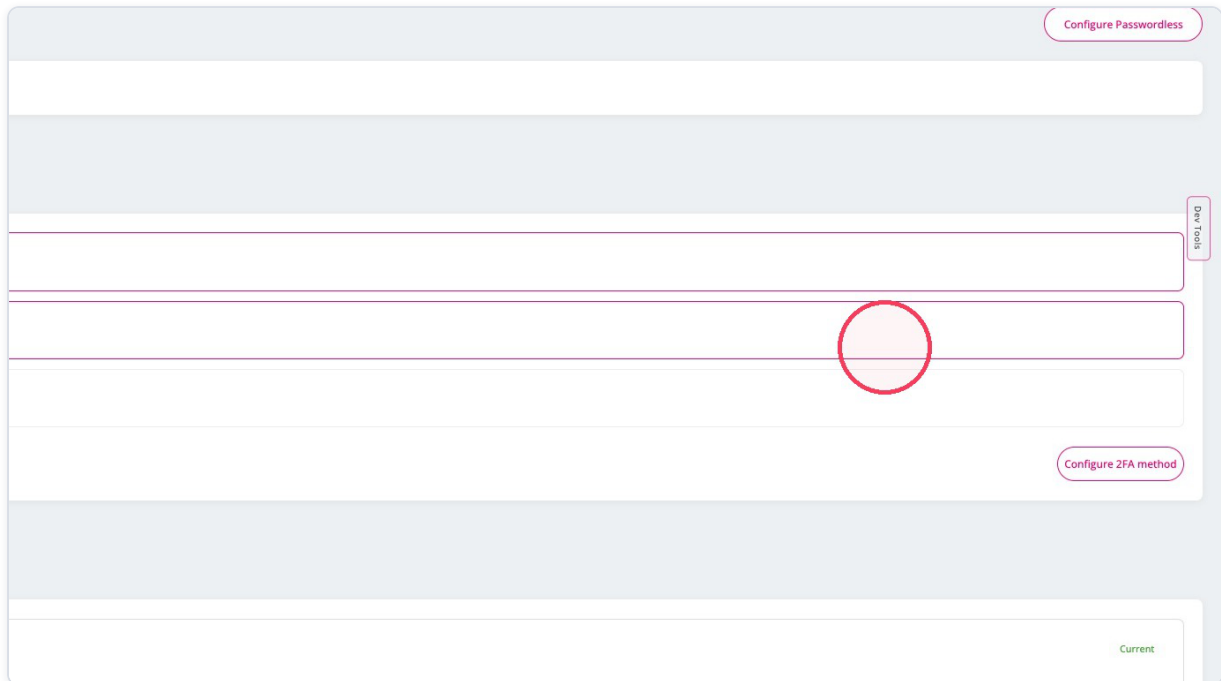
ACC-04 · Version 1.1

Switching your two-factor authentication from SMS to an authenticator app (such as Google Authenticator, Microsoft Authenticator or Authy) takes a minute and makes your login more secure and more reliable — no waiting on SMS delivery.

- 1 Click your **user profile icon** in the top-right corner and select **Settings** from the dropdown.
- 2 Open **Security** in the left sidebar.

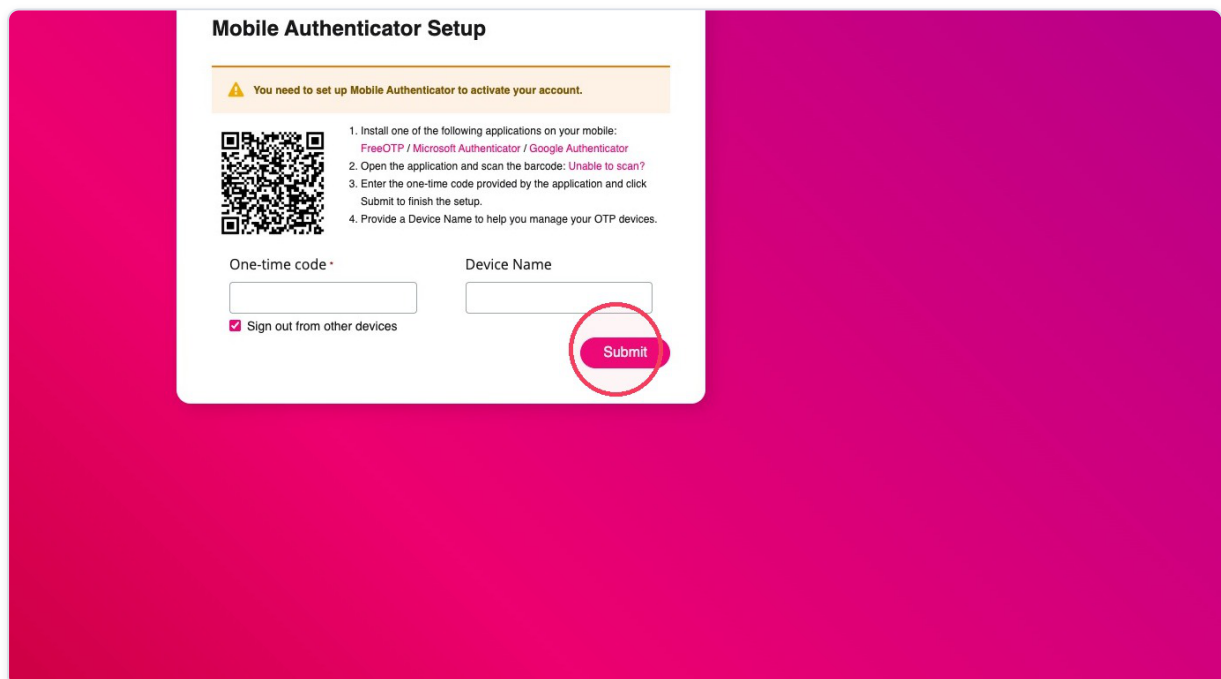


- 3 Select **Authenticator App** and click **Configure 2FA method**.



The screenshot shows a web interface for configuring 2FA. At the top right is a button labeled "Configure Passwordless". Below it is a large white input field. To the right of this field is a vertical sidebar with a button labeled "Dev Tools". Below the input field is another large white input field, which is circled in red. At the bottom right of the main content area is a button labeled "Configure 2FA method". At the very bottom right of the page is a small green label that says "Current".

- 4 Scan the QR code with your authenticator app, enter the code it generates, and click **Submit**. Your next login will ask for an app code instead of an SMS.



The screenshot shows a "Mobile Authenticator Setup" screen. At the top, there is a warning message: "You need to set up Mobile Authenticator to activate your account." Below this is a QR code. To the right of the QR code is a list of instructions: 1. Install one of the following applications on your mobile: FreeOTP / Microsoft Authenticator / Google Authenticator. 2. Open the application and scan the barcode: Unable to scan? 3. Enter the one-time code provided by the application and click Submit to finish the setup. 4. Provide a Device Name to help you manage your OTP devices. Below the instructions are two input fields: "One-time code *" and "Device Name". Below the "One-time code" field is a checkbox labeled "Sign out from other devices". At the bottom right is a red "Submit" button, which is circled in red.

These are your personal security settings — each user changes their own 2FA method; it isn't set account-wide.

More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** <https://knowledge.easyaml.com/change-2fa-to-authenticator-app>
- **Video walkthrough:**
https://scribehov.com/o/PKpOki2kThyzGwDRLEXASw/viewer/Change_2FA_to_Authenticator_App__ce476295