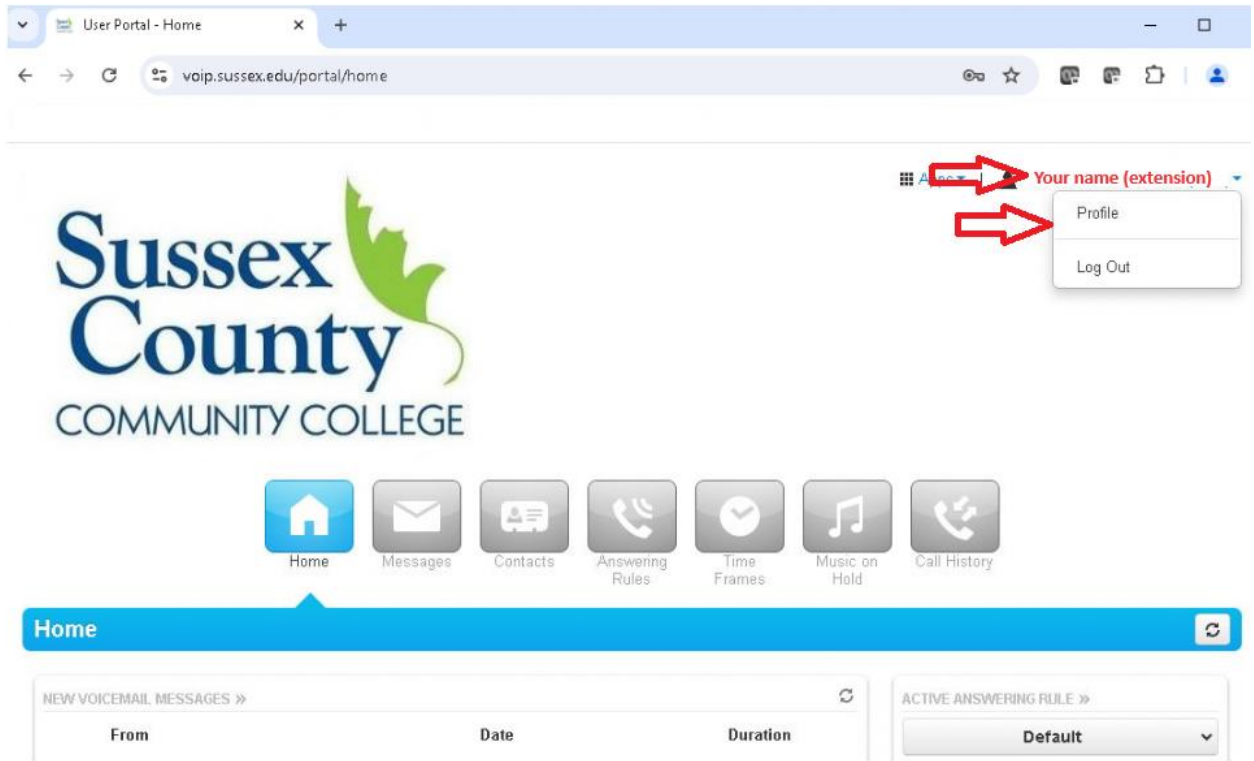
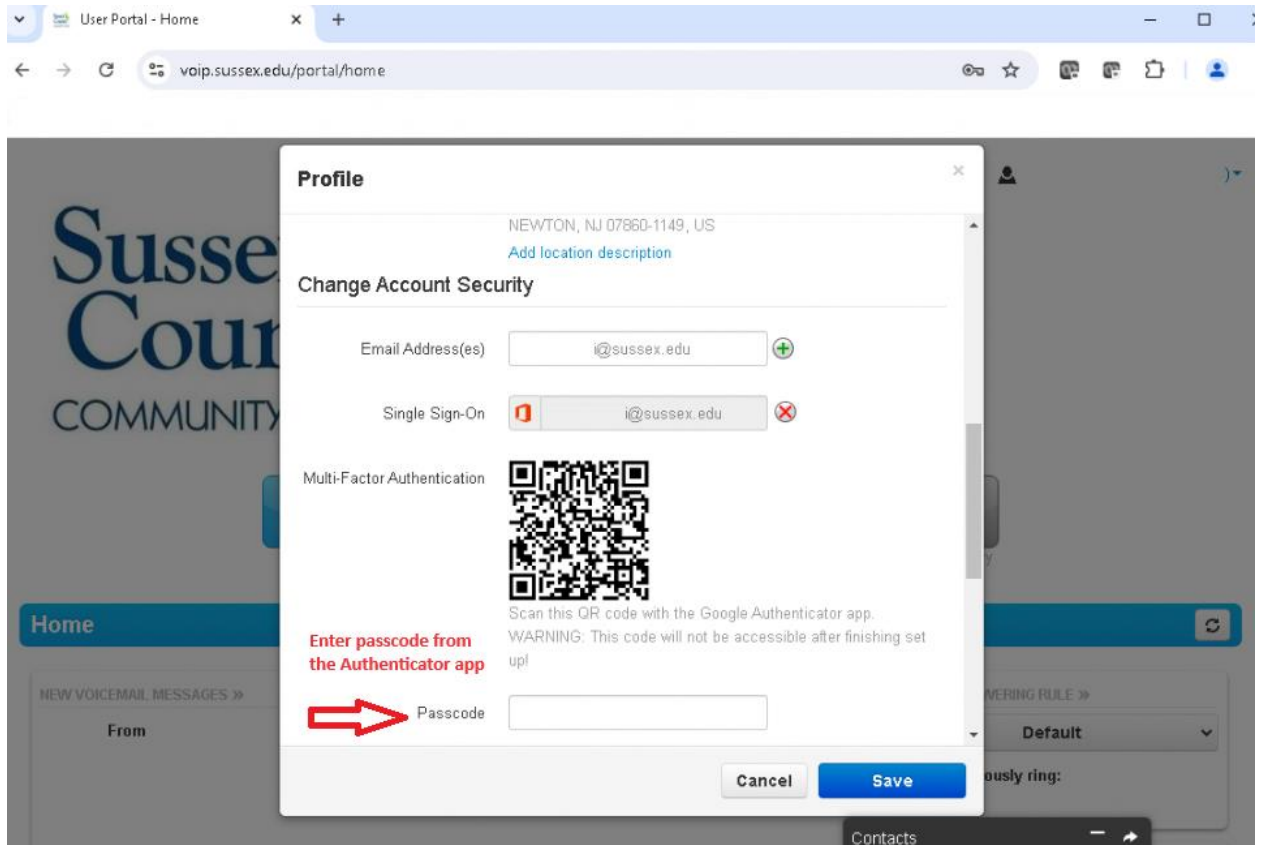


# How to set up MFA to protect your phone extension account

1. Open a browser and log in to your user phone portal. For steps on how to do it, follow: “How to log in to your web phone portal extension” guide.
2. Click on your name (top right corner) then hit “Profile”



3. Follow the steps below:
  - In the profile window, scroll down until you see “Change Account Security” section.
  - Then click on next to “Multi-Factor Authentication” on “Set Up Google Authenticator.”
  - A QR code will be displayed. Note that you have an option to use Microsoft Authenticator app on your mobile device as well.
  - On your smartphone, open Microsoft Authenticator (or Google Authenticator) then in the top corner tap on a “+” sign to add an account.
  - In the menu option “What kind of account are you adding” tap on Other (Google, Facebook, etc).
  - Next, scan the QR code. If successful, you will see a 6-digit code with your extension information in the app.
  - Now, enter the code from your smartphone in to the “Passcode” section in the web phone portal.
  - Then in the textbox below enter your password and click “Save”



4. After you click save, you will be brought back to the user phone portal window.
5. Congratulation, you just improved your account security by enabling a Multi-Factor Authentication!