

Multi-Factor Authentication (MFA) Job Aid

Browser Authenticator with Email Security Verification

To comply with Federal Trade Commission (FTC) Safeguard Rules, Ford Credit will be making changes to the way dealership employees log into applications. The FTC recently revised its standards for safeguarding customer information under the Gramm-Leach-Bliley Act. The new Safeguards Rule requires financial institutions like Ford Credit to implement multifactor authentication (MFA) for individuals accessing networks that contain customer information.

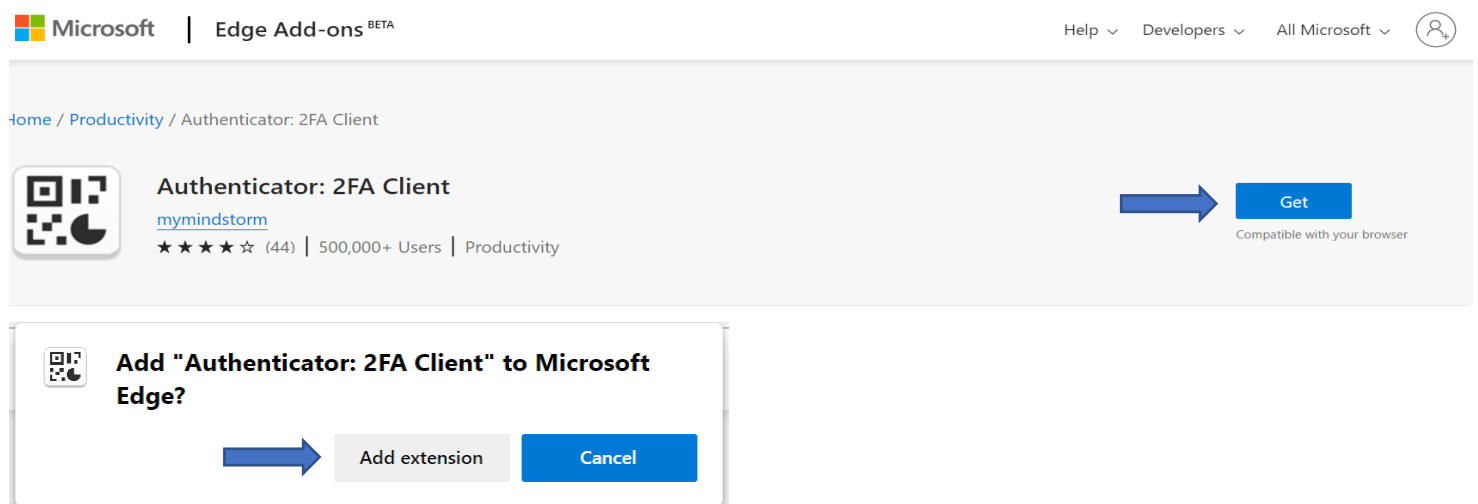
The following instructions are provided to assist users in establishing MFA who do not have a mobile device or SMS phone number.

MFA Browser Authenticator Job Aid

Step 1:

Download the Authenticator: 2FA Client in your browser store ([Microsoft Edge](#), [Chrome](#), or [Firefox](#)).

Note: Download and setup instructions for the Authenticator extension may vary by browser.



Microsoft | Edge Add-ons ^{BETA}

Help ▾ Developers ▾ All Microsoft ▾

Home / Productivity / Authenticator: 2FA Client

Authenticator: 2FA Client
[mymindstorm](#)
 ★★★★★ (44) | 500,000+ Users | Productivity

Get
Compatible with your browser

Add "Authenticator: 2FA Client" to Microsoft Edge?

Add extension Cancel

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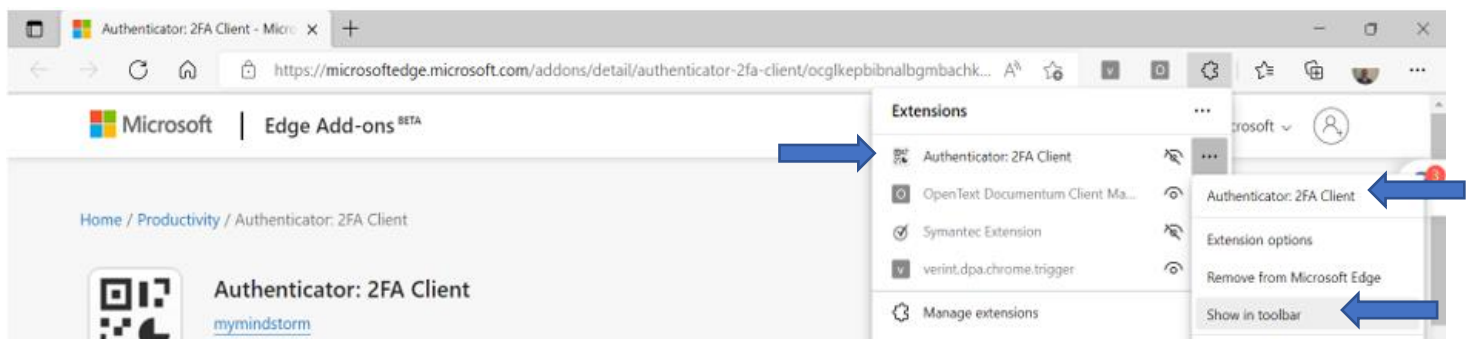


Step 2:

Once installed, it is recommended that you PIN the Extension to your Toolbar to make it easier to locate.

Follow the steps below to PIN the extension to your toolbar:

1. Select - Puzzle Piece Icon
2. Select - "Authenticator 2FA Client"
3. Select - "Show in toolbar"

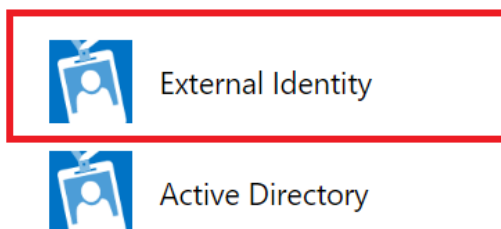


The browser toolbar will look like the image below once completed:



Step 3: Attempt to login to your desired, in-scope application. When prompted, select "External Identity" to continue.

Sign in with one of these accounts

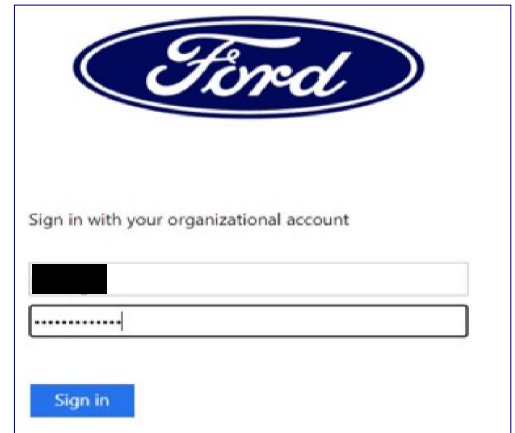


Continued on page 3



Step 4: You will reach a sign-in page and will be prompted for your User ID and password.

Enter your User ID (FSN/WSLX) and password and click *Sign in* to continue.



Step 5: You will be redirected to the Security Verification page to set up MFA. If you are not automatically redirected, there is a link provided on the page to redirect manually.

If prompted by your browser to stay signed in, click "Yes".

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

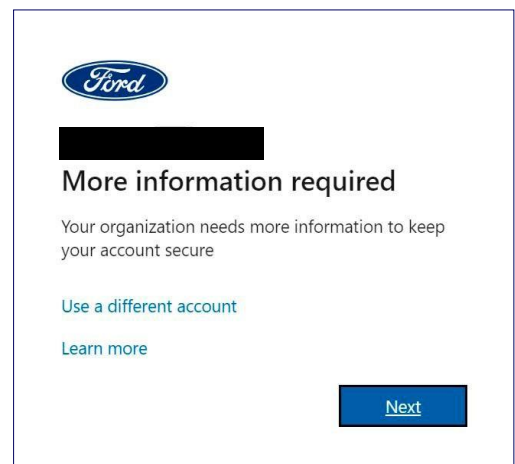


No

Yes



Step 6: Once you successfully log in, you will be prompted for additional information to set up MFA. Select "Next", as seen in the lower right screen.



Continued on page 4




Step 7: During setup of MFA, select “I want to use a different authenticator app”.

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App 2 Phone

Microsoft Authenticator

 Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose “Next”.

I want to use a different authenticator app

Next

[I want to set up a different method](#)

Step 8: Select “Next” on the prompt. You should see the screen with the QR Code.


Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App 2 Phone

Authenticator app

 Set up your account

In your app, add a new account.

Back Next

[I want to set up a different method](#)

Method 1 of 2: App


App 2 Phone

Authenticator app

Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.

After you scan the QR code, choose “Next”.



Can't scan image?

Back Next

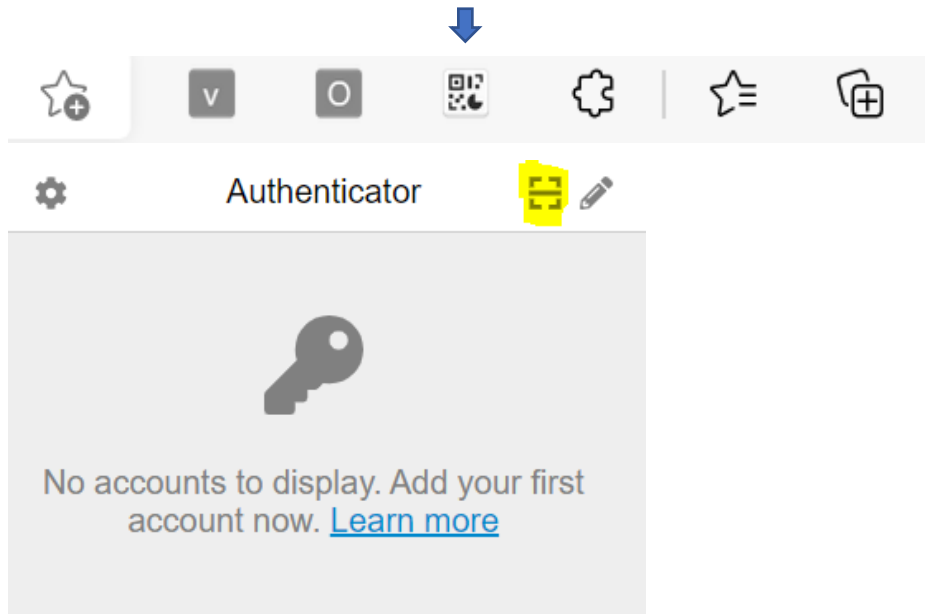
[I want to set up a different method](#)

Continued on page 5



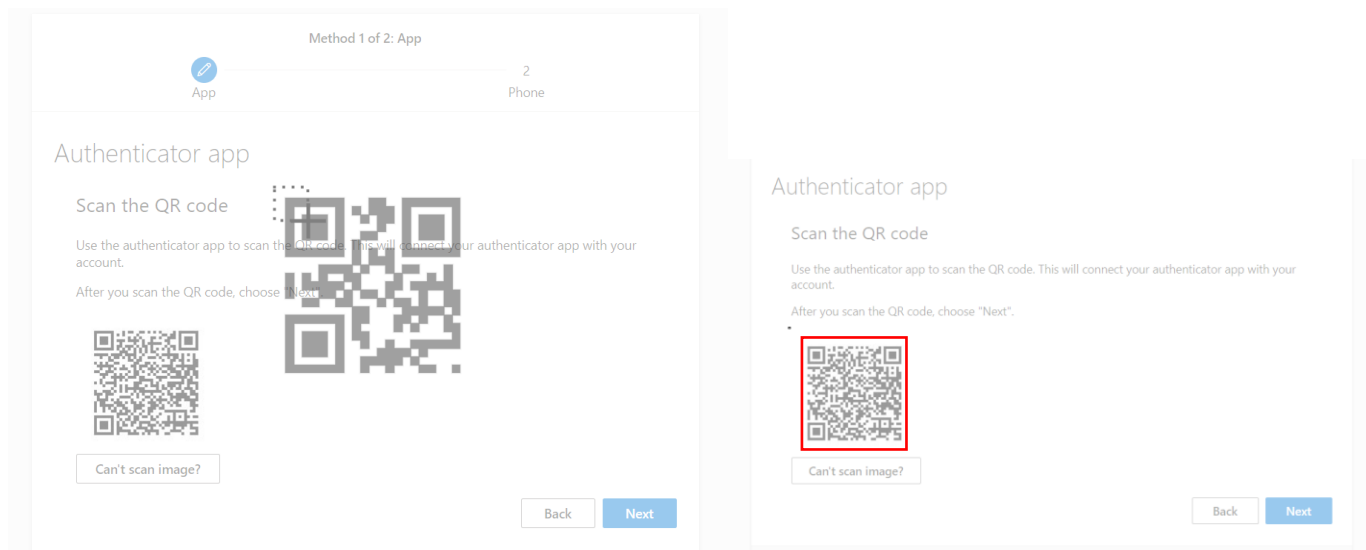
Step 9: Open your Authenticator Extension. It is pinned to the task bar (shown below), but you can also find it in your extension's menu under the puzzle piece icon.

Once opened, select the box icon (highlighted) at the top-right of the authenticator.



Step 10: This will open the ability to scan the QR code on your screen. Your mouse cursor will turn into a '+' sign. The app will demo tracing the QR code on your screen. Hover your cursor to a corner of the QR code, click and drag the dotted area around the code.

The red box suggests a successful trace, giving room around the edges of the code.



Continued on page 6



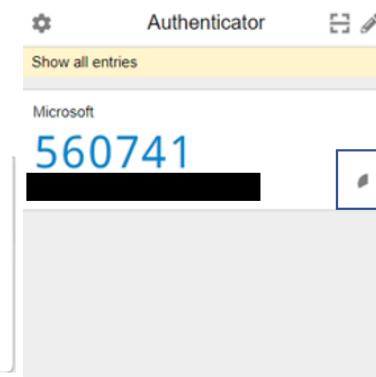
Step 11: When successful, you will receive a notification at the top of your screen that notes the account has been added to your authenticator. Your authenticator will look like the right-most screen with a 6-digit code.

The “half-circle” icon represents the time until the next code generates. If “circle” timer runs out, the numbers will change to a red color and change into the next code

TIP: Ensure to wait for the next code if the timer is running low.

mysignins.microsoft.com says
[redacted] has been added.

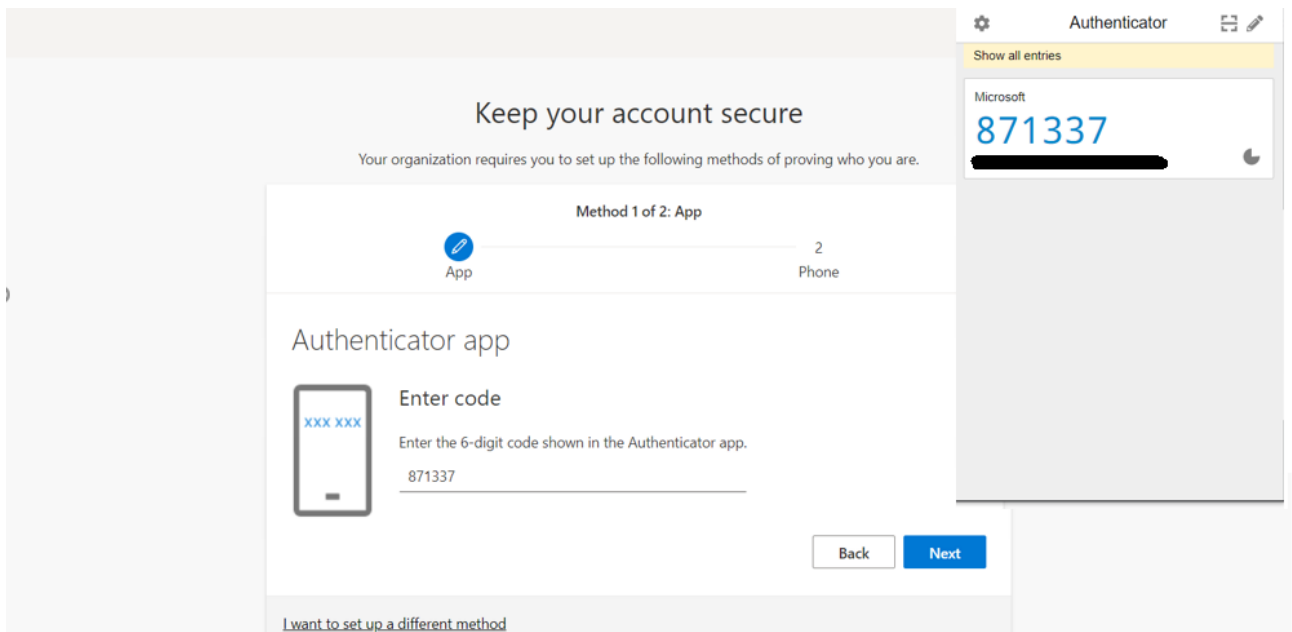
OK



Step 12: Once you have clicked ‘OK’ on the above notification, Click ‘Next’. The next prompt will ask for that 6-digit code. Wait for a new code to generate (after turning red).

Copy and paste the code into the given box, as show below. Both codes must show as the same to continue.

Select ‘Next’ and that will complete successful sign-up using the extension authenticator.



Continued on page 7



Step 13: After successful completion of the Authenticator extension setup, you will be prompted for a second security verification. Choose, “I want to setup a different method” to continue.

Step 14: Select “Email” from the drop-down menu. Enter a desired email and click “Next” to continue.

Note: Email cannot be used for MFA, but it can be used for security verification if you become locked out of your account.

Continued on page 8



Step 15: You will receive an email with a one-time code. If you do not receive the code, wait up to 5 minutes and click “Resend Code”.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Email

Phone

Email

Email

We just sent a code to [redacted]

Resend code

Next

[I want to set up a different method](#)

MO Microsoft on behalf of azuredevford <msonlineserviceteam@microsoft.com>

To [redacted]

Thu 9/29/2022 1:36 PM

Reply Reply All Forward

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

WARNING: This message originated outside of Ford Motor Company. Use caution when opening attachments, clicking links, or responding.

Verify your email address

Thanks for verifying your [redacted] account!

Your code is: 695204

Sincerely,
azuredevford

This message was sent from an unmonitored email address. Please do not reply to this message.

Step 16: Enter the code sent to your email and click “Next”. Click “Done” to complete the signup process.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Email

Phone

Email

Email

We just sent a code to [redacted]

Resend code

Next

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Done

App

Email

Success!

Great job! You have successfully set up your security info. Choose “Done” to continue signing in.

Default sign-in method:

Authenticator app

Email [redacted]

Done

Continued on page 9



Step 17: After clicking “Done”, you will be prompted to enter an Authenticator token. Open the Authenticator extension, copy/paste a token, and click “Verify” to continue. You will be redirected to the below page. Once you have reached this page, you have completed the set up for MFA. You can now exit this page and open a new window to sign-in to a desired application using MFA.

Note: To prevent future issues with MFA recovery, it is highly recommended you follow the instructions to [Backup your Authenticator Extension Settings](#) after completion of the MFA setup process.

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Authenticator app or hardware token - code

+ Add sign-in method



Authenticator app

Delete



Email



Change

Delete