How to adjust 2 factor authentication settings in the portal

Shortcut Links

What is 2 factor authentication

How to turn ***on*** 2 factor authentication

How to turn ***off*** 2 factor authentication

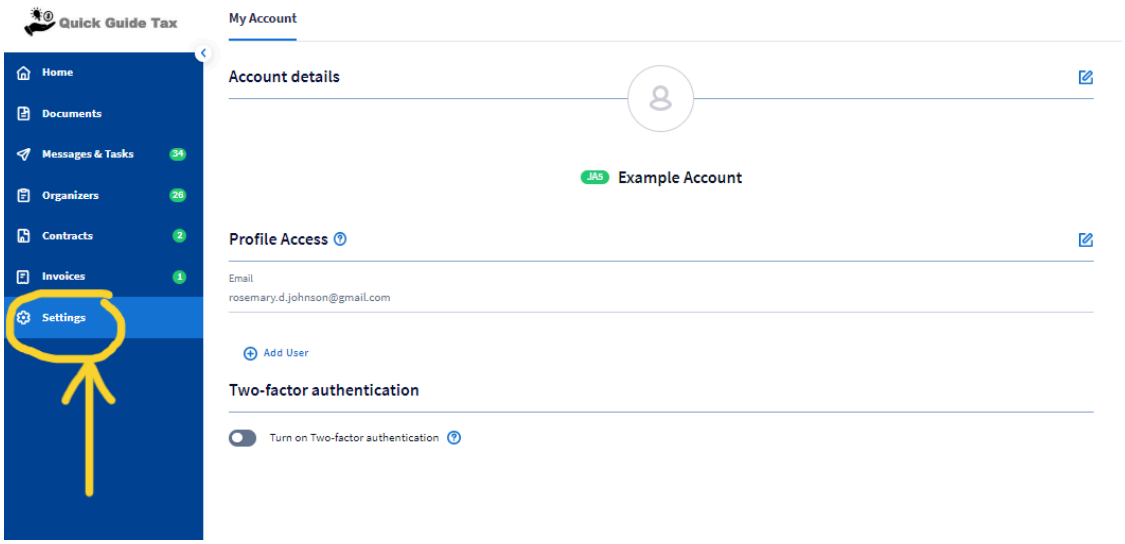
What is 2 factor authentication

- Two-factor authentication (2FA) adds an extra layer of security when accessing our online portalTaxDome. The additional step of authenticating your identity makes it much harder for an attacker to access your data, even if your credentials have become compromised.
- This is optional and can be turned on and off at any time.

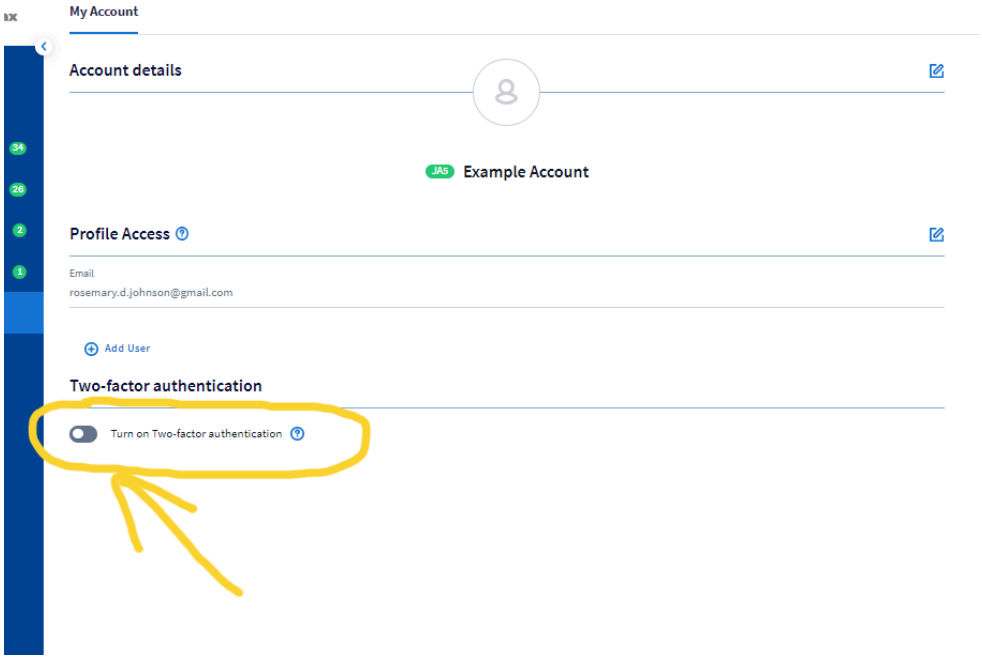
How to turn *on* 2 factor authentication

1. Log into the online portal

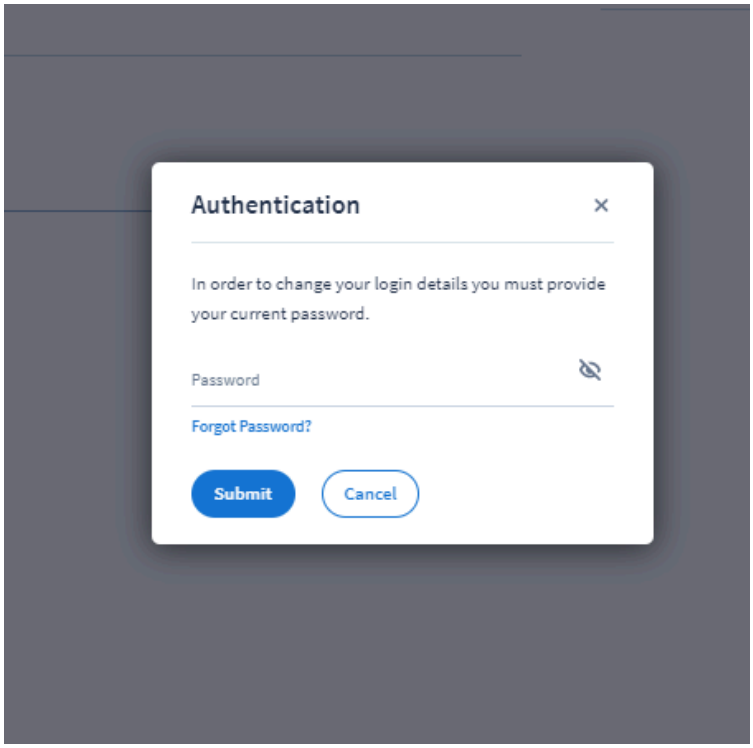
2. Click on “settings”



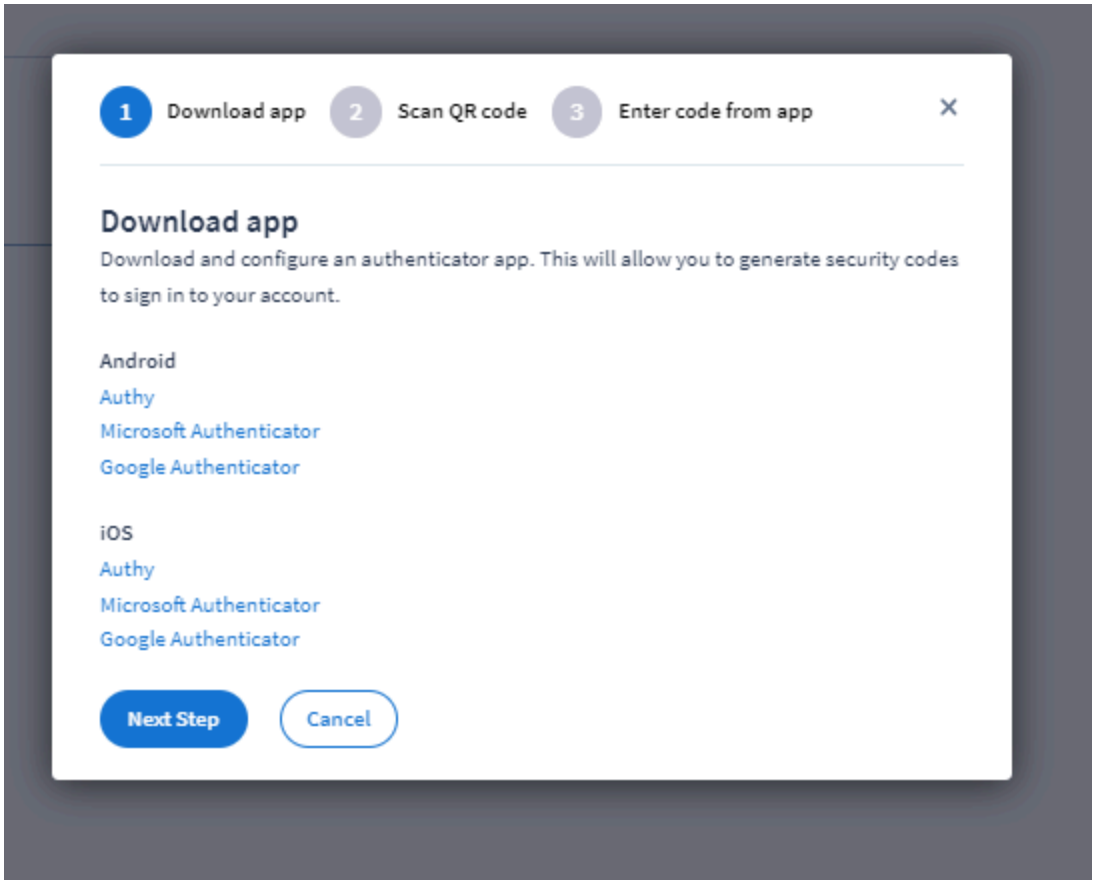
3. Toggle on the “Turn on two-factor authentication” button



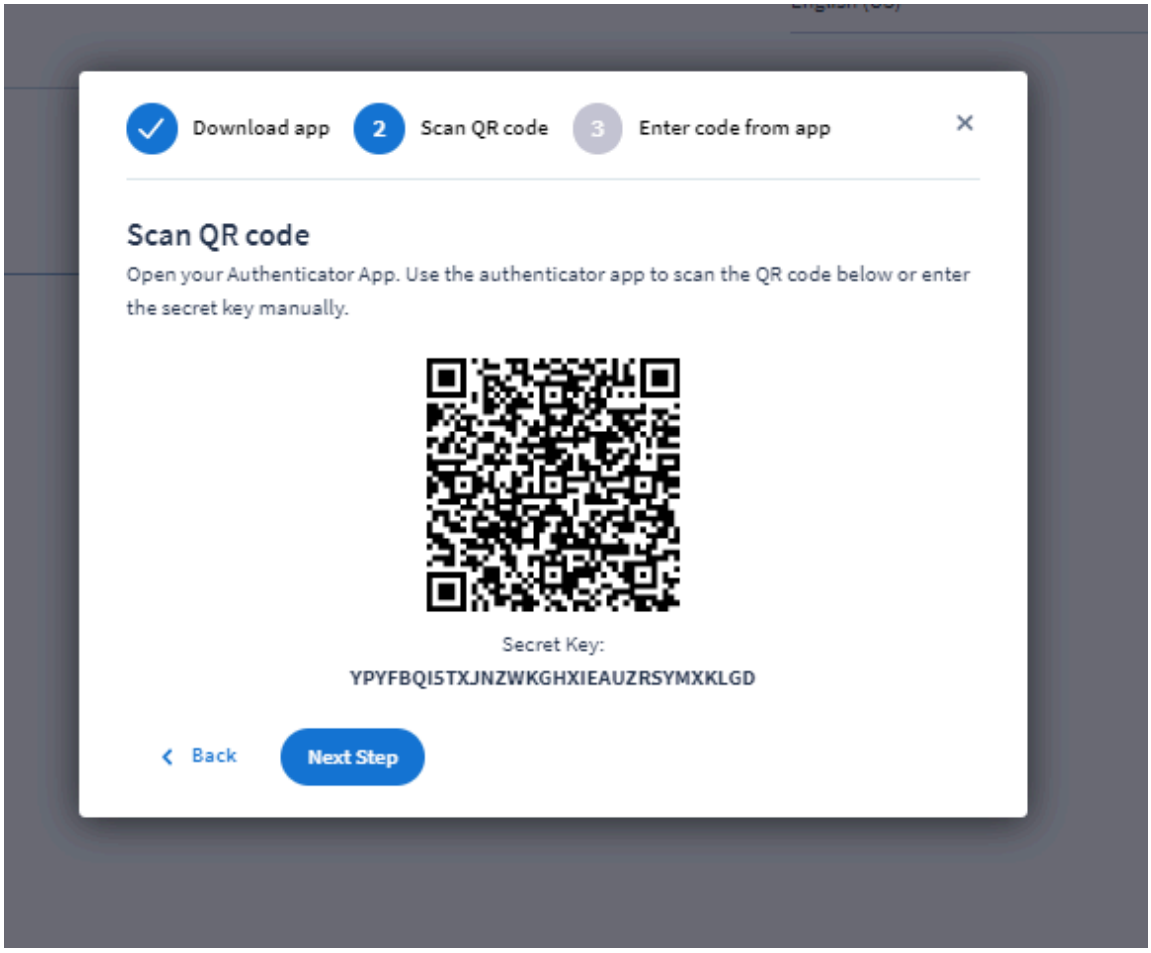
4. Type your password



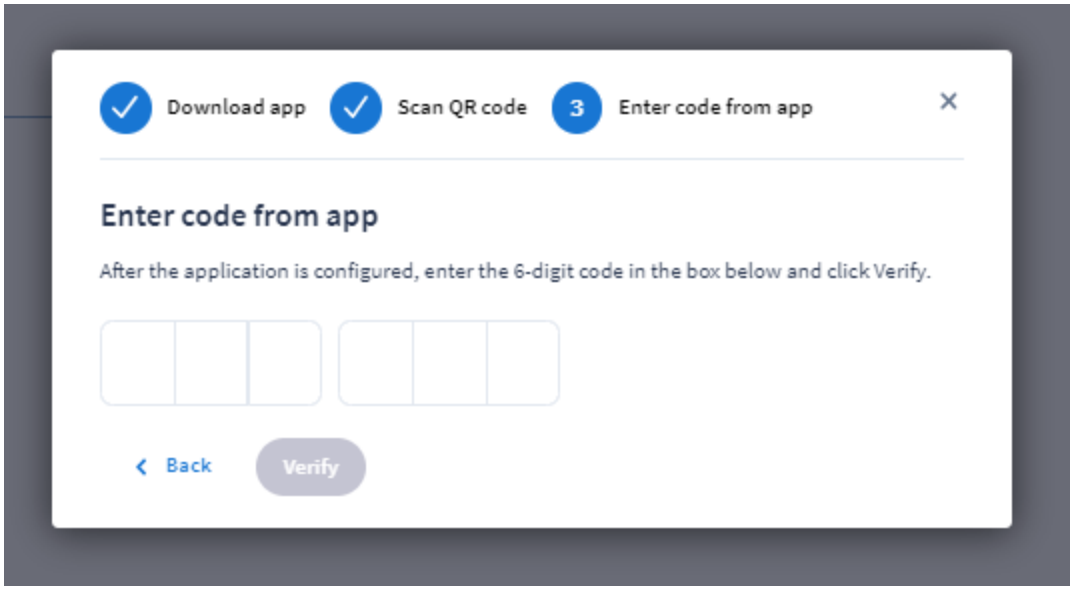
5. Follow the instructions to download an 3rd party authenticator app



6. Use the QR code provided to connect our online portal to your selected authenticator app (you will be given your own unique QR code- ***do not*** use the example QR code below)

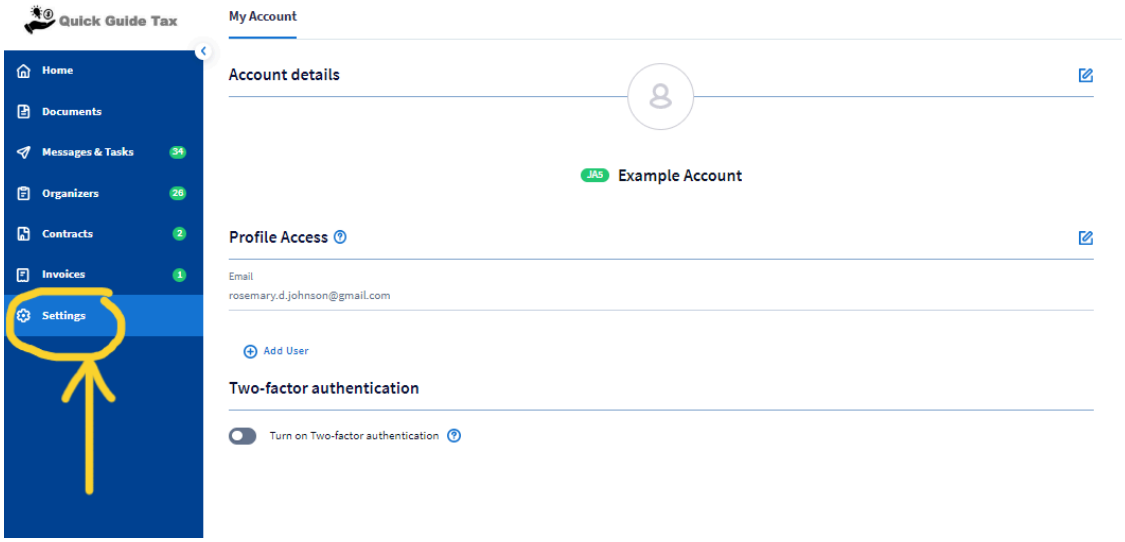


7. Inside your authenticator app, you will see a 6 digit code assigned to our online portal (called “Taxdome”). Type in the 6 digits.

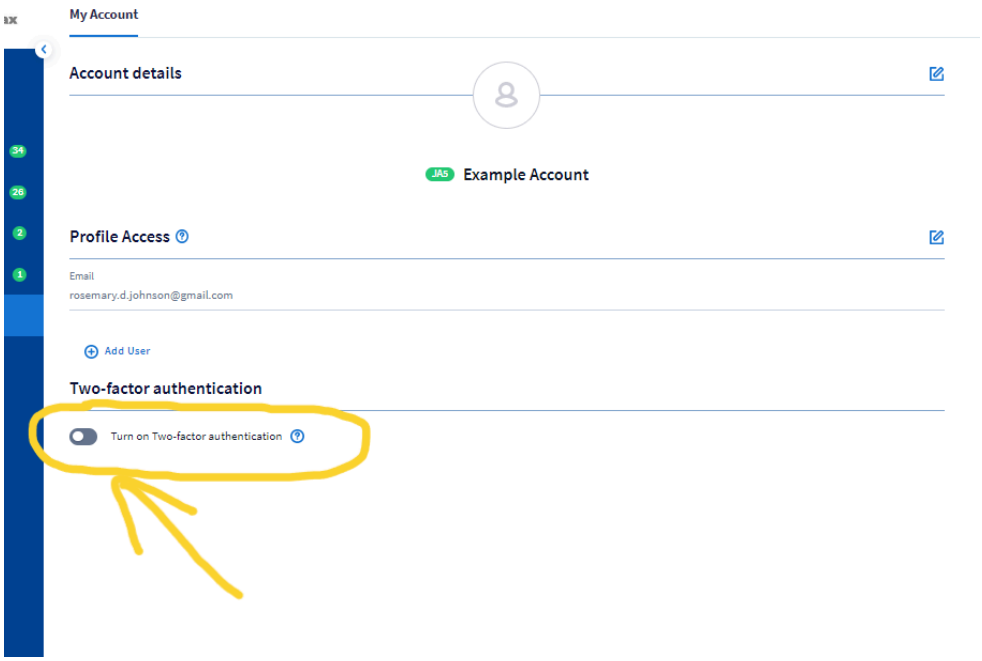


How to turn *off* 2 factor authentication

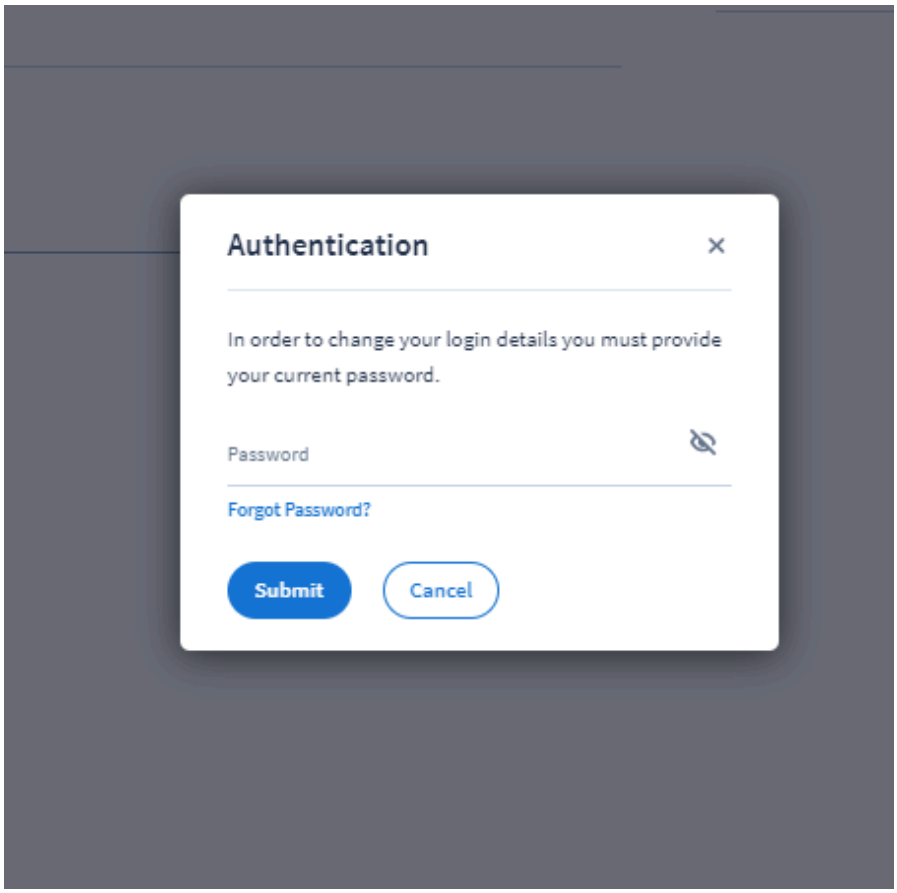
1. Log into the online portal
2. Click on “settings”



3. Toggle on the “Turn off two-factor authentication” button



4. Type your password



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