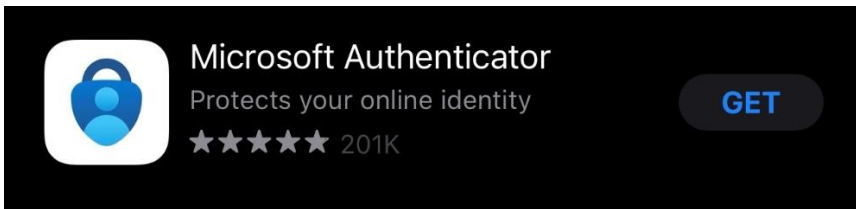


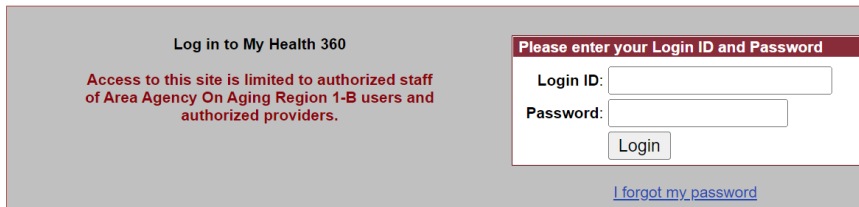
How to Setup Two-Factor Authentication Device

To Setup the Authenticator App on your Mobile Phone

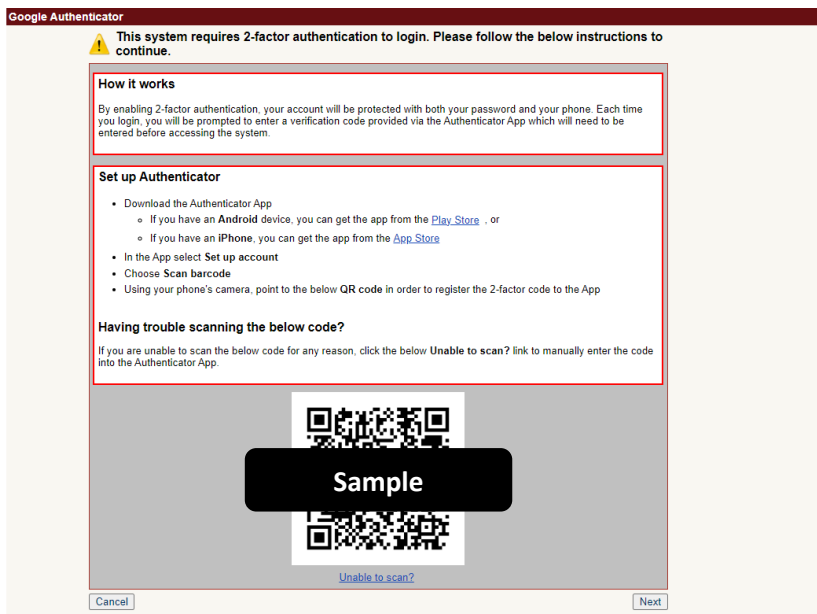
1. Install the *Microsoft Authenticator* application from your mobile phone's app store. The app is free to use.



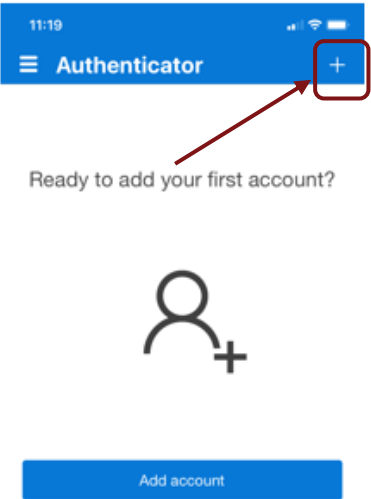
2. Go to the My Health 360 login screen and enter your user ID and password.



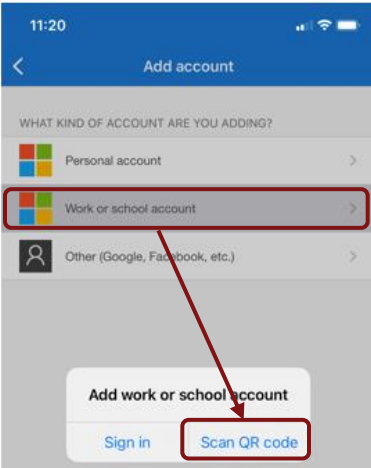
3. After entering your password, if you are logging into the system for the first time, you will receive the following screen:



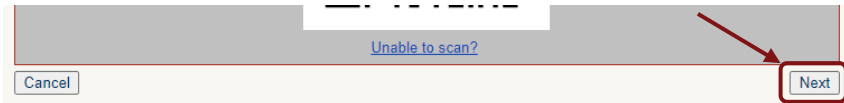
4. Open the Microsoft Authenticator app on your mobile phone and click "Add account" or the plus "+" sign..



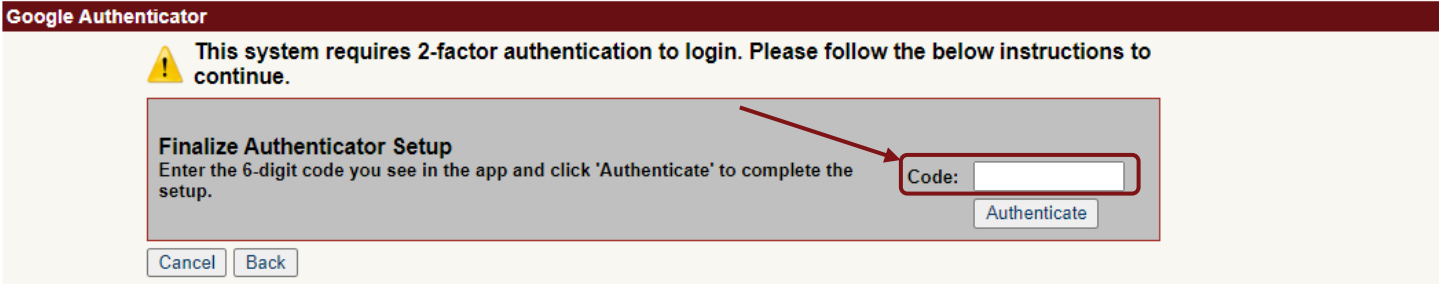
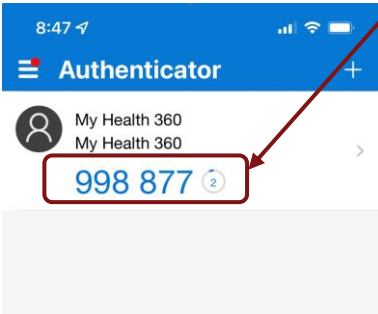
5. If prompted to select account type, select “Work or school account” and then “Scan QR Code”.



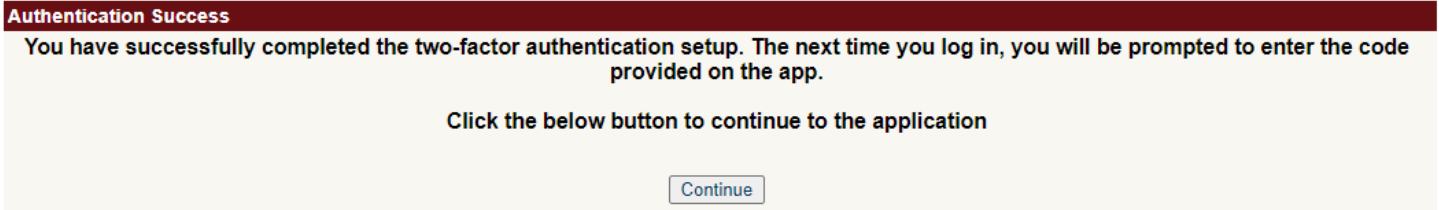
- 6. If prompted to allow access to the camera, click “OK”.
- 7. Hold the app up to the QR code that appears on the My Health 360 screen.
- 8. After scanning the QR code, click “Next” within My Health 360.



9. Enter the 6-digit code that appears on the app into the “Code” field in PCE and click “Authenticate”.



10. You will receive the following confirmation screen. Click “Continue”.



- 11. You will now be logged into the system.
- 12. When you login to the system in the future, you’ll be asked to enter the 6-digit code from the Authenticator app after you enter your system password. Type the code when prompted to complete your login.