REVTRAX®
A Neptune Retail Solutions Company
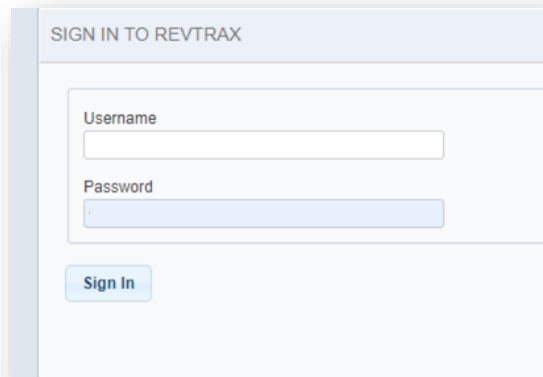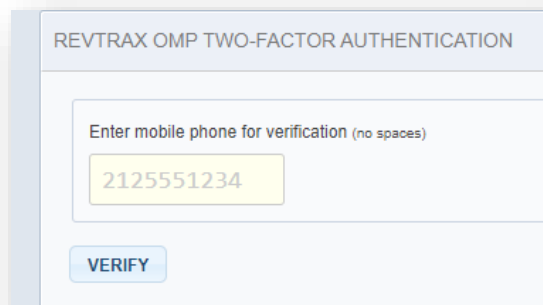
Initial Two-Factor Authentication Setup Instructions

1. Prior to logging into the Offer Management Platform User Interface (RevTrax UI), make sure to download the Google Authenticator app on your mobile device:
    a. Google Play:
        https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en_US&gl=US
    b. Apple Store:
        https://apps.apple.com/us/app/google-authenticator/id388497605

2. Log into the RevTrax UI utilizing your RevTrax Login Credentials from your desktop computer.

    SIGN IN TO REVTRAX
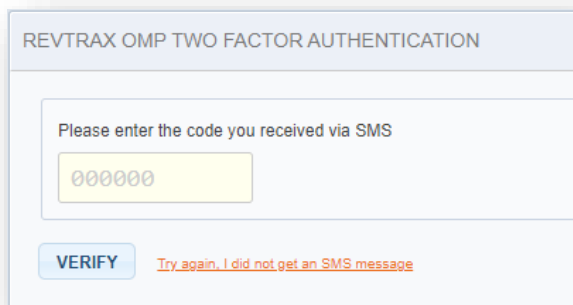
    Username

    Password

    Sign In

3. Once logged in, you will be asked to enter in your phone number. Please be mindful to input only digits, no spaces, dashes, or parentheses. Also, only enter the phone number that is associated with the mobile device that Google Authenticator is downloaded to.

    REVTRAX OMP TWO-FACTOR AUTHENTICATION

    Enter mobile phone for verification (no spaces)

    2125551234

    VERIFY

Two-Factor Authentication Setup Instructions

4. Once phone number is entered, you will be sent a one-time code to your mobile device. This may take up one minute. If you do not receive the code after one minute, please hit the "Try again, I did not get an SMS message" link. If the code still does not appear, please reach out to your account team.

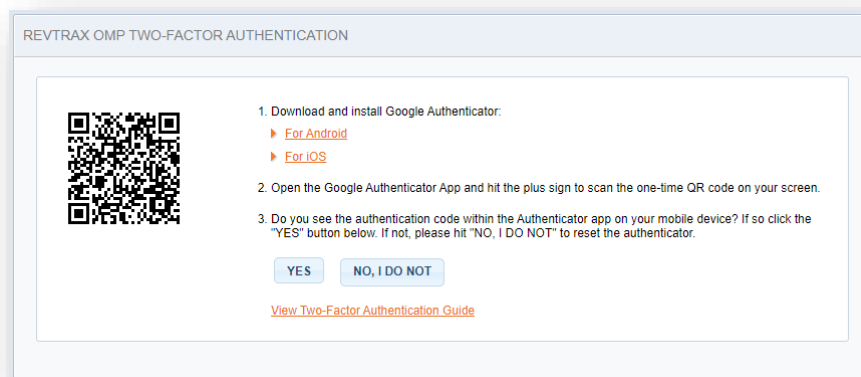5. Enter the one-time code that was sent to your mobile device within the RevTrax UI

6. The screen will then change to show you a QR code.

   a. Open the Google Authenticator App and hit the plus side to scan the one-time QR code on your screen.
   b. If you see you the one-time code within the Authenticator app for the **RevTrax UI** tile in your mobile device, tap on the 'YES' button within the UI. If you do not see the tile at all, please click on the "NO, I DO NOT" button in the UI to reset your authenticator.
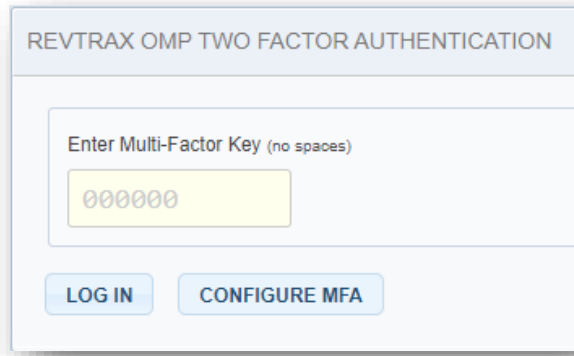
Two-Factor Authentication Setup Instructions

Google Authenticator App with RevTrax UI Tile
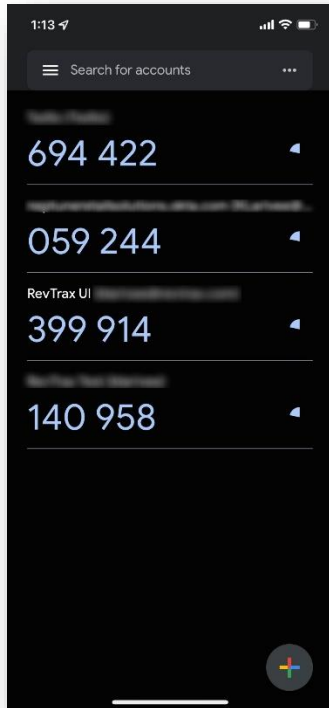
7. Next, the RevTrax UI will ask you to enter Multi-Factor Key. This is the 30-second authentication code that you'll find within the authenticator app under the RevTrax UI tile. A new code will be given if you miss your original code.

![REVTRAX - A Neptune Retail Solutions Company]
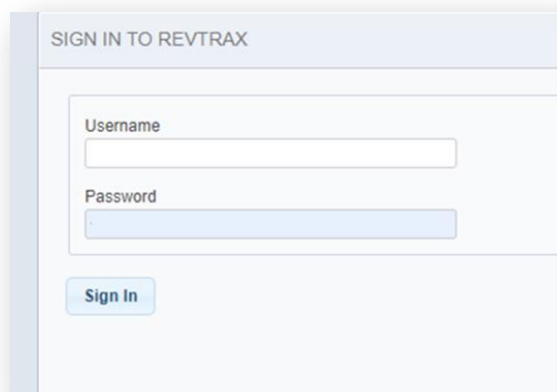
Two-Factor Authentication Setup Instructions

Two Factor Authentication entry screen

a. If you need to configure the MFA on a new mobile device, please hit the Configure MFA button. You'll follow step four and move forward from there.

8. After logging in, you should be able to move forward through the RevTrax UI per usual. Any issues with setup should be directed to your account team.

Signing into the RevTrax UI after initial Two-Factor Authentication Set up

1. Log into the RevTrax UI using username and password credentials

2. Enter Multi Factor Key from Authenticator app (this code will be within the **RevTrax UI** tile).

3. After logging in, you should be able to move forward through the RevTrax UI per usual. Any issues with login should be directed to your account team.