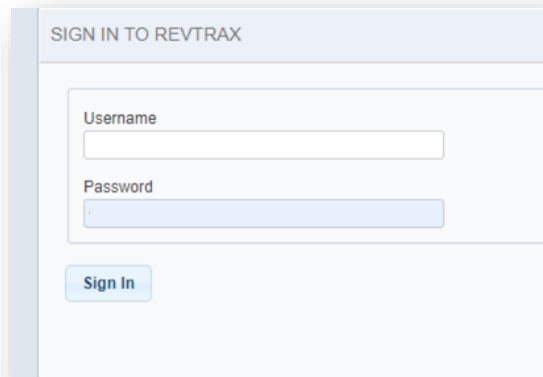


Two-Factor Authentication Setup Instructions

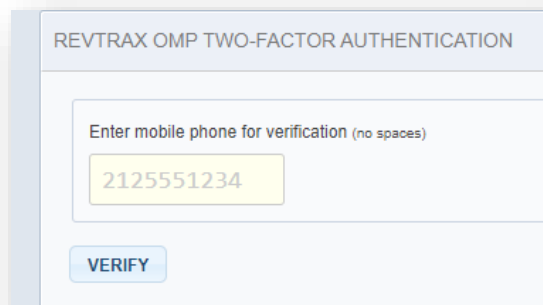
Initial Two-Factor Authentication Setup Instructions

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.



A screenshot of the RevTrax login interface. The title is "SIGN IN TO REVTRAX". It features two input fields: "Username" and "Password". Below the fields is a blue "Sign In" button.

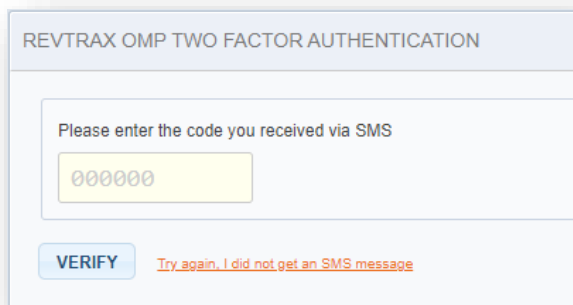
3. Once logged in, you will be asked to enter in your phone number. Please be mindful to input only digits, no spaces, dashes, or parentheses. Also, only enter the phone number that is associated with the mobile device that Google Authenticator is downloaded to.



A screenshot of the RevTrax two-factor authentication page. The title is "REVTRAX OMP TWO-FACTOR AUTHENTICATION". It features a text prompt: "Enter mobile phone for verification (no spaces)". Below the prompt is a text input field containing the number "2125551234". At the bottom is a blue "VERIFY" button.

Two-Factor Authentication Setup Instructions

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



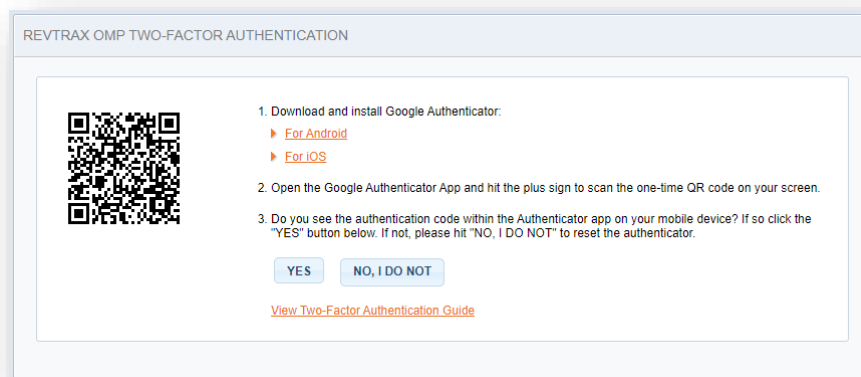
REVTRAX OMP TWO FACTOR AUTHENTICATION

Please enter the code you received via SMS


000000

VERIFY [Try again, I did not get an SMS message](#)

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



REVTRAX OMP TWO-FACTOR AUTHENTICATION



- Download and install Google Authenticator:
 - [For Android](#)
 - [For iOS](#)
- Open the Google Authenticator App and hit the plus sign to scan the one-time QR code on your screen.
- Do you see the authentication code within the Authenticator app on your mobile device? If so click the “YES” button below. If not, please hit “NO, I DO NOT” to reset the authenticator.

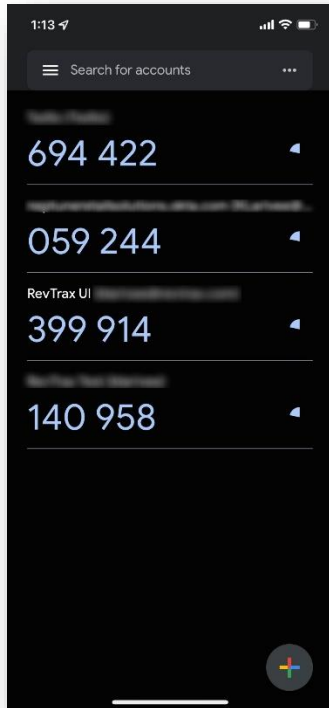
YES NO, I DO NOT

[View Two-Factor Authentication Guide](#)

- Open the Google Authenticator App and hit the plus side to scan the one-time QR code on your screen.
- 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

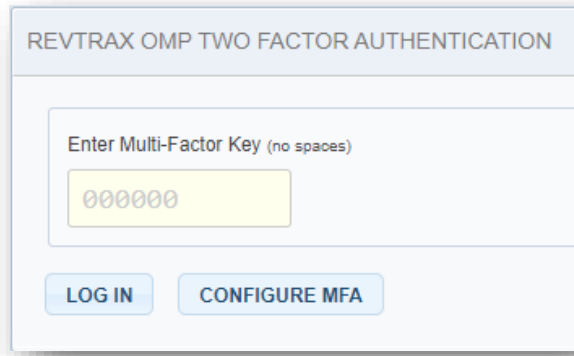
Google Authenticator App with RevTrax UI Tile



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.

Two-Factor Authentication Setup Instructions

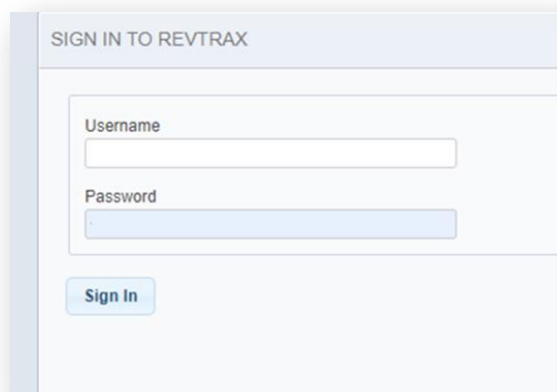
Two Factor Authentication entry screen



- 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).



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Two-Factor Authentication Setup Instructions

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.