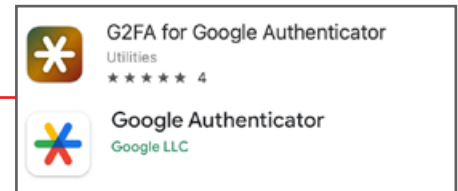


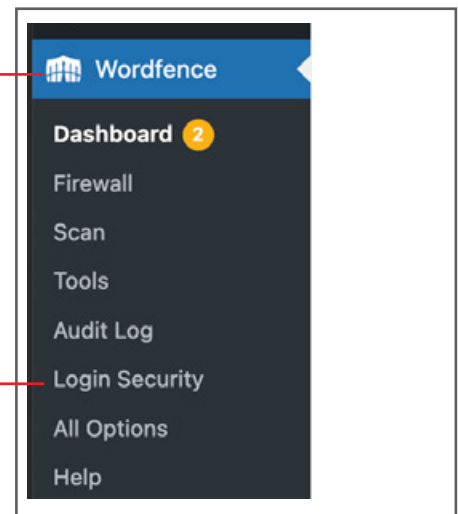
# Two Factor Authentication login set up instructions

Follow each step below to activate two factor authentication for your user account on the backline website.

1 - Download the 'google authenticator' app to your phone.  
*This will be used later to set up and generate your login code*



2 - Login to the backline dashboard  
enter your username  
enter your password



3 - In the dashboard scroll down the left panel,  
near the bottom click on 'wordfence'

4 - Then click on 'login security'

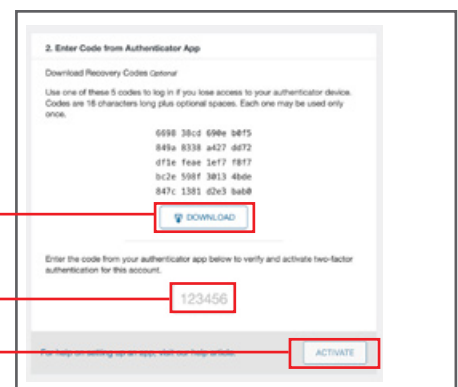
5 -

- Open the 'google authenticator' app on your phone
- Click the '+' button at bottom right of your phones screen
- Select 'scan QR code' option
- Capture the QR code on your computer screen with the app



6 -

- Download the emergency access codes and save them
- Go to the google authenticator app on your phone
- See the 6 digit number generated by the app for the backline website on your phone
- Enter this code on your computer
- **Click activate**



**Two factor authentication is now activated for you**

7 - When you login to the dashboard you will need to:-  
**Firstly** enter your normal login username and password.  
**Secondly** enter the number generated by the google authenticator app on your phone.

8 - There will be a grace period of 10 days  
to get used to the new login system