

## General Information

The authentication app is used for Medium and High Authentication Level profiles. If your company is set to allow Authenticator App as an available means of authenticating, then you will see this screen (to the right) when you login the first time.

*Note: If you do not see this screen, then this guide does not apply to you.*

If you select **Authenticator App**, then you are electing to download and use an application that provides a randomly generated code each time you need to login to access the system.

Once you select Authenticator App, it will bring you to the next screen with a QR code to register. Here is where you will want to download your Authentication App of choice.

Below you will find instructions on two **FREE** preferred authentication apps, Google Authenticator and Microsoft Authenticator.

### Select Two-Factor Authentication Preferred Option

The options available will be limited by your user profile and company configuration.

Virtual Code Authentication

Verification code send to your registered phone or email address.

Authenticator App

Secure One-Time password generated by an authenticator App such as Google Authenticator on your mobile device or pc.

### ← Register Device

Register your device by scanning the QR code below using an authenticator application.



Or you can enter the following account name and secret key into your authenticator app.

Account Name

TEmployee

Secret Key

JNJVLJQS4YZLA5UL

Input the code below to confirm your registration.

Verification Code\*



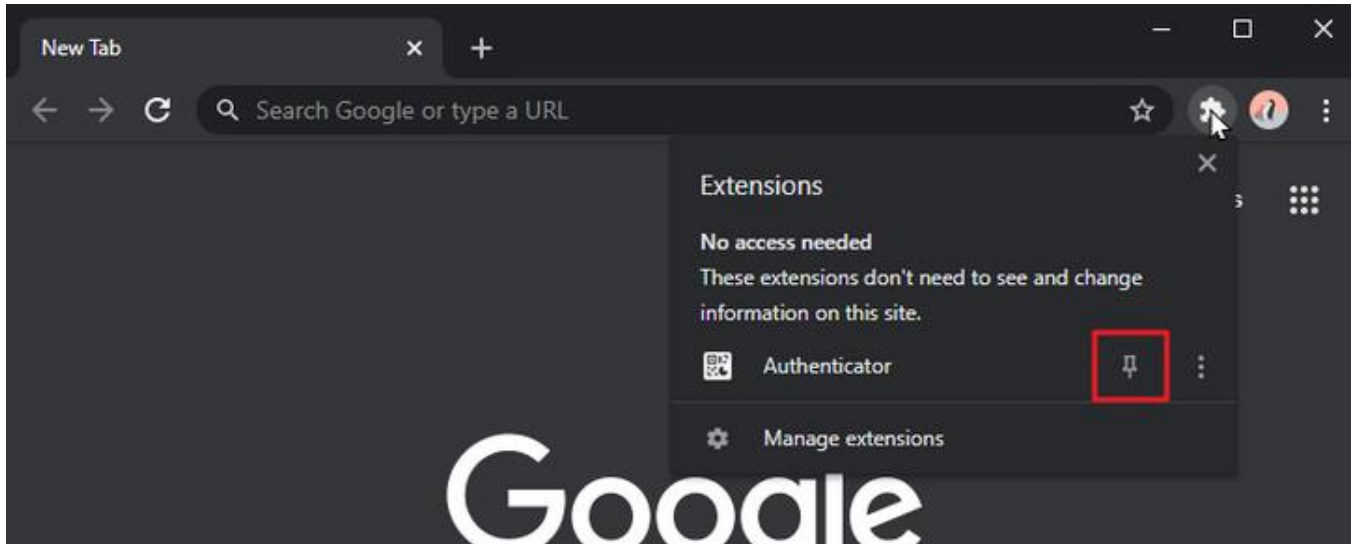
By checking this box, do not prompt me for a code within the next 30 days on this browser.

Confirm

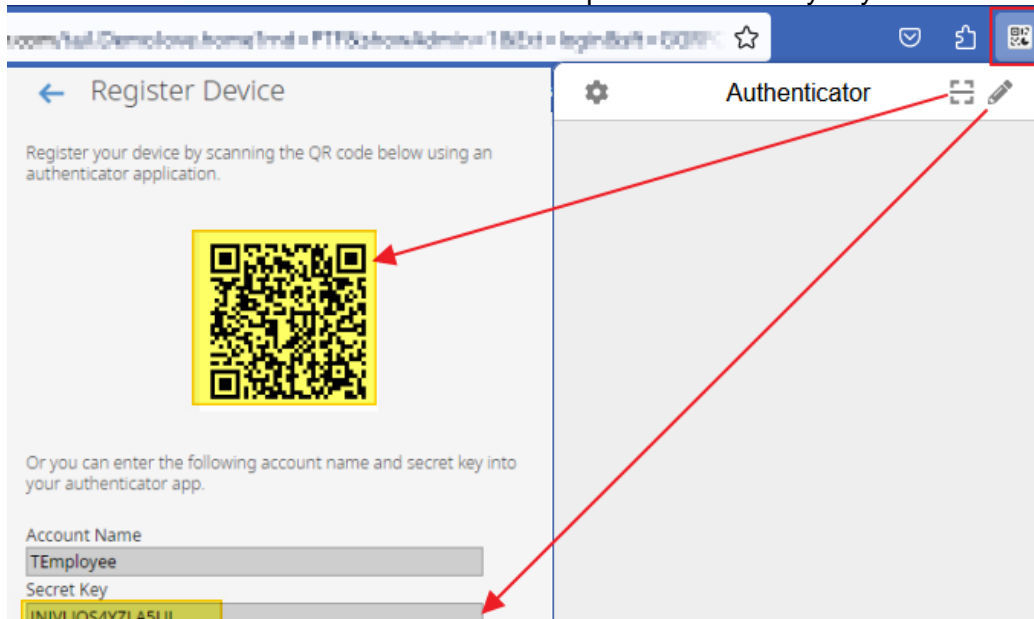
## FOR COMPUTER - Authenticator [FREE]



1. Install Authenticator Extension ([Chrome](#), [Firefox](#), [Edge](#))
2. When you first install Authenticator Extension in Chrome, you should pin its icon to the toolbar.



3. Click Authenticator Extension's icon in your browser
4. You can either scan the bar code or click the pencil to manually key in the secret key



5. You will now see the code displayed on the extension, in which you can enter the Verification Code box in the Login Screen of the WebHCM software.

## FAQs

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- 1. What happens if you lose your device after registering it? In some cases the authentication app only recognizes on device.**
  - a. The user would have to request the administrator to clear the 2FA registration (widget in EE profile) to reconfigure
- 2. Do other Authentication Apps work?**
  - a. Yes. Authentication apps have been thoroughly reviewed by UKG