

GetConnected / HVAC Portal

Multi-Factor Authentication (MFA)

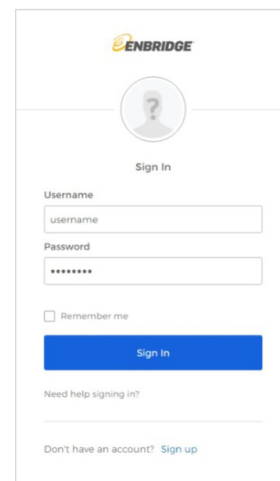
Setting up Google Authenticator

Note: Through the Google Authenticator security option, you can also set up an authenticator application of your choice for your mobile device or desktop computer.

Before setting up your GetConnected or HVAC Portal MFA profile:

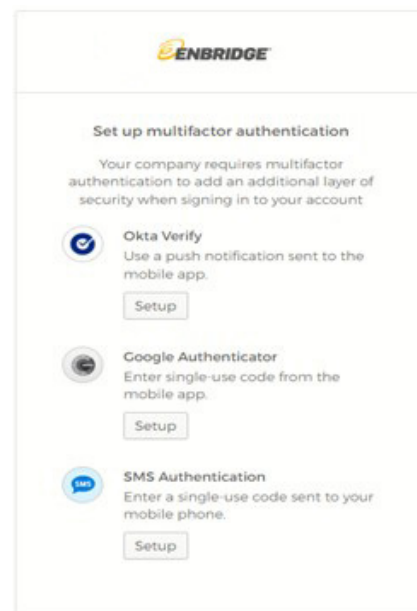
If selecting an MFA option other than SMS, an MFA application external to GetConnected or HVAC Portal is required to be downloaded to your mobile device or desktop computer BEFORE implementing the steps below. Please consult with your company's information systems team on which multi-factor authentication application is approved for your use.

1. Enter credentials on the GetConnected or HVAC Portal login screen.



2. Click the **Setup** button for the Google Authenticator option.

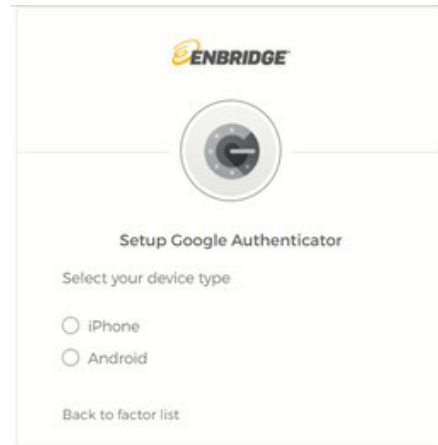
Note: Choosing this option will allow you to set up an authenticator application of your choice for either a mobile device or desktop computer.



3. Choose the applicable mobile device option. Google Authenticator has multiple options; Android, iPhone, WinAuth or their Google Chrome Browser Extension.

If you do not have access to a mobile phone, you can use WinAuth or Google Authenticator Chrome Browser Extension on your desktop. If using WinAuth or Goggle Chrome Extension and are prompted at this screen, you can select either iPhone or Android and proceed to the next step.

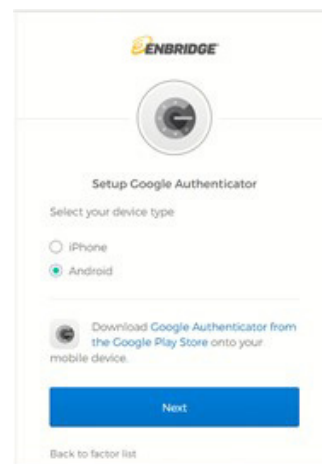
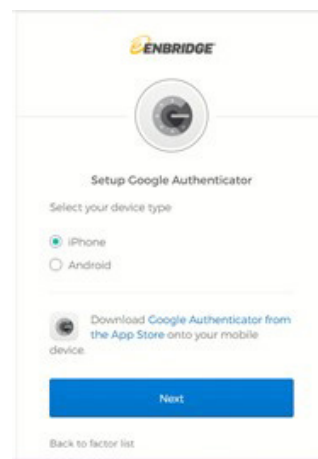
Note: For device types not listed, select either the iPhone or Android option.



4. After selecting either iPhone or Android, additional instructions appear to download Google Authenticator or the authentication application of your choice to your mobile device or desktop.

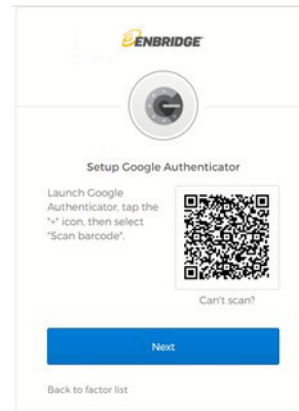
If you have chosen to use a desktop tool, instructions have been provided on how to install desktop versions of either [WinAuth](#) or [Google Chrome Browser Extension](#) for Google Authenticator.

Click the **Next** button.



5. As part of setting up your authentication account in Google Authenticator or the application of your choice on your mobile device, you will be prompted to scan the image provided. Carry out the set up steps in the authentication application until complete. You will see a six-digit code that changes periodically. This code will be used to authenticate your identity when logging in to GetConnected or HVAC Portal going forward.

Click the **Next** button.



6. The six-digit code provided in Google Authenticator or the authentication application of your choice is to be entered into the 'Enter Code' field. Click **Verify**.

You have now set up a security option to authenticate your identity when logging in to GetConnected or HVAC Portal.

