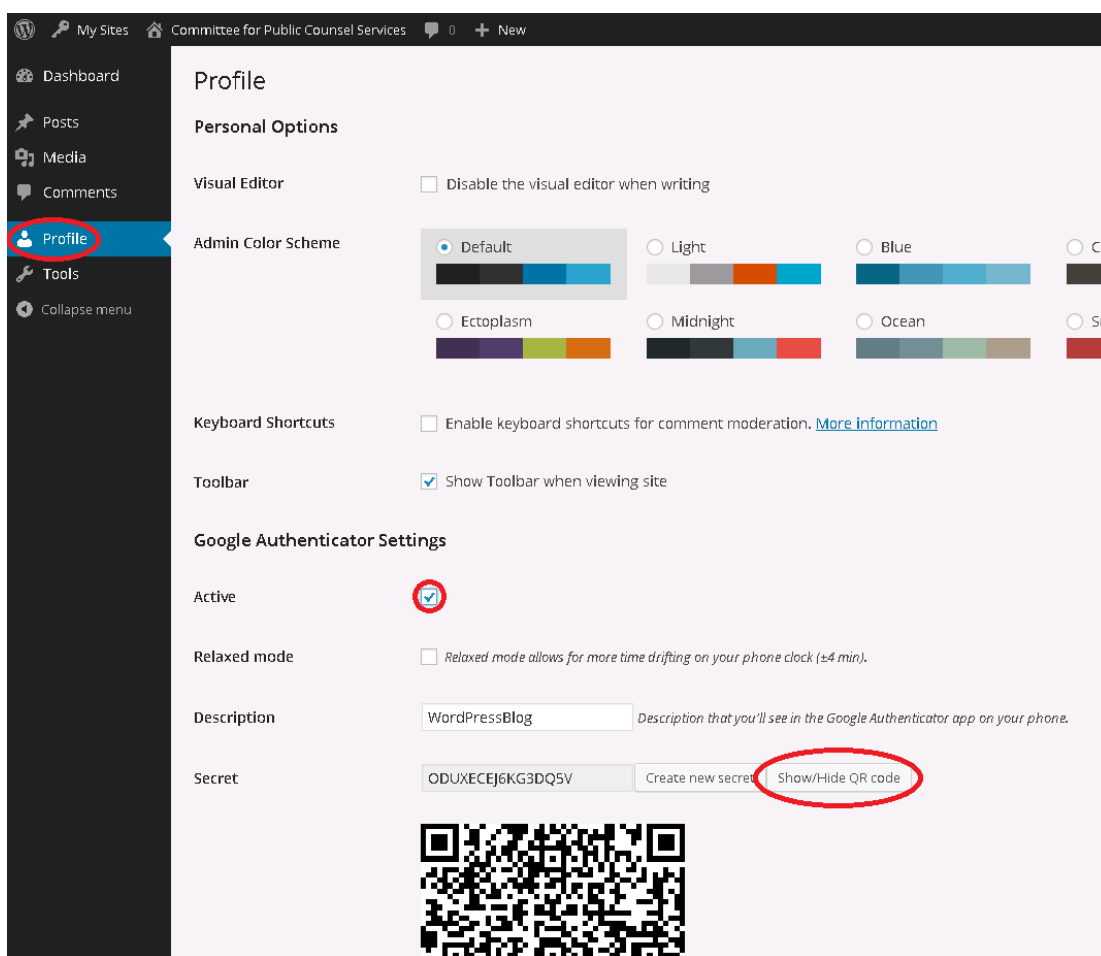


## Setting up 2-Factor Authentication

If someone can guess your password, they can login as you and wreak havoc. For this reason, our website login is introducing two-factor authentication. As the name implies, it adds a second step to logging in. In addition to your login and password, two-factor authentication requires an access code that we send to your phone. This means it isn't enough for a hacker to guess your password to gain access to your account. A hacker would need both your login and your phone.

To use 2-factor authentication, you'll need an Android, iOS, or BlackBerry device. If you don't have a smartphone, you can follow the instructions on page 4 to install an alternative on your work computer.

1. Go to your device's app store, search for, and download "Google Authenticator." Once you've installed the app...
2. Login to the CPCS website (<https://www.publiccounsel.net/wp-login.php>) and navigate to your "Profile", click "Active" under "Google Authenticator Settings," then "Show/Hide QR code."

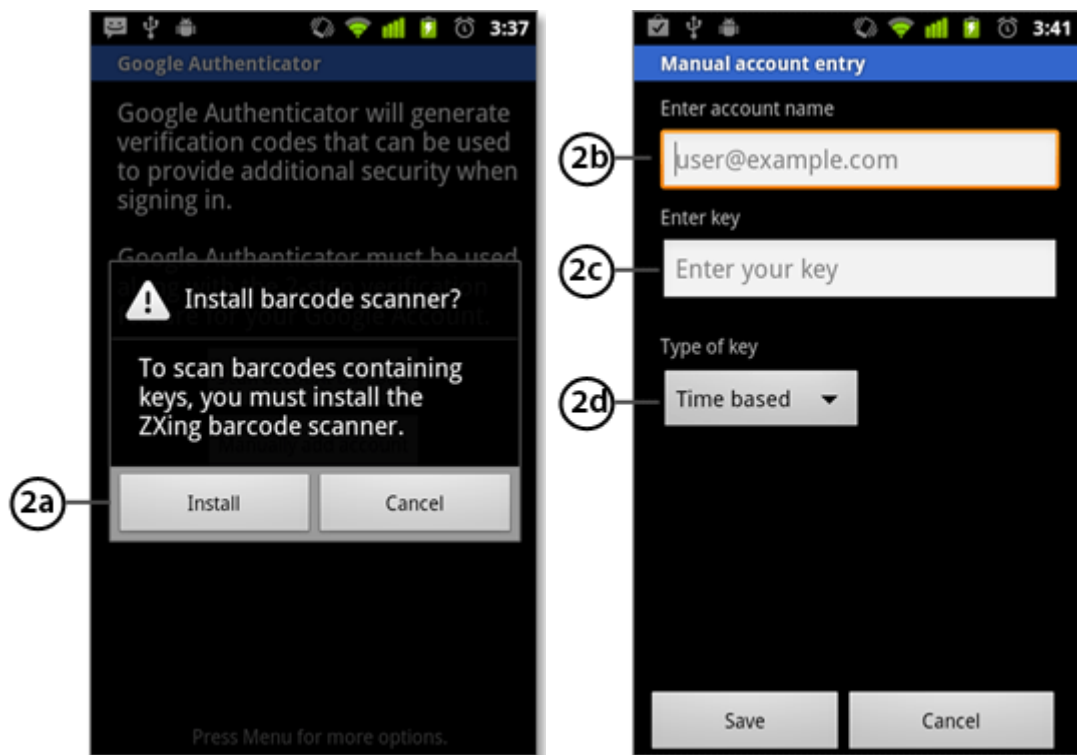
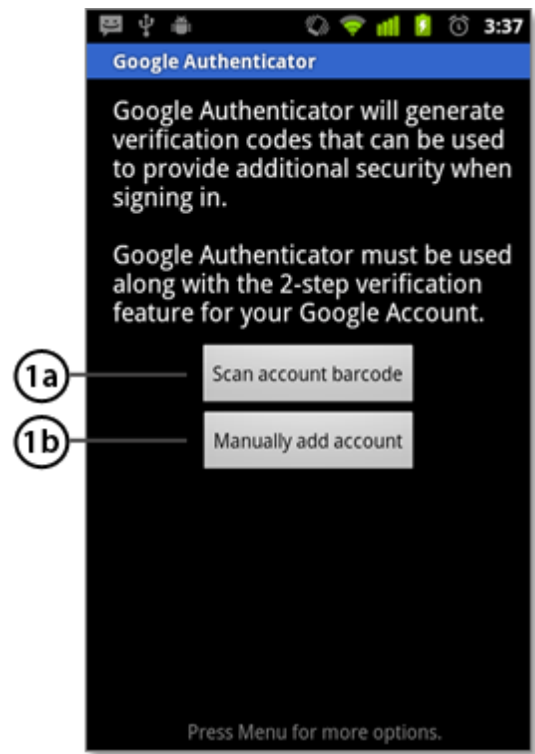


3. Launch the Google Authenticator app on your phone, and follow the device specific instructions below.<sup>i</sup>

## Android:

If this is the first time you have used Authenticator, click the **Add an account** button. If you are adding a new account, choose “Add an account” from the app’s menu. To link your phone to your account:

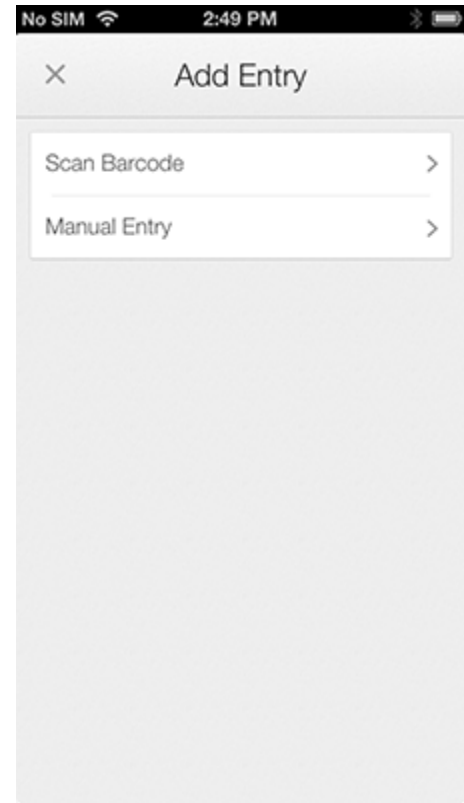
- **Using QR code:** Select **Scan account barcode** (label 1a). If the Authenticator app cannot locate a barcode scanner app on your phone, you might be prompted to download and install one. If you want to install a barcode scanner app so you can complete the setup process, press **Install** (label 2a) then go through the installation process. Once the app is installed, reopen Google Authenticator, point your camera at the QR code on your computer screen.
- **Using secret key:** Select **Manually add account** (label 1b), then enter the email address of your account in the box next to **Enter account name** (label 2b). Next, enter the secret key on your computer screen into the box under **Enter key** (label 2c). Make sure you've chosen to make the key **Time based** (label 2d) and press "Save."



- Skip to the instructions on page 5.

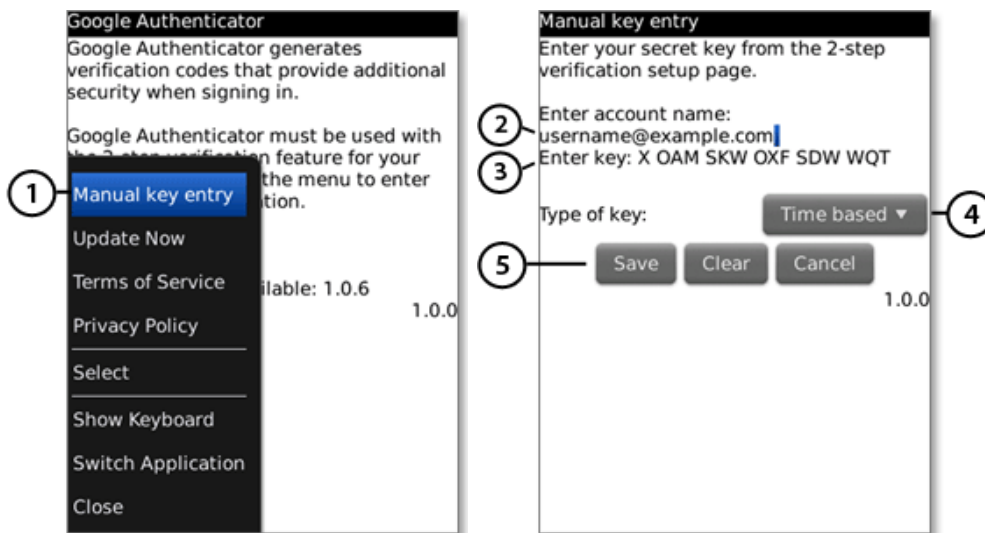
## iOS (iPhone et al):

- Tap the plus icon.
- Tap **Time Based**.
- To link your phone to your account:
  - **Using Barcode:** Tap "Scan Barcode" and then point your camera at the QR code on your computer screen.
  - **Using Manual Entry:** Tap "Manual Entry" and enter the email address of your Google Account. Then, enter the secret key on your computer screen into the box next to **Key** and tap "Done".
- Skip to the instructions on page 5.



## BlackBerry:

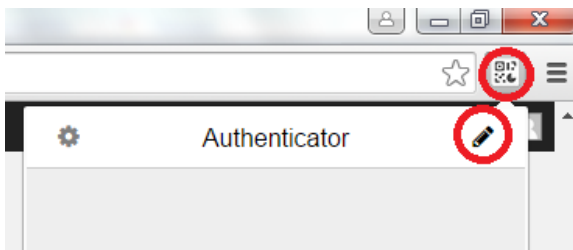
- To link your phone to your account, open the Authenticator app menu and select **Manual key entry** (label 1).
- Enter the email address of your account below "Enter account name" (label 2).
- Enter the secret key on your computer screen next to "Enter key" (label 3), select **Time based** from the drop-down menu (label 4) and press **Save** (label 5).



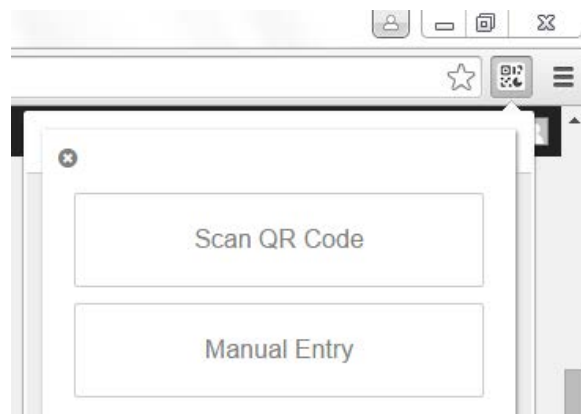
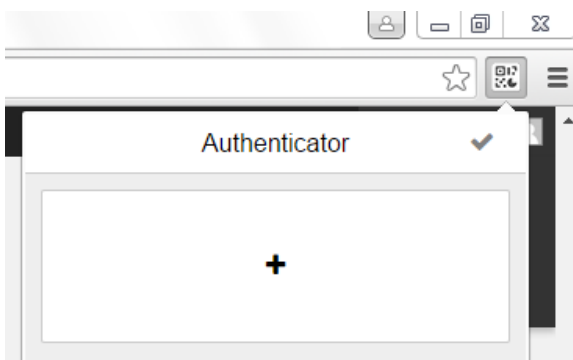
- Skip to the instructions on page 5.

## Desktop:

- The desktop alternative is less secure than using a smartphone and **should only be used on a work computer that requires your personal login.**
- To use this option you will need the Google Chrome web browser.
- *If you do not have Google Chrome installed on your computer:* Download and install the program from this link: <http://www.google.com/chrome/> (Note: you should be able to install the program though you may not have the permissions to make it your default browser).
- *If you weren't using Chrome when you started this how to:* log out of the website in your other browser, and repeat steps 1 and 2 from page one but inside Chrome.
- Add the Authenticator extension to Chrome:  
<https://chrome.google.com/webstore/detail/authenticator/bhghoamapcdpbohphigoooaddinpkbai?hl=en>
- While on your profile page, click the Authenticator Extension icon, then the pencil icon in the top right of the window that opens.



- Click the “+” button, then the “Manual Entry” button.



- Enter the email address of your account. Then, enter the secret key on your computer screen into the box under **Secret**. Make sure the “Time Bases” radio button is selected and tap "Ok".
- Skip to the instructions on page 5.

## After Installing Authenticator:

- On the website, click “Update Profile”



- Make sure that you see a code in Authenticator. This code will change every 30 seconds.
- Logout of the website, and log back in.
- When prompted, enter the code visible in the Authenticator app.

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<sup>i</sup> These instructions are adapted from those found at: <https://support.google.com/accounts/answer/1066447?hl=en>