



# Out-of-band 2-Factor Authentication

Setup for *Partners*

Version 1.2 | update 09/19/18



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## 1.1 Setting up a Mobile Application

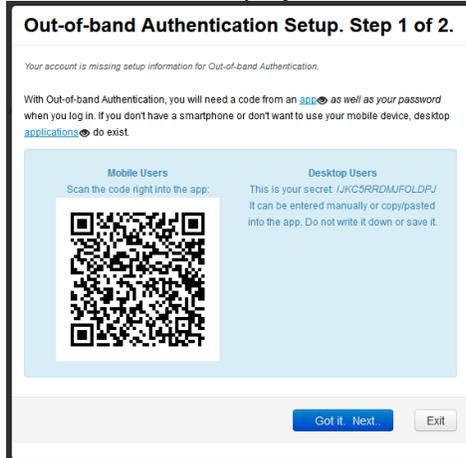
### Configuring your account:

1. Install the Mobile Application
  - a. For iPhone search the App Store for “Google Authenticator” and install.
  - b. For Android search the Play Store for “Google Authenticator” and install.

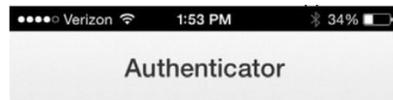
From your computer:

2. Login to PWEB with your assigned username and password, as usual

The screen will display:



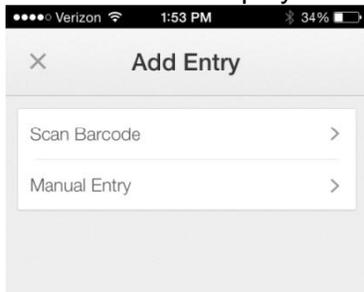
- a. Open Google Authenticator on your Mobile Device and select “**Begin Setup**”.



With 2-step verification, whenever you sign in to your Google Account you will need your password and a code that this app will generate.



The screen will display:



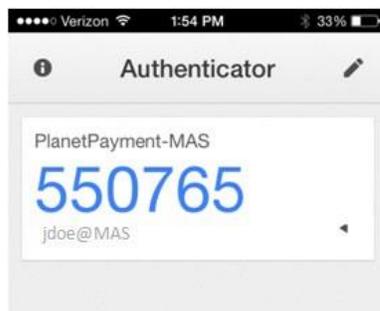
- b. Select **“Scan Barcode”**.

Note: The user can scan in the barcode (QR code) displayed in PWEB, using the google authenticator application.

- c. Position the phone to point the camera at the computer screen to scan the barcode.

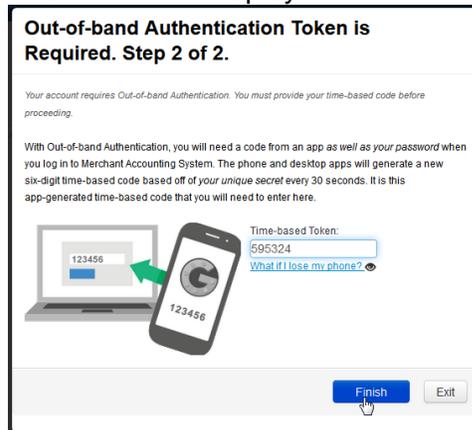


- d. Once scanned, the mobile phone will generate access codes for PWEB. Note: This 6-digit code changes every 30 seconds.



- e. PWEB will prompt the user to enter the current access code from time to time during the login process.
- f. Return to the computer and select **“Got it...Next”**.

The screen will display:



- g. Enter the **current** 6-digit code from the mobile device.
- h. Select "**Finish**".

Out-of-band Authentication for PWEB is complete.

## 2.1 Setting up a WinAuth on your desktop

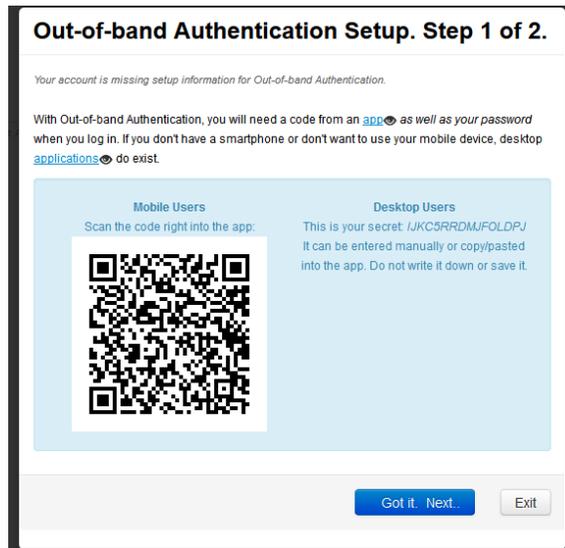
### To configure the account:

1. Install the WinAuth Desktop Application
  - a. Download the latest version from <https://winauth.com/download>
  - b. Extract the ZIP file to your Desktop (you should now see WinAuth.exe on your Desktop)

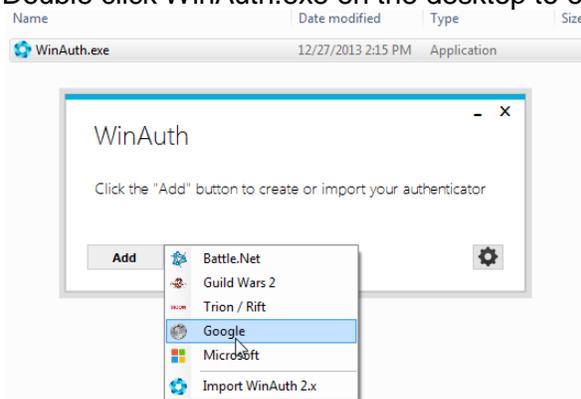
From your computer:

2. Login to PWEB with your PWEB username and password as per usual

The screen will display:

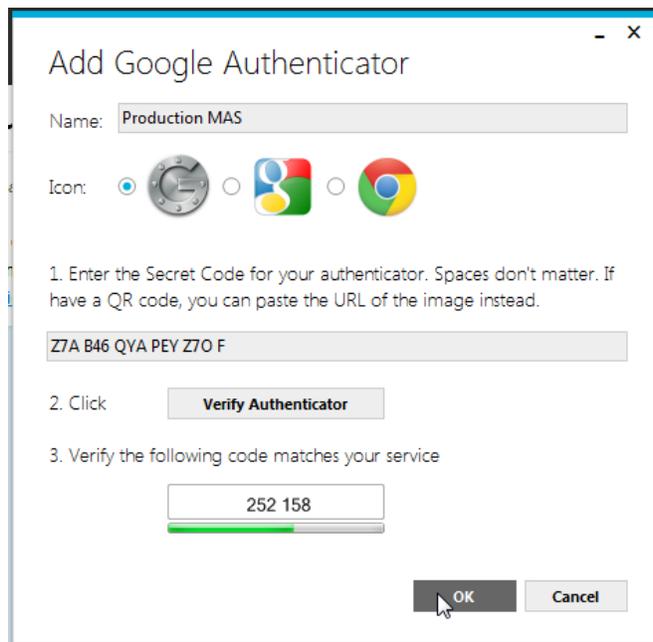


- a. Locate the “secret” alphanumeric code displayed under “Desktop Users”.
- b. Copy this code to the clipboard and leave PWEB open.
- c. Double click WinAuth.exe on the desktop to open WinAuth.



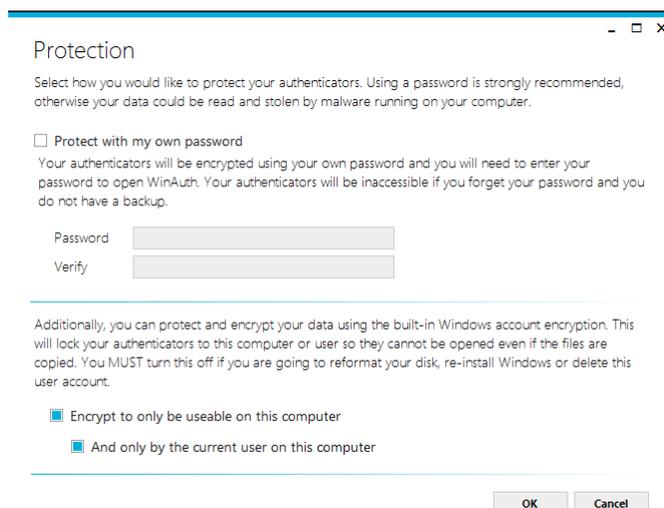
- d. Click “Add” and choose “Google” from the dropdown menu.

The screen will display:



- e. Enter a descriptive name (for example “Production PWEB”), in the Name field.
- f. Paste the “secret” code into the Secret Code field.
- g. Press “Verify Authenticator”.
- h. Select “OK”.

The “Protection” screen will display:



- i. Ensure that “Protect with my own password” is not checked (turned off) and select “encrypt to only be useable on this computer” and “and only by the current user on this computer” (the two checkboxes at the bottom of the screen).
- j. Select “OK”.

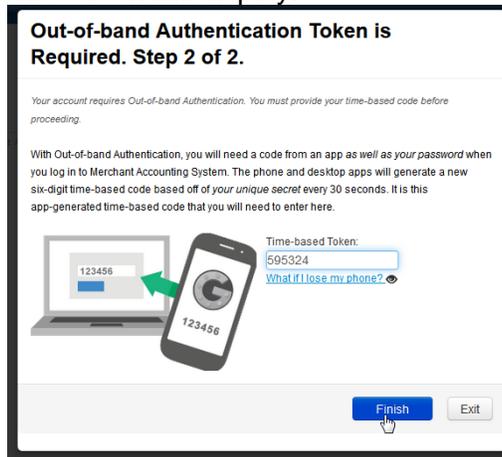
WinAuth will generate access codes for PWEB. This 6-digit code changes every 30 seconds. PWEB will then prompt the user to enter the current access code from time to time during the login process.



Note: Right click on the code to copy it.

k. Return to the computer and select “**Got it...Next**”.

The screen will display:



l. Enter the **current** 6-digit code from WinAuth.  
m. Select “Finish”.

Out-of-band Authentication for PWEB is complete.

### 3.1 After Setup

After set up is complete, the user will be periodically prompted for the **current** 6-digit code.

Generally, the system will prompt you every 24 hours. However, it will also trigger anytime the user:

- Logs in to your account from a different browser version or computer
- Move to a different internet connection (coffee shop, different office location, etc.)
- Logs in using a different PWEB account within the same browser version or computer