




Authenticator App

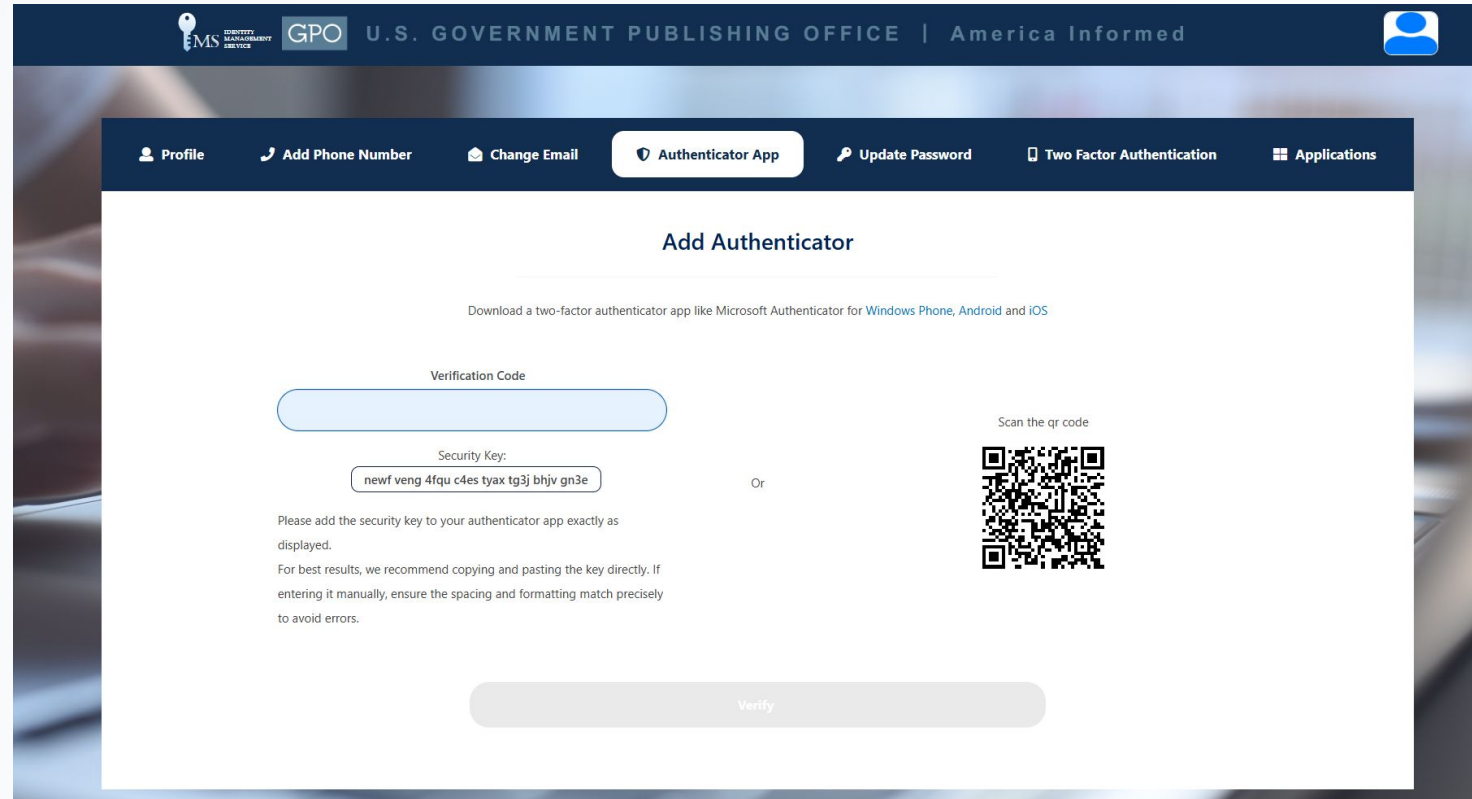
A step-by-step tutorial for linking mobile security applications to
your GPO IMS account.

1. Navigate to Dashboard

Access the Authenticator App Tab

Before beginning the mobile setup, ensure you have enabled Two-Factor Authentication (2FA) on your account profile.

-  Look at the main navigation bar.
-  Click on the **Authenticator App** tab.
-  Ensure 2FA is already active in your settings.



3. Link Account to Mobile

Establishing the Connection

Once the app is open on your device, use one of the following methods to link your GPO IMS identity.



Scan QR Code: Use your camera for instant setup.



Manual Key: Type in the security key directly.

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Profile Add Phone Number Change Email **Authenticator App** Update Password Two Factor Authentication Applications

Add Authenticator

Download a two-factor authenticator app like Microsoft Authenticator for Windows Phone, Android and iOS

Verification Code

Security Key: newf veng 4fqu c4es tyax tg3j bhjv gn3e Or

Scan the qr code

Please add the security key to your authenticator app exactly as displayed.
For best results, we recommend copying and pasting the key directly. If entering it manually, ensure the spacing and formatting match precisely to avoid errors.

Verify

Critical Formatting Note



Security Key Precision


If you choose to type in the security key manually, please ensure it is formatted **exactly** as seen on the screen.

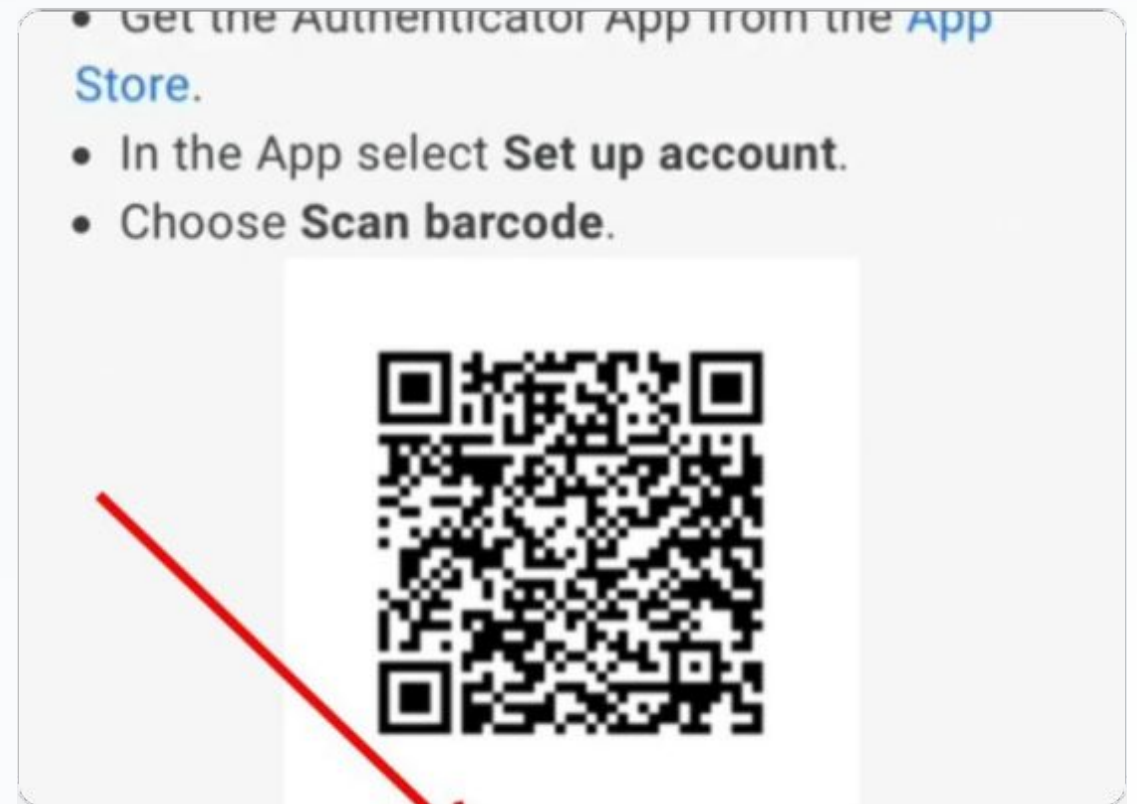
Include all spaces and matching characters to avoid activation failure.

| 4. Validate the Link

Enter Generated Code

Once linked, your mobile app will generate a 6-digit verification code that refreshes every 30 seconds.

-  Check your phone for the current code.
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- Enter the code into the verification field.
- Click **Verify** to finalize.



5. Store Recovery Codes

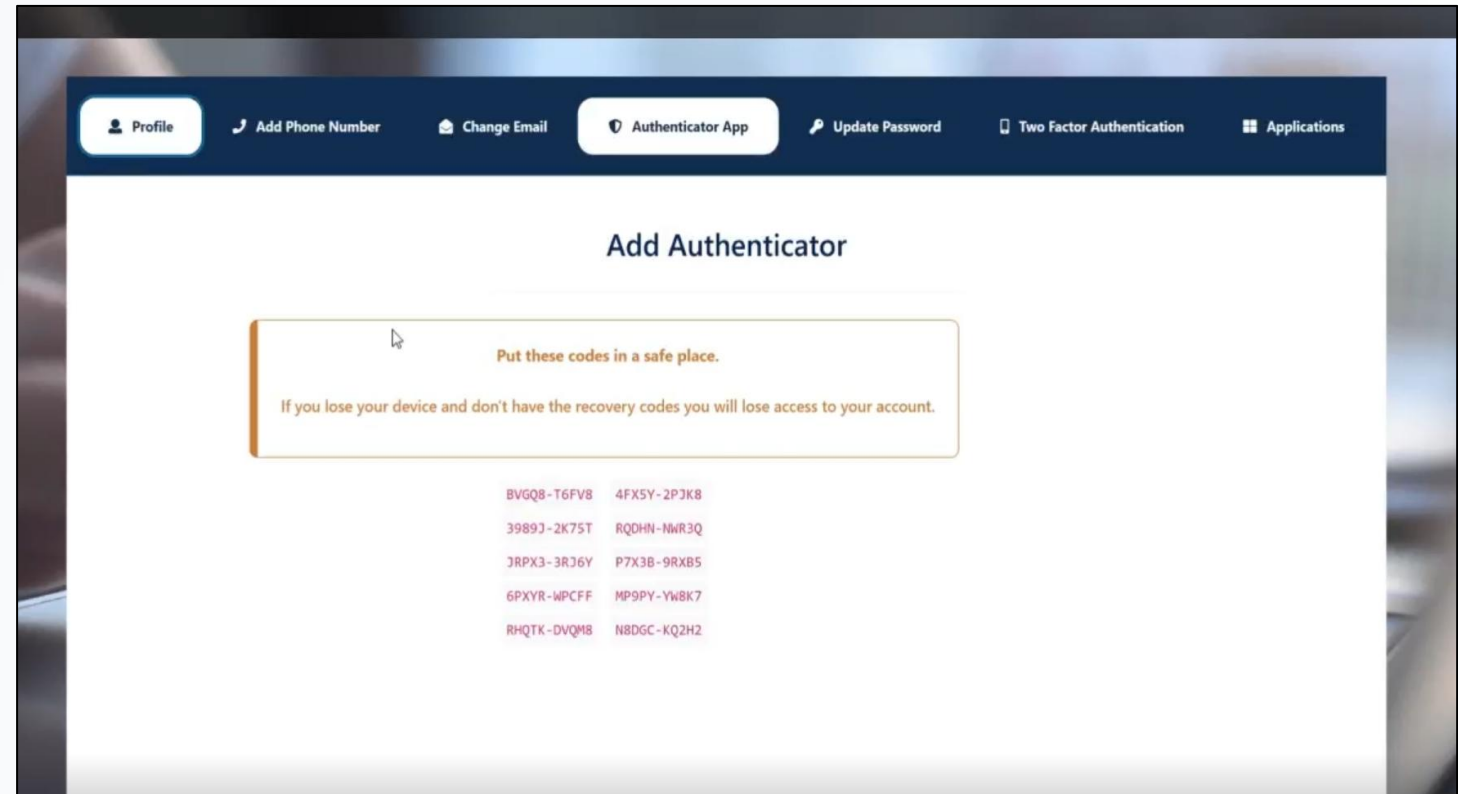
After successful verification, you will be redirected to a list of recovery codes. These are vital for account recovery if you lose your mobile device.



Save these in a **safe, offline location**.



Each code can be used once for emergency login.



6. Confirm Verification

Status Check

To ensure everything is working correctly, navigate back to your profile settings.



Click **Authenticator App** again.



Look for the **Verified** tag.



You can now use the app for all future logins.

