

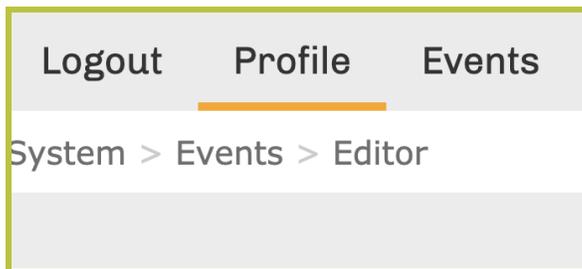


## How to Set Up Multi-Factor Authentication (MFA) - Authenticator App Option

1. Log in to [admin.zapplication.org](http://admin.zapplication.org).

**Note:** Click the eye icon next to the password field to view your password as you type it.

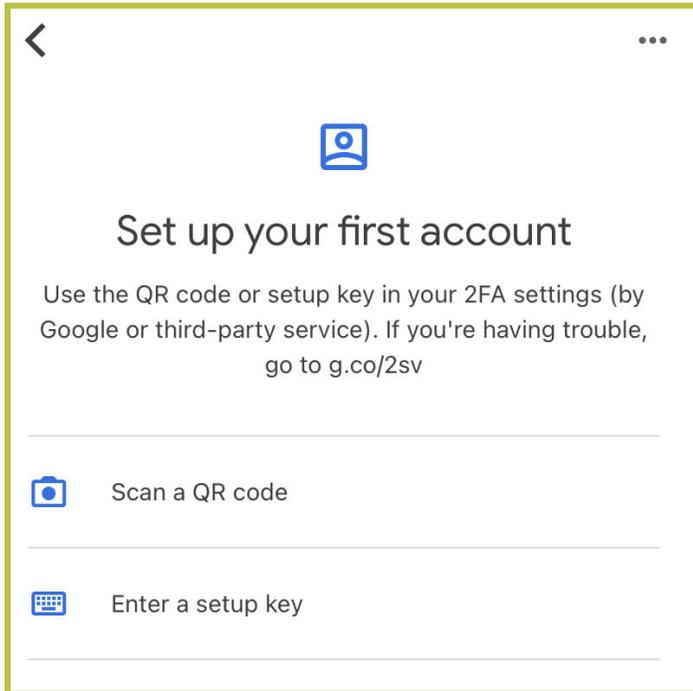
2. Click the **Profile** tab of the menu.



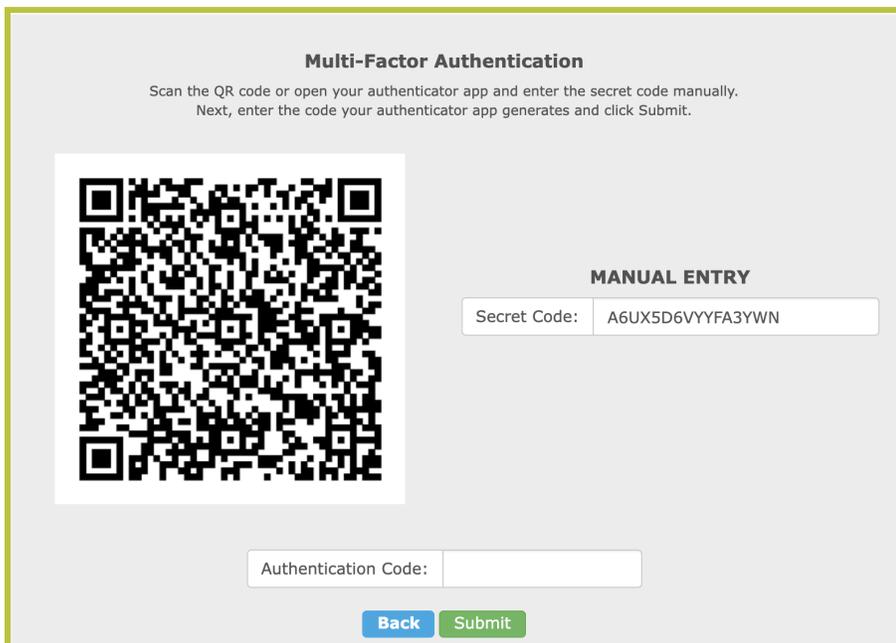
3. Select **Use an App** as the method you prefer to have the authentication code sent to you.



- Download or open the authenticator app of your choice. The image in these instructions are from Google Authenticator, but you can use any authenticator app.



- Scan the QR code or enter the secret code provided by ZAPP as the setup key on your authenticator app.





6. A code will pop up on your authenticator app. Enter it in the **Authentication Code** field on ZAPP and click **Submit**.

**Note:** *Have the app ready as the code expires quickly. The code will automatically regenerate, so if you miss the first one, you can enter the second one without logging in again.*

A screenshot of a web form. At the top, there is a label 'Authentication Code:' followed by a white input field. Below the input field are two buttons: a blue 'Back' button and a green 'Submit' button.

7. Once you submit the code, you will see a confirmation page with a recovery code. Save the recovery code to bypass the authenticator if you cannot access your original authentication method. **Note:** *The recovery code will change when you edit your MFA settings.*

A screenshot of a confirmation page titled 'Multi-Factor Authentication Congratulations!'. The text reads: 'You have successfully enabled multi-factor authentication. Visit your Profile page at any time to update your multi-factor authentication settings. Before you go, please write down this recovery code (and keep it somewhere safe and secure):'. Below this text is a white input field containing the text '[Recovery Code]'.

Return to the Profile Details help guide to learn how to log in using Multi-Factor Authentication.