

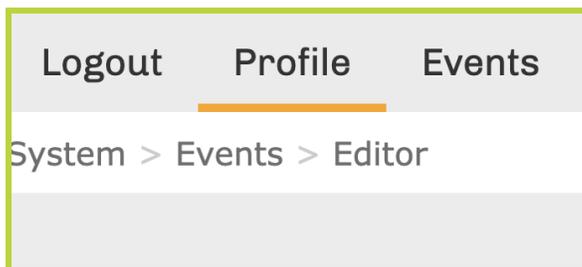


How to Set Up Multi-Factor Authentication (MFA) - Email Option

1. Log in to 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 **Email** as the method you prefer to have the authentication code sent to you.



- An email will be sent to the email address associated with your account with the authentication code. The email will come from contactzapp@zapplication.org.
- Enter the code from your email into the Authentication Code field and click **Submit**.

Multi-Factor Authentication

An email with a one-time code was sent to the email address associated with your ZAPP account.

Enter that code below and click Submit.

If you did not receive the email contact the ZAPP team for assistance.

Authentication Code:

[Back](#) [Submit](#)

- Once the code has been entered successfully, 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.*

Multi-Factor Authentication

Congratulations!

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):

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