

MX™ MERCHANT

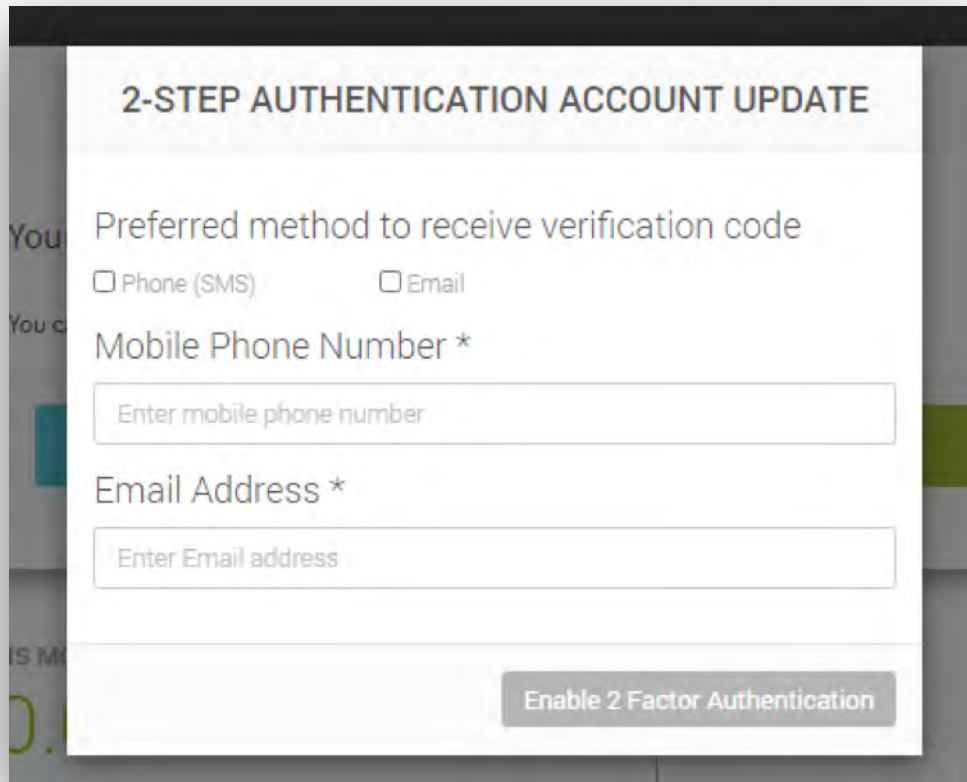
Two-Factor Authentication User Guide

Introduction

In an effort to ensure enhanced online security measures, beginning September 18, 2020, all MX™ Merchant Users will be required to enroll in two-factor authentication for mxmerchant.com.

MX™ Merchant Admin users must go through the 2-step verification **each** time they login to the MX™ Merchant App.

All other user levels will be required to go through the two-factor authentication each time they login from a **new** location (IP Address).



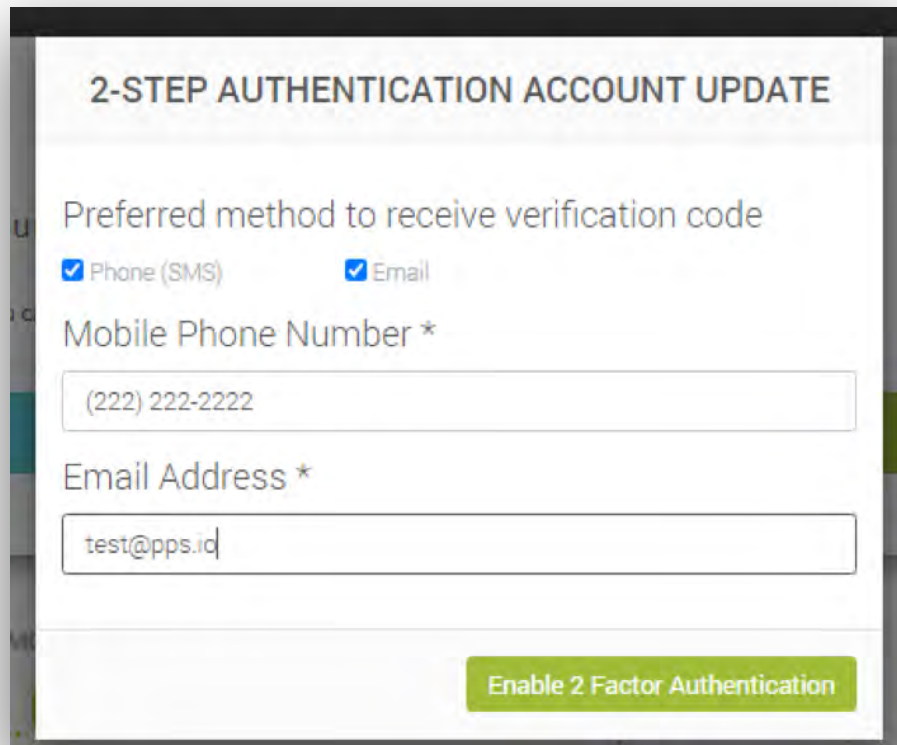
The screenshot shows a web form titled "2-STEP AUTHENTICATION ACCOUNT UPDATE". It contains the following elements:

- A heading: "2-STEP AUTHENTICATION ACCOUNT UPDATE"
- A label: "Preferred method to receive verification code"
- Two radio button options: Phone (SMS) and Email
- A label: "Mobile Phone Number *"
- A text input field with the placeholder text "Enter mobile phone number"
- A label: "Email Address *"
- A text input field with the placeholder text "Enter Email address"
- A button at the bottom right labeled "Enable 2 Factor Authentication"

STEP ONE

Setting Up Two-Step Authentication

The **first** time a user logs into **mxmerchant.com**, they will be prompted to setup 2-Step Authentication.

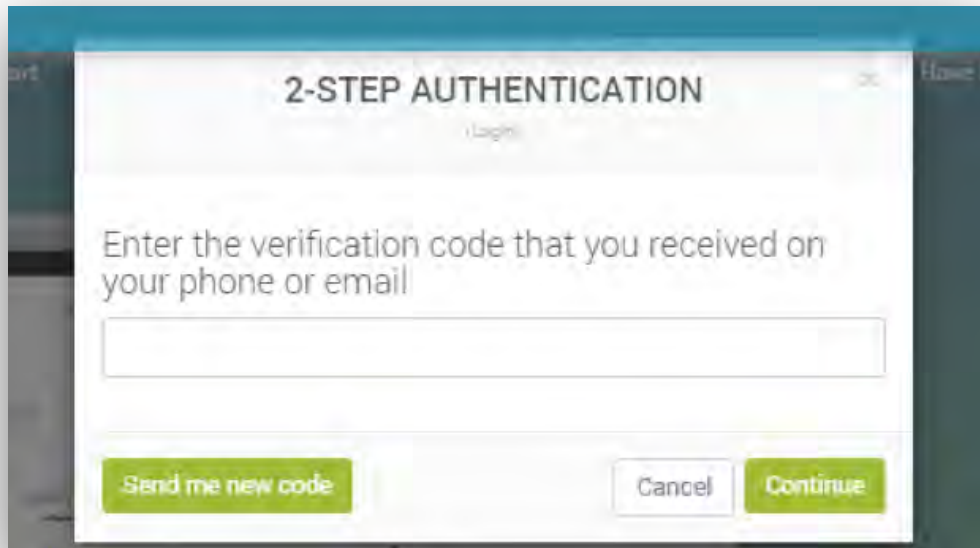


The screenshot shows a web form titled "2-STEP AUTHENTICATION ACCOUNT UPDATE". It has two sections. The first section is titled "Preferred method to receive verification code" and contains two checked checkboxes: "Phone (SMS)" and "Email". The second section is titled "Mobile Phone Number *" and has a text input field containing "(222) 222-2222". Below that is the "Email Address *" section with a text input field containing "test@pps.id". At the bottom right of the form is a green button labeled "Enable 2 Factor Authentication".

STEP TWO

Setting Up Two-Step Authentication *(cont.)*

Once a user enters their phone number and/or email address and selects the **'Preferred method'** they will have to select **'Enable 2 Factor Authentication'** and then login ***again*** and complete the two-factor authentication.



STEP THREE

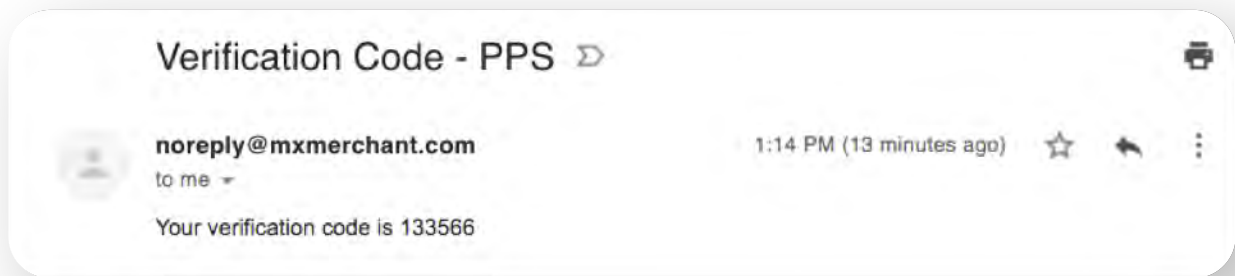
Logging Into MX™ Merchant Using 2-Step Authentication

Whenever a MX™ Merchant Admin user logs into the App, and/or a lower-level user logs in from a new location (IP Address), users will be prompted to enter in the Verification Code they received according to the preferred method selected during the 2-Step Authentication setup process.

STEP FOUR

Depending on the user's preference(s) set, the user will either receive an email or text message with the authentication code to be entered.

Once the user types in the Verification code and selects '**Continue**' they will be logged into MX™ Merchant.

Example Email w/ Authentication Code:**Example Text w/ Authentication Code:**