Ceterus Edge: Multi-Factor Authentication How to Enable Text Authentication

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Password		
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Remember	me	
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Step 1 Go to <u>edge.ceterus.com</u> to log in

Step 2

Once logged in, you'll land on the welcome screen and should be greeted by a notification highlighting Multi-Factor Authentication. Click the notification to begin enabling Multi-Factor Authentication. You can also enable this at any time by updating your **User Settings** in the top right-hand corner of the page.

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fm Financials		Settings at any time to set this up.
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Step 3

You'll notice the new **Multi-Factor Authentication** section in Edge Web. You have the option to either select **Text Messages** or leverage an **Authentication App** (Google Authenticator or Authy are supported). Check out our <u>Multi-Factor Authentication FAQs</u> to determine which option is best for you.

Edge		User Settings		Have A Question?
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f Financials	~	Change Password		
Lttl Benchmarks		Passwords must be at least 8 characters in length, lowercase letter and one number.	and must contain at least one uppercase letter, one	
🕑 KPIs		Current Password:	5	
& Forecasting		New Password:	Ð	
止 Download		Retype New Password:	Ð	
	~			Save Changes
		Multi-Factor Authentication Make your Edge account even more secure by ena to enter a code that only you have access to when Text Message Checking your preferences Authenticator App Checking your preferences	bling multi-factor authentication. This will require you you login. <u>Click here for more information</u> .	

Step 4

To enable **Text Messages**, click the **Text Message** toggle to enable. You will be asked to enter your mobile phone number and click **Submit**. You will then receive a text to the phone number you entered.

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Forecasting	New Password: Retype New Password: Enter a New Phone Number	
~	Enter the phone number you would like us to send your authentication codes to going forward.	Save Changes
	Multi-Factor Authentication ① +1 XXX-XXX-XXXX	
	Text Message Cancel Setting up your authentication method	Gubme
	Authenticator App Set up a smartphone authenticator app.	
	No authenticator app? Click for directions to download <u>Google</u> <u>Authenticator</u> or <u>Authy</u> , two popular options for IOS and Android devices.	

Step 5

After receiving a text message with the code, you will enter the code in **Edge Web** and click **Submit**. The text message will read "Your Ceterus verification code is ..."

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Step 6

After entering the code, you will see this screen letting you know that you have successfully set up your authentication method.

Edge	User Settings		Have A Question?
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Step 7

You will also receive an email from Ceterus letting you know Multi-Factor Authentication has successfully been set up.



Step 8

The next time you log into **Edge Web**, you will be prompted to enter your email address and password, then prompted to enter your Multi-Factor Authentication code. Press the **Send Code** button to receive the time-limited code via text message. You'll complete the sign-in process by entering the code you received as depicted below.

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