ENHANCING SECURITY:

A Guide to Multifactor Authentication Implementation
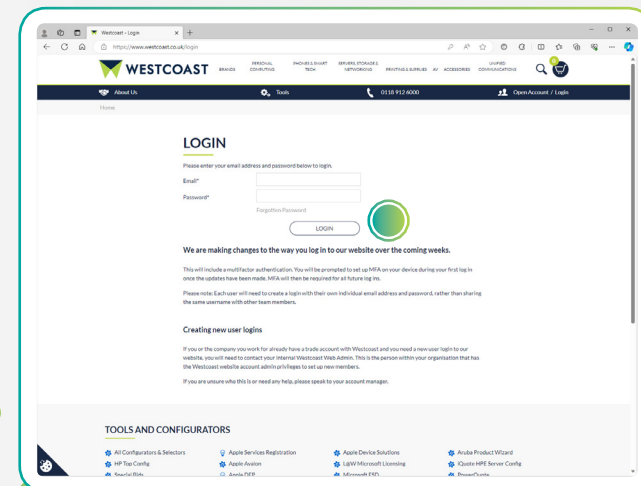
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We have added an extra layer of security in the form of **multifactor authentication (MFA)** - (AKA two-factor authentication) to our website. As well as inserting your username and password, you will be required to authenticate via an MFA on your smartphone or computer. It's quick and easy to do. Follow these simple steps below to set it up.
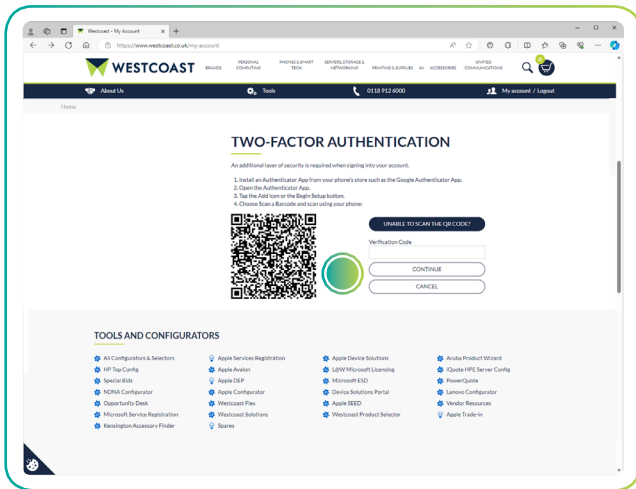
Visit Westcoast.co.uk
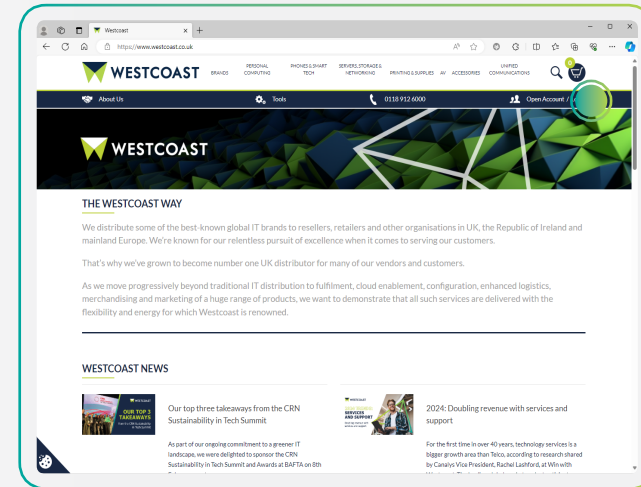
2

Login as usual (please note, you should have an account with your own email address, not a shared inbox). We recommend that your business has at least two administrator accounts to assist with user administration. **View our password policy to find out more**.

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You will be prompted to **register** for two-factor authentication.

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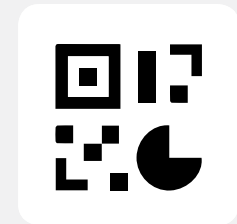
Install an Authenticator App, if you do not have one installed already. On your smartphone: from your phone's app store such as Google Authenticator or Microsoft Authenticator. **On your computer:** Add a browser extension as your authenticator such as the 2FA Client.

Google Authenticator (on mobile)

**Microsoft Authenticator (on mobile)**

2FA Client on your computer

5

To add your Westcoast account to your chosen Authenticator, open the app, tap the 'Add' icon / Begin Setup button. **On your smartphone:** choose **scan a QR code / barcode** and scan using your phone camera. **On your computer:** choose **scan QR code / barcode** and drag the cursor over the QR code / barcode on the screen.

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Enter the code produced from your app used to register for two-factor authentication at **westcoast.co.uk/login**
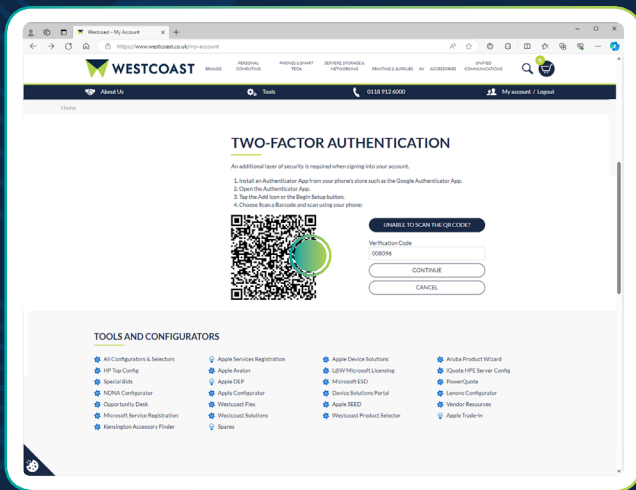
You will then be signed into the website as usual.

If you have any questions, please contact your account manager.

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Hint: Back up your authenticator. We recommend doing this so you can recover the app onto a new device in the future.

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