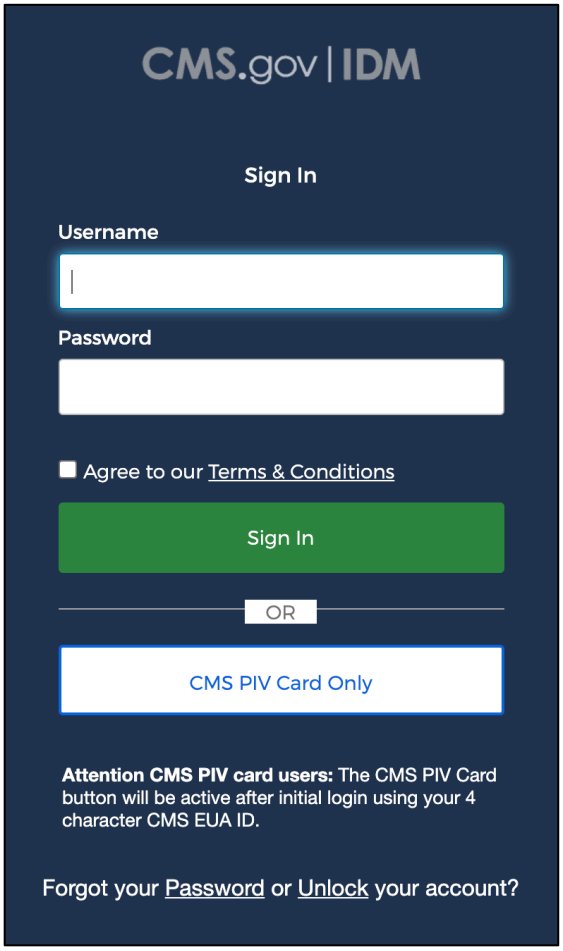
Multi-Factor Authentication (MFA) Initial Setup Instructions

Follow the instructions below to set up Okta Verify, Google Authenticator, SMS Authentication, e-mail authentication, and/or voice authentication. You may need a mobile device if you choose the app-based authentication options. This can be your CMS-issued, company-issued, or personal mobile device (cell phone).

1. On your laptop, navigate to https://idm.cms.gov and **enter your CMS EUA user ID** and **password**. **Check the box** next to "Agree to our Terms & Conditions" and click **Sign In.**

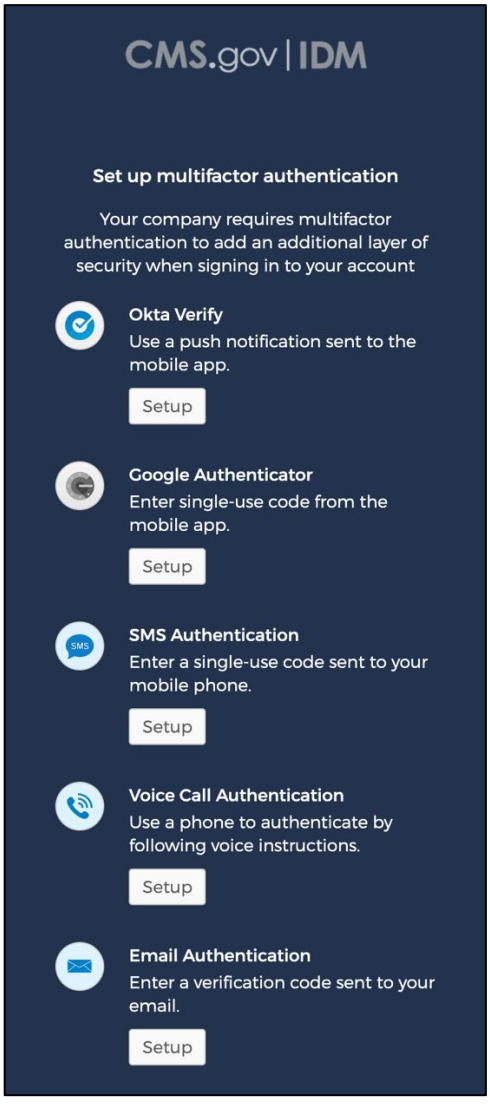
   Note: Login using your 4-character CMS EUA user ID and password. **CMS PIV Card Only** authentication may not work for first-time users. After your initial account setup is complete, you can use the **CMS PIV Card Only** button.



2. Set up multifactor authentication. You can choose from **Okta Verify** (use a push notification sent to the mobile app), **Google Authenticator** (enter single-use code from the mobile app), **SMS Authentication** (enter a single-use code sent to your mobile phone), **Voice Call Authentication** (use a phone to authenticate by following voice instructions), or **Email Authentication** (enter a verification code sent to your email).

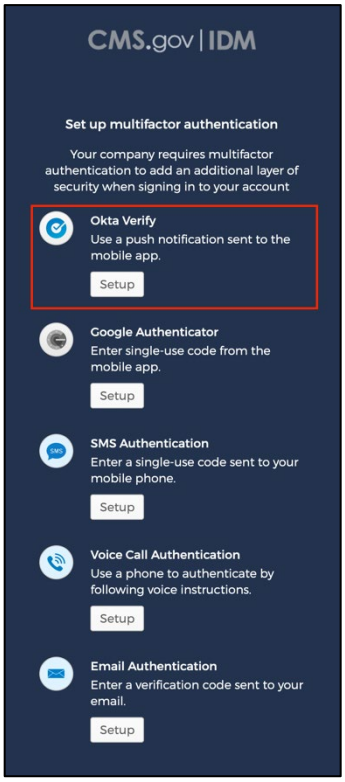
   Note: We recommend you set up at least two factors, for example, Okta Verify and SMS Authentication. If you get a new mobile device in the future and keep the same phone number, then you will have at least SMS authentication as an alternate option to access your applications and sign in to https://idm.cms.gov.

   Steps in this guide provide instructions on how to set up Okta Verify, Google Authenticator, and SMS Authentication.

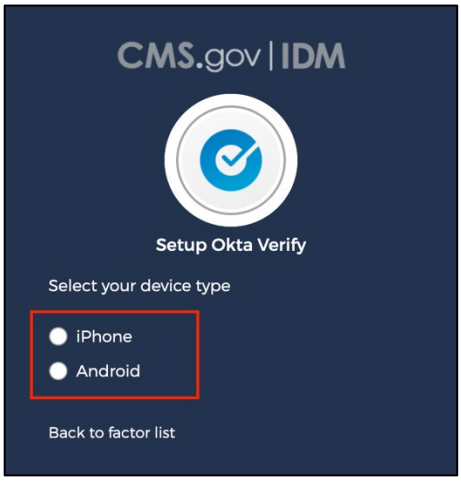


Okta Verify Initial Setup

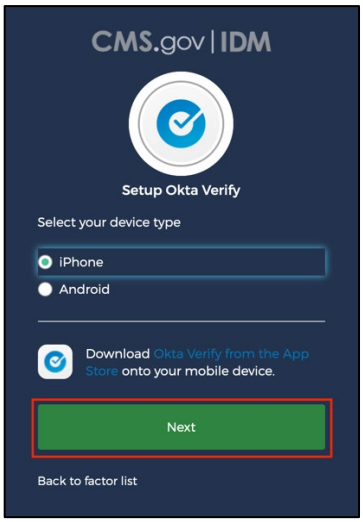
1. Select Setup under the **Okta Verify** option.



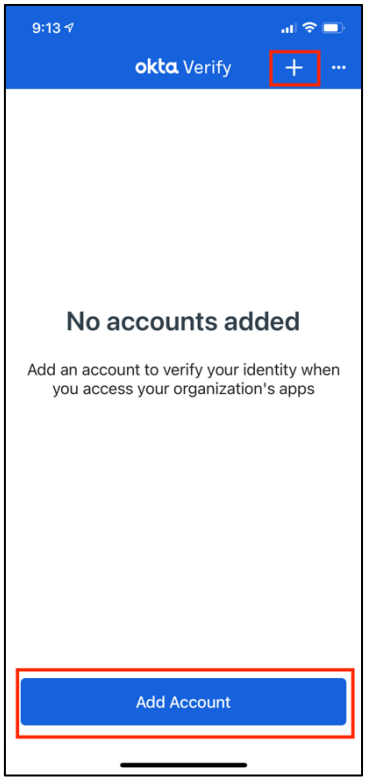
2. Select your device type: **iPhone** or **Android**.



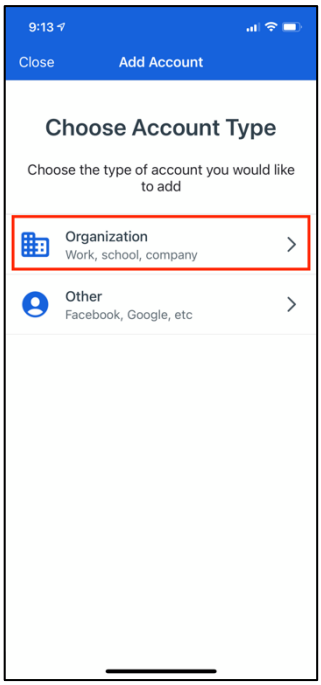
3. After selecting your device, download Okta Verify from App Store or Google Play store. This example displays the iPhone download option. Once completed downloading the app, select **Next**.

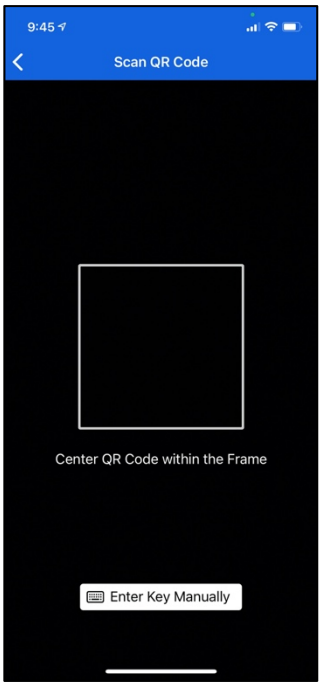


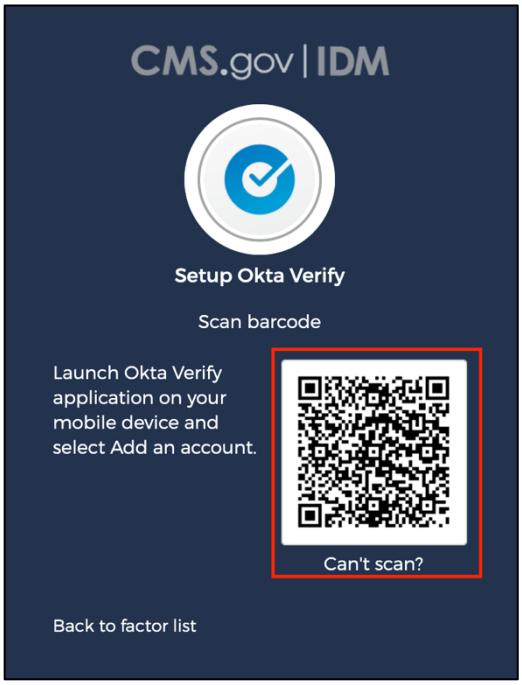
4. Launch the Okta Verify application from your mobile device and select the plus (+) icon to add an account.



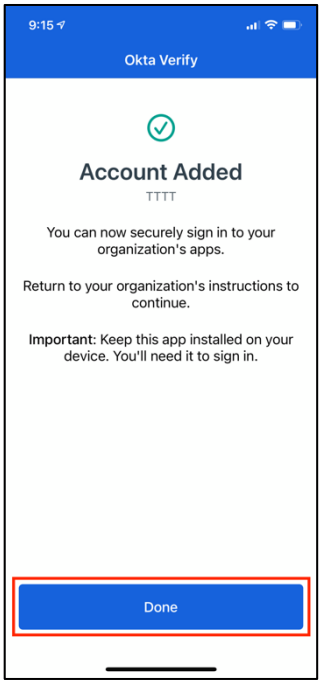
5. Select **Organization** and then select **Scan a QR Code**. After selecting Scan a QR Code, the app opens the camera on the mobile device. Scan the barcode displayed on the Setup Okta Verify application.

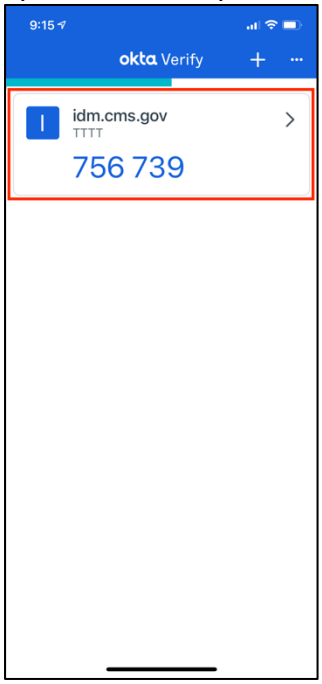




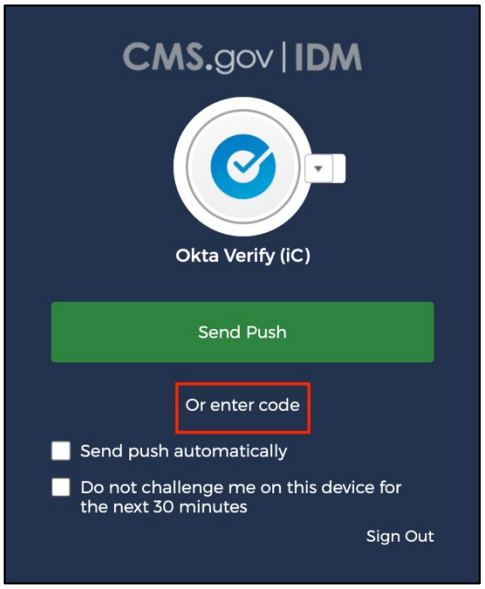


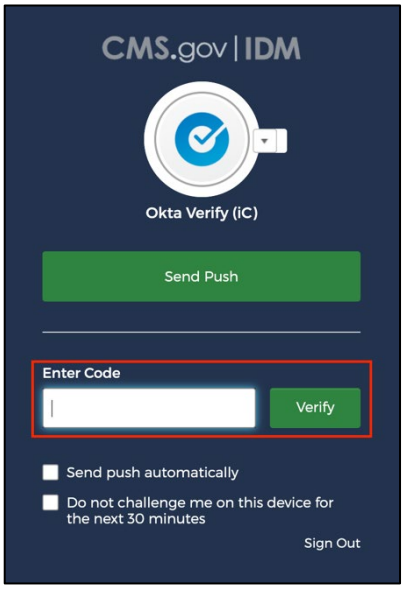
6. A new account is added to your Okta Verify account (can have multiple).



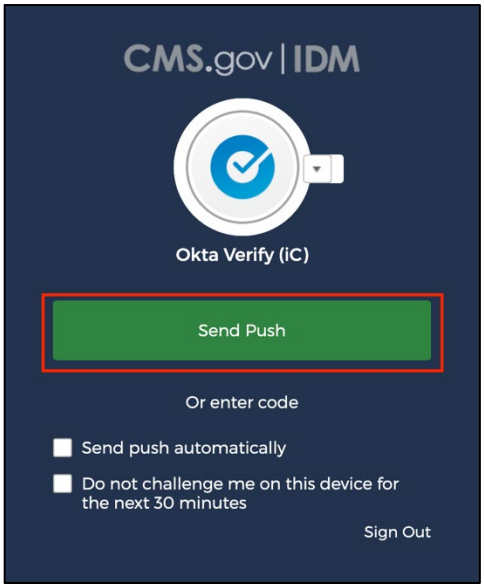


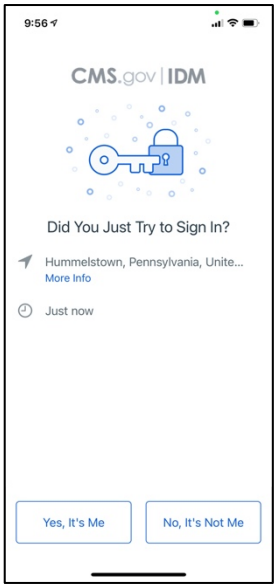
The code cycles/updates every 30 seconds. Select **Or enter code** if you want the code to log in to the application you are attempting to access.



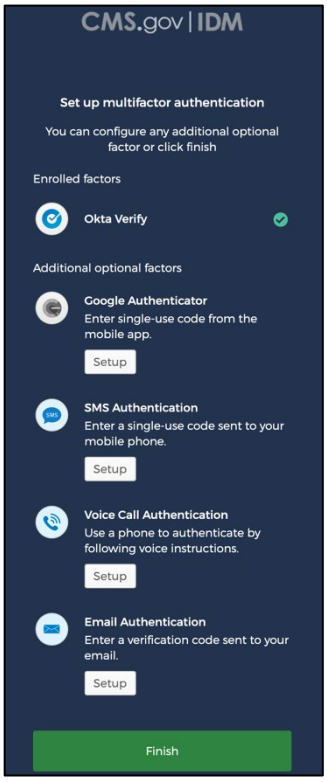


Note: when using Okta Verify, it is recommended to select **Send Push** to confirm on the Okta Verify configuration, and select **Yes, It's Me**.



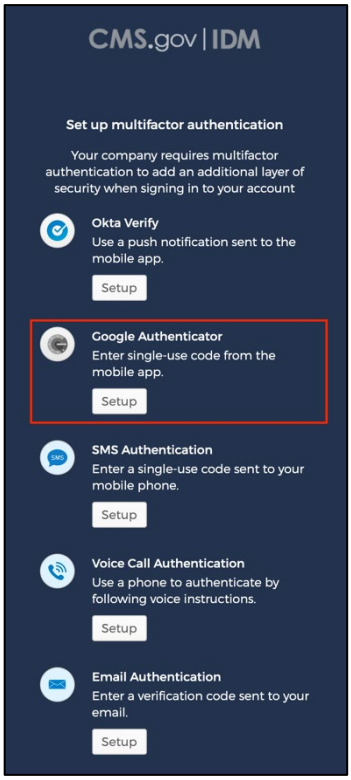


7. Setup is now complete. Click **Finish** or choose another authentication option.

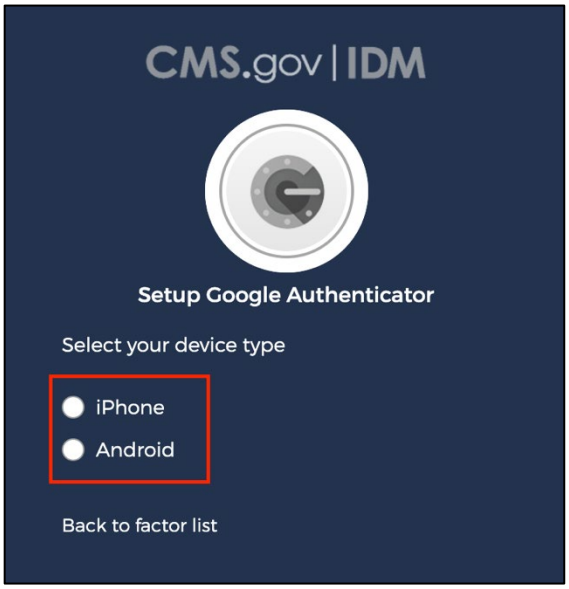


Google Authenticator Initial Setup

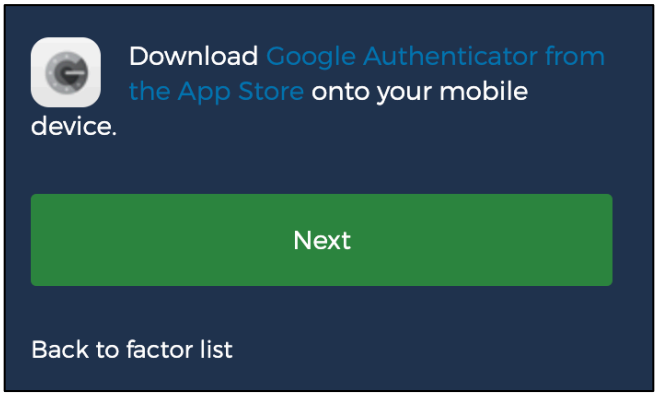
1. Select Setup under the **Google Authenticator** option.



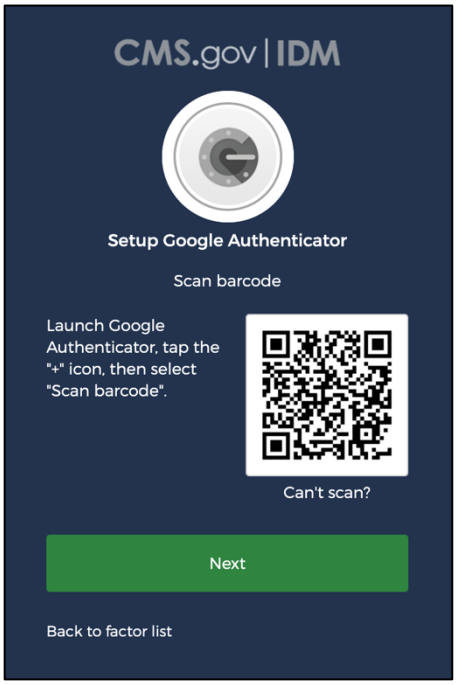
2. Select your device type: **iPhone** or **Android**.



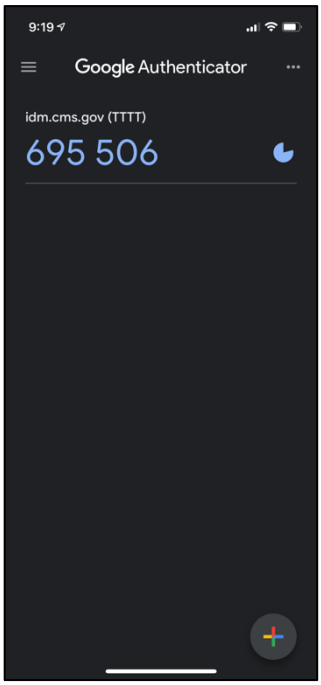
3. If not already installed on your mobile phone, download Google Authenticator from the Google Play Store and select **Next**.



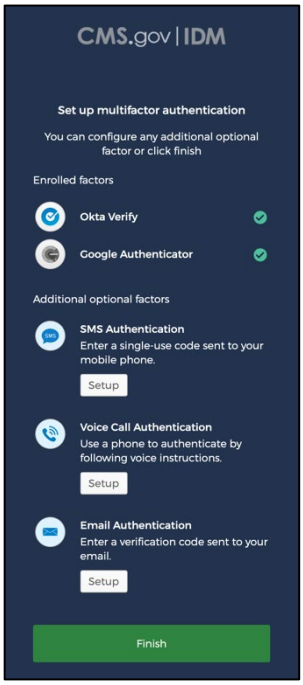
4. Open Google Authenticator on your mobile phone, scan the barcode, and select **Next**.



5. A new account is added to your Google Authenticator account (can have multiple). The code cycles/updates every 30 seconds. Use the code to log in to the application you are attempting to access.

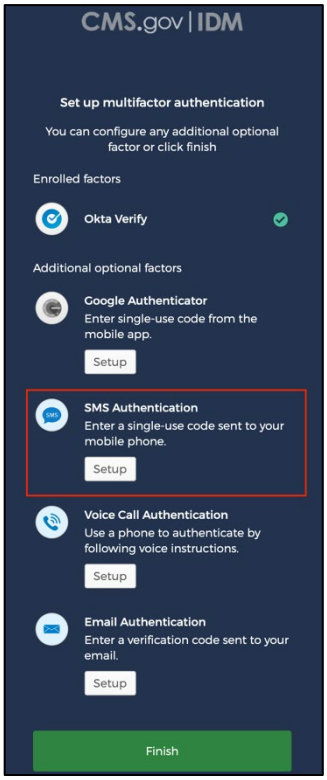


6. Setup is now complete. Click **Finish** or choose another authentication method.

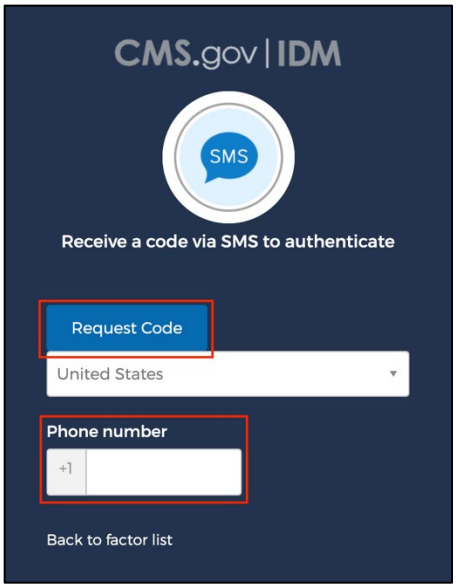


SMS Authentication Initial Setup

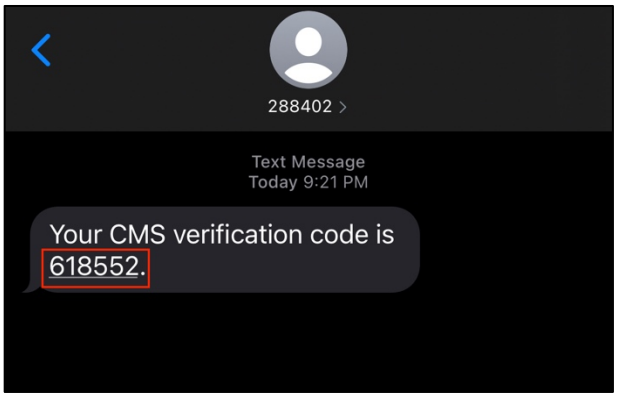
1. Select **Setup** under the **SMS Authentication** option.



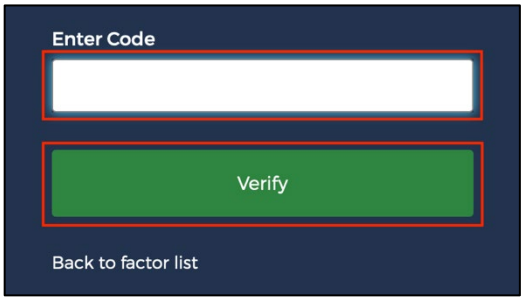
2. The **Receive a code via SMS to authenticate** window displays. Enter your **phone number** and select **Request Code**.



3. You will receive a one-time verification code via SMS.



4. Enter the one-time verification code received via SMS and select **Verify**.



5. Setup is now complete. Click Finish or choose another authentication option.