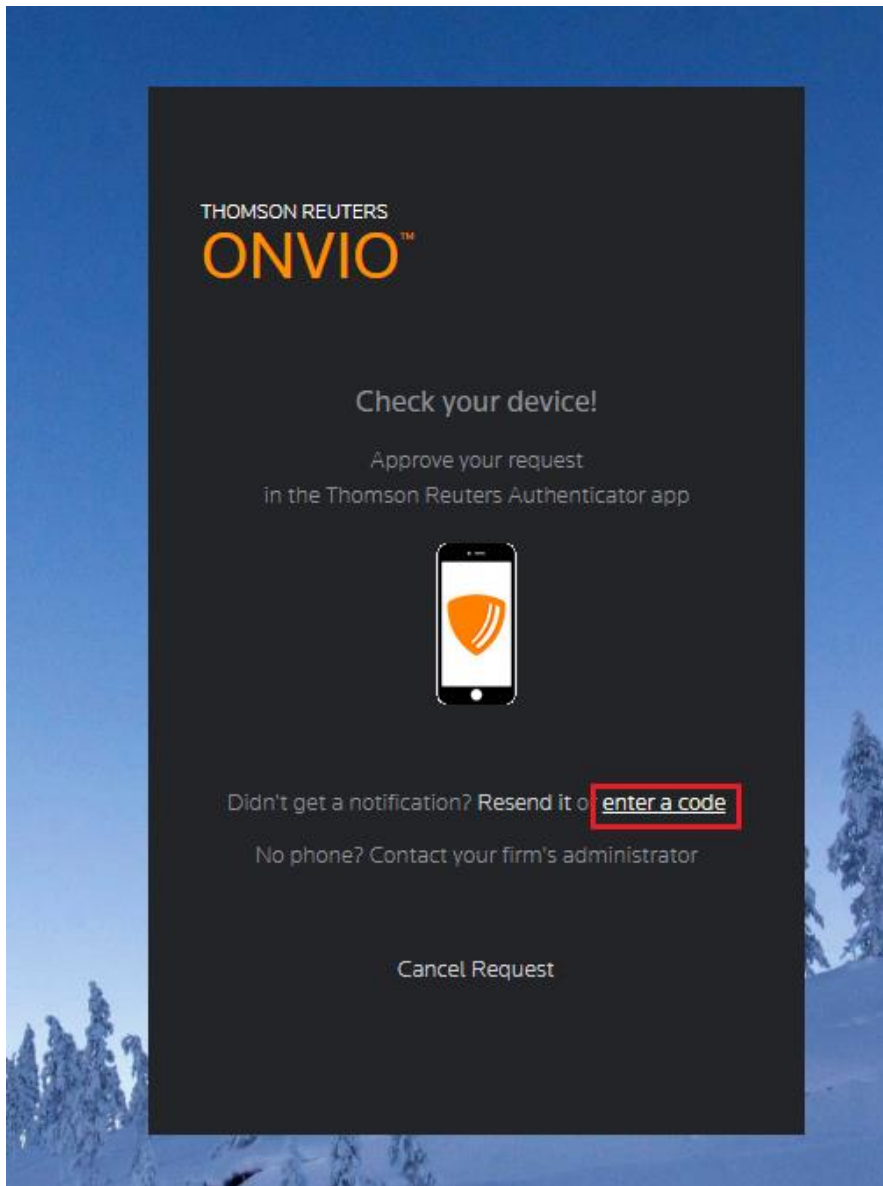


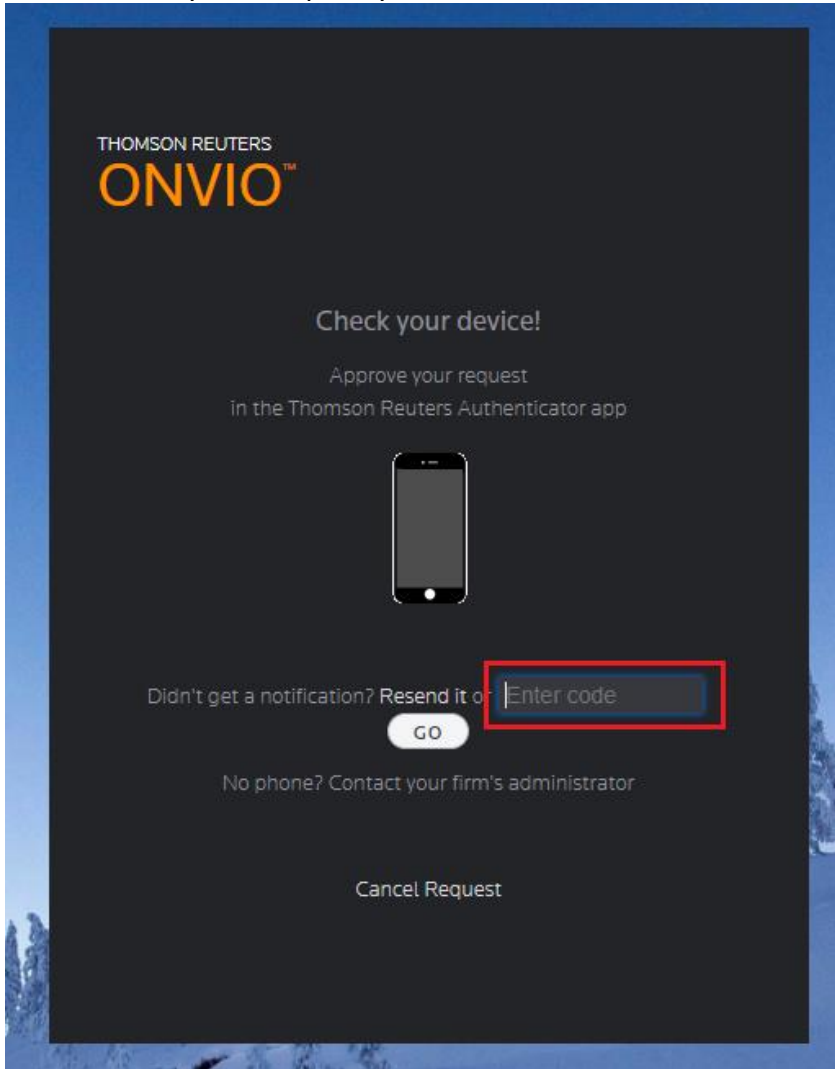
Onvio MFA Setup

Follow the steps below to change your Multifactor Authentication option. Please note that you will need to have your temporary access code on hand. Please contact Onvio Support on **1800 074 333** or email onviosupport.aus@thomsonreuters.com if you do not already have these codes.

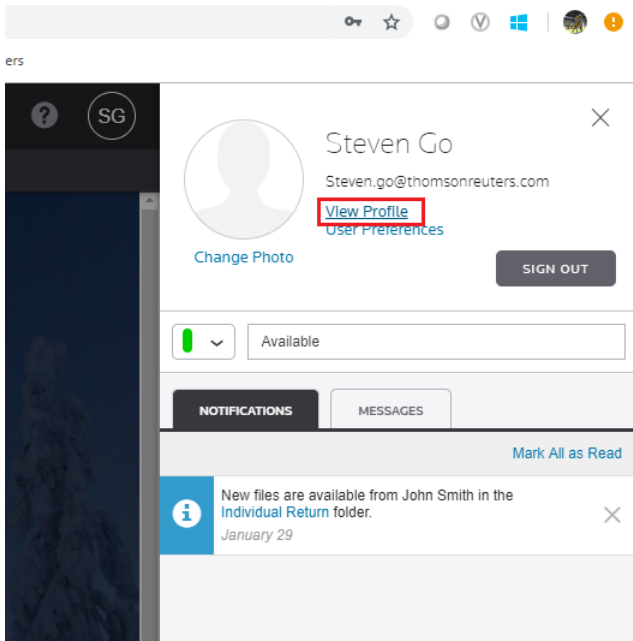
1. Log into your Onvio account
2. Click on '**enter a code**' on the '**Check your device!**' screen



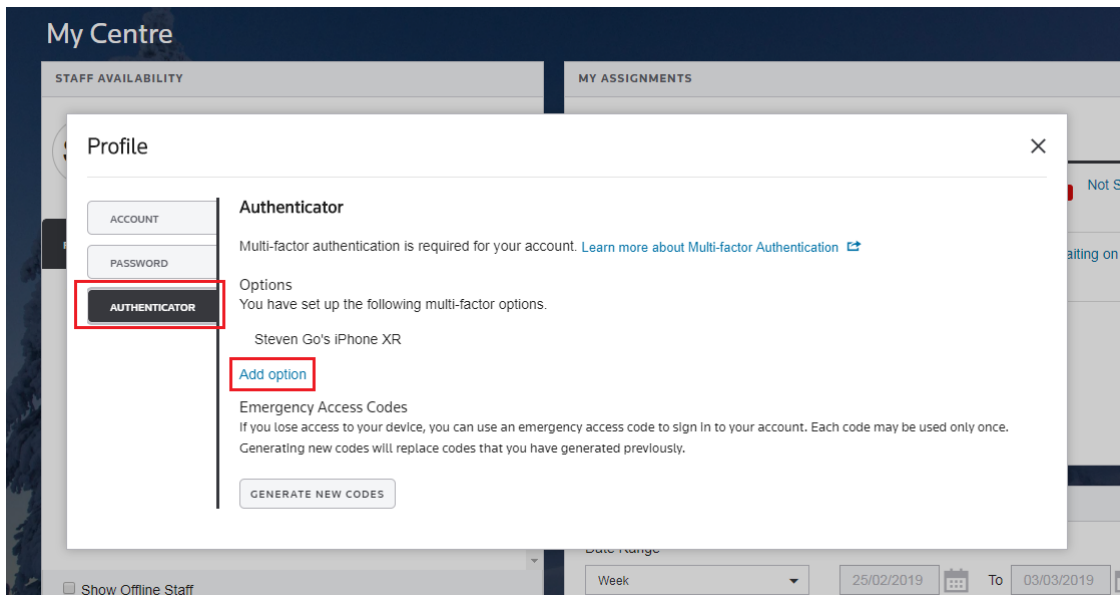
3. Then enter in your temporary access code and click 'Go'



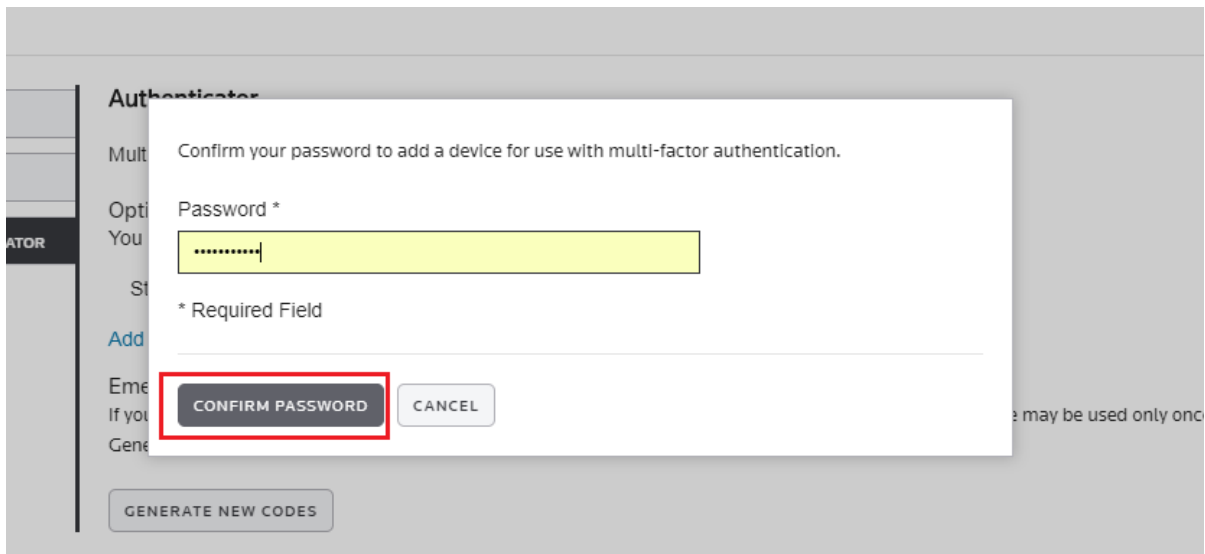
4. Then once you're logged in, click on your profile icon at the top right of the screen and select 'View Profile'



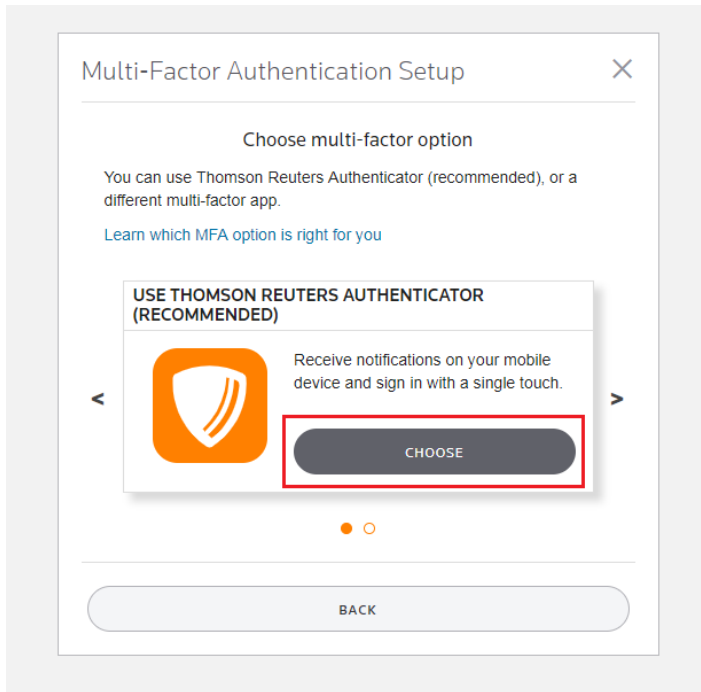
5. Then click on **'Authenticator'** and select **'Add option'**



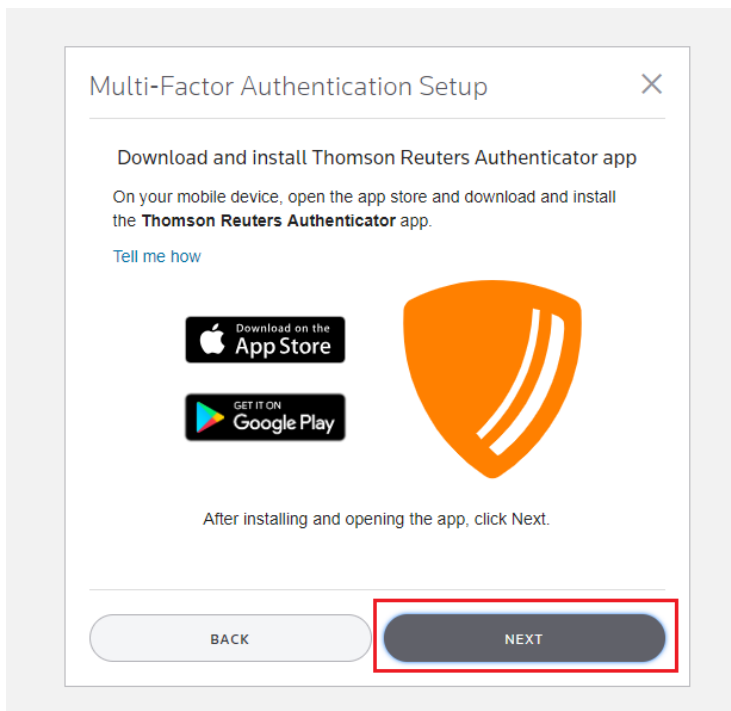
6. You will be asked to confirm your login password. Enter the password and then click **'Confirm Password'**



7. Choose the Authenticator app that you would like to use. We recommend using the Thomson Reuters Authenticator



8. Download your chosen app onto your phone. Once you have downloaded the app, click on the 'Next' button



9. You will then need to open the app on your phone and then scan the QR code that appears on the next screen. Once this is completed, you can then go back into your profile and delete your old phone from the authenticator option.