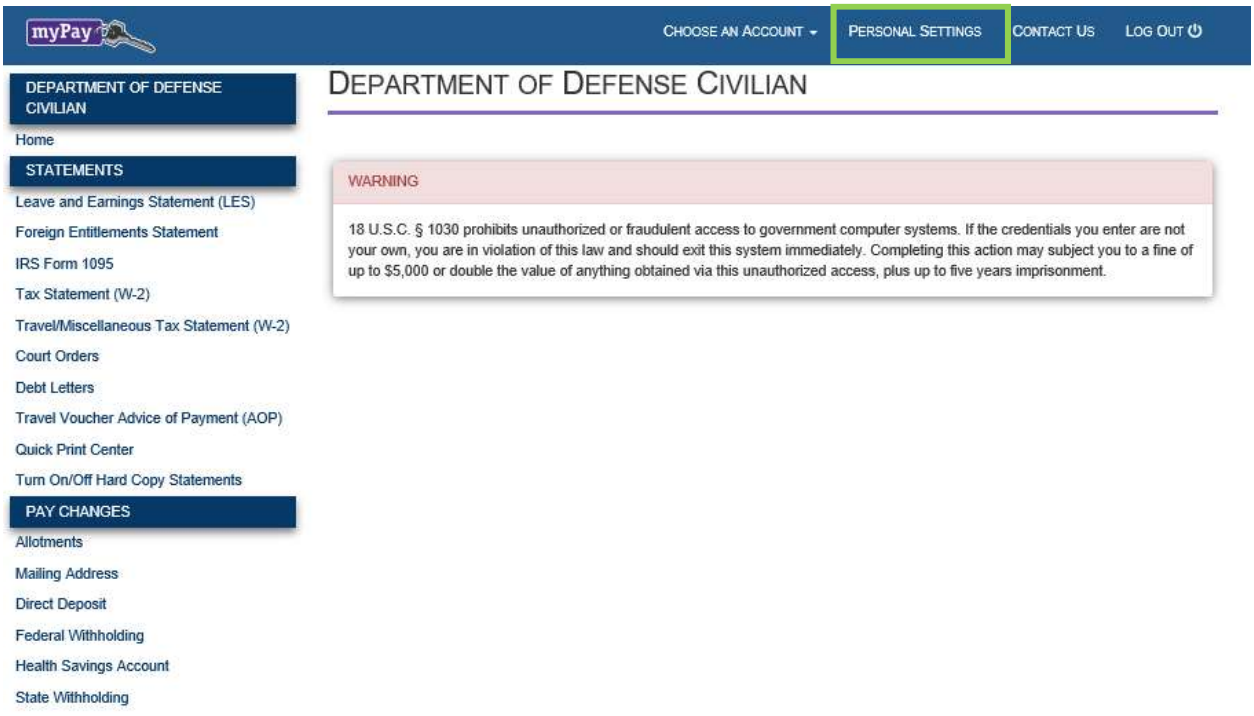
How to add an authenticator app to your myPay two-factor authentication settings

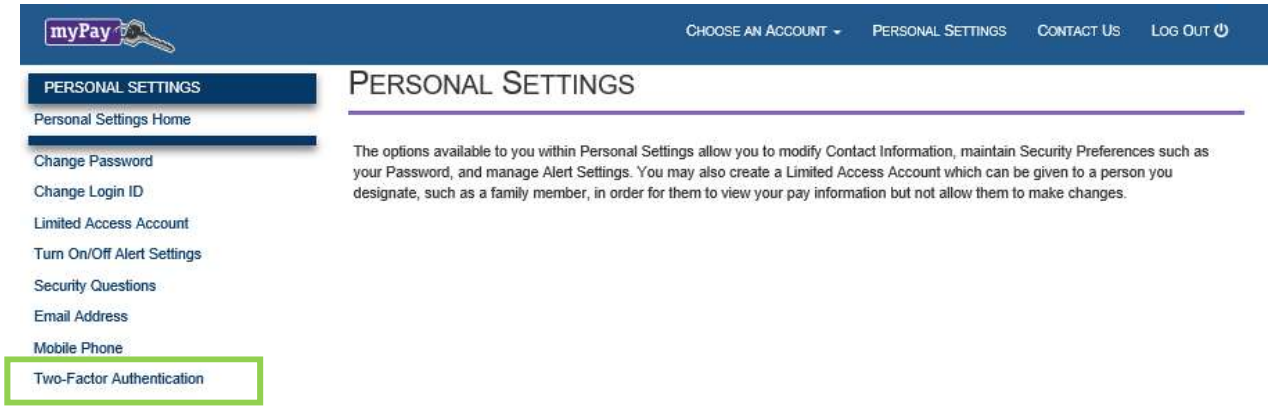
If you are already enrolled in two-factor authentication, you can add an authenticator app to your profile for future use. Once you have chosen and installed an authenticator app on your device, follow these steps to set up your app to work with myPay:

Step 1: Sign in to myPay

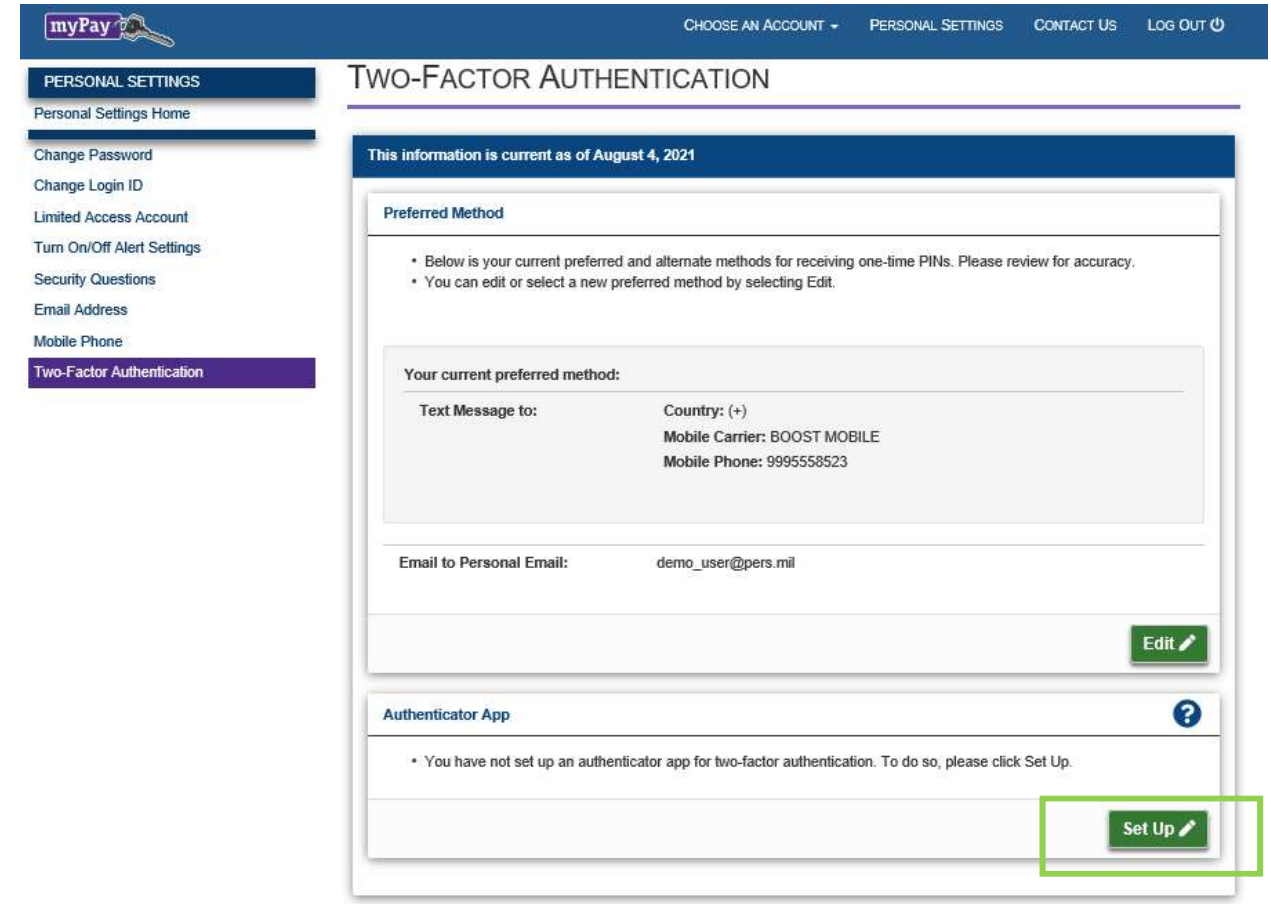
Step 2: Navigate to Personal Settings



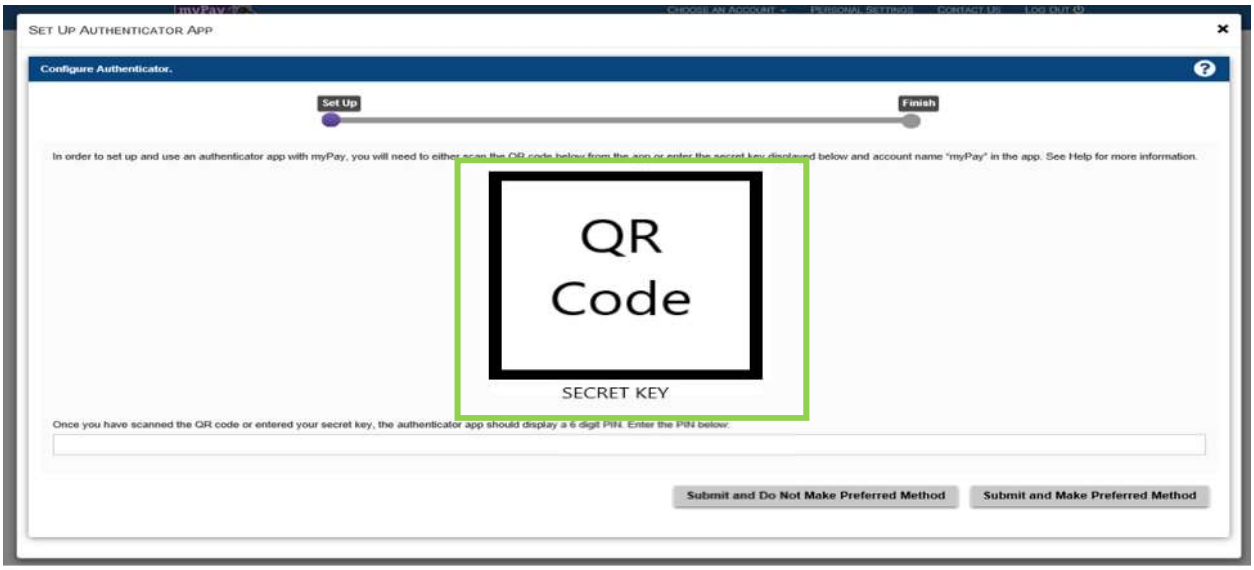
Step 3: Select Two-Factor Authentication



Step 4: Under Authenticator App, click on "Set Up"



Step 5: myPay will display a QR code and a secret key



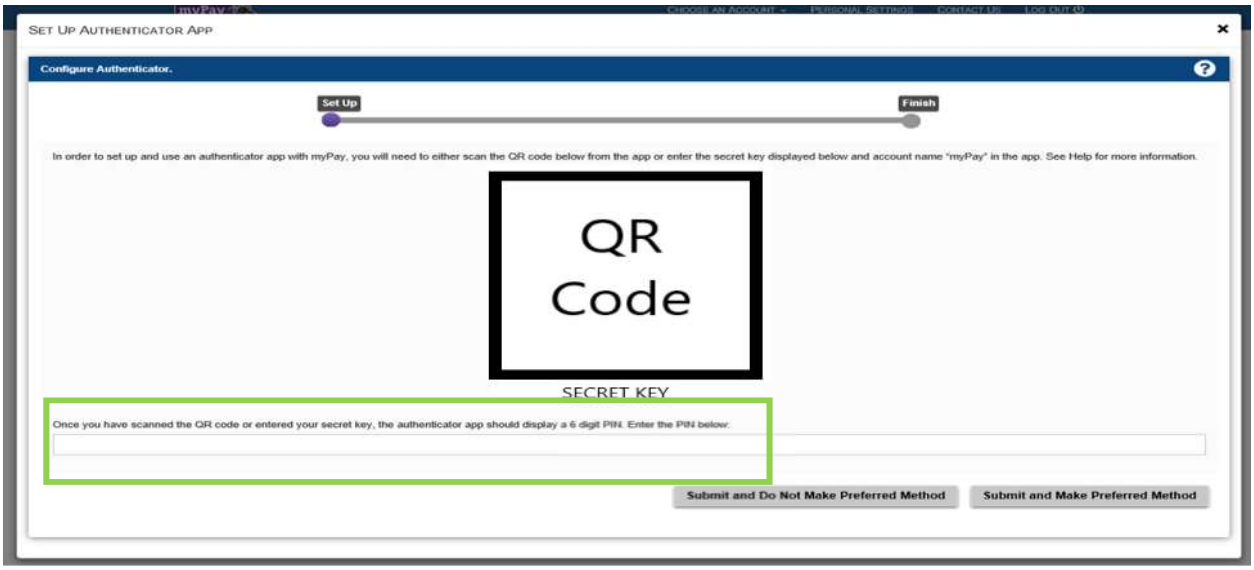
Step 6: Open the app on your smartphone, select add an account, and either

Scan the QR code

OR

Enter the secret key, account name "myPay", and make sure you select the time-based option

Step 7: Type the 6-digit code displayed on the authenticator app into myPay



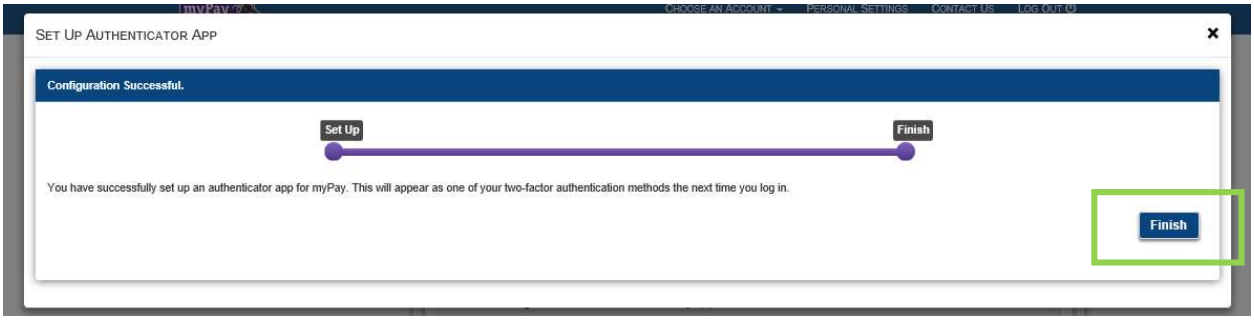
Step 8: Select either:

"Submit and Do Not Make Preferred Method"
(This will add the app to your settings but not designate it as your preferred method for receiving PINs.)

OR

"Submit and Make Preferred Method"
(This will add the app to your settings and designate it as your preferred method for receiving PINs.)

Step 9: Click Finish.



You're all set to use your authenticator app the next time you access myPay!