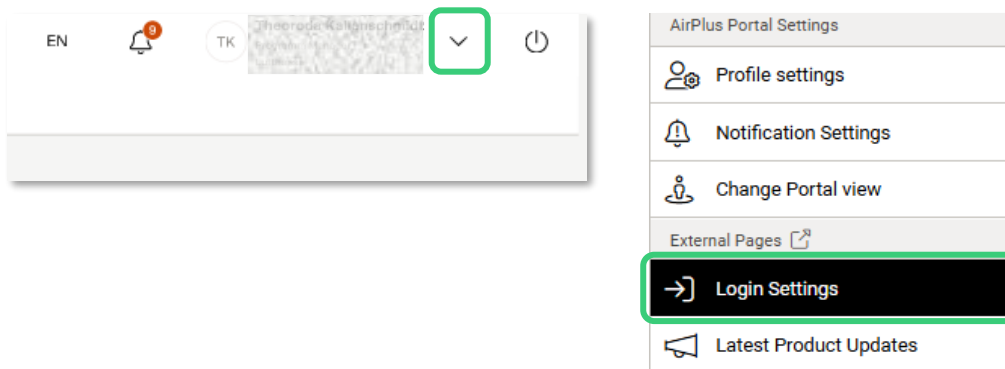




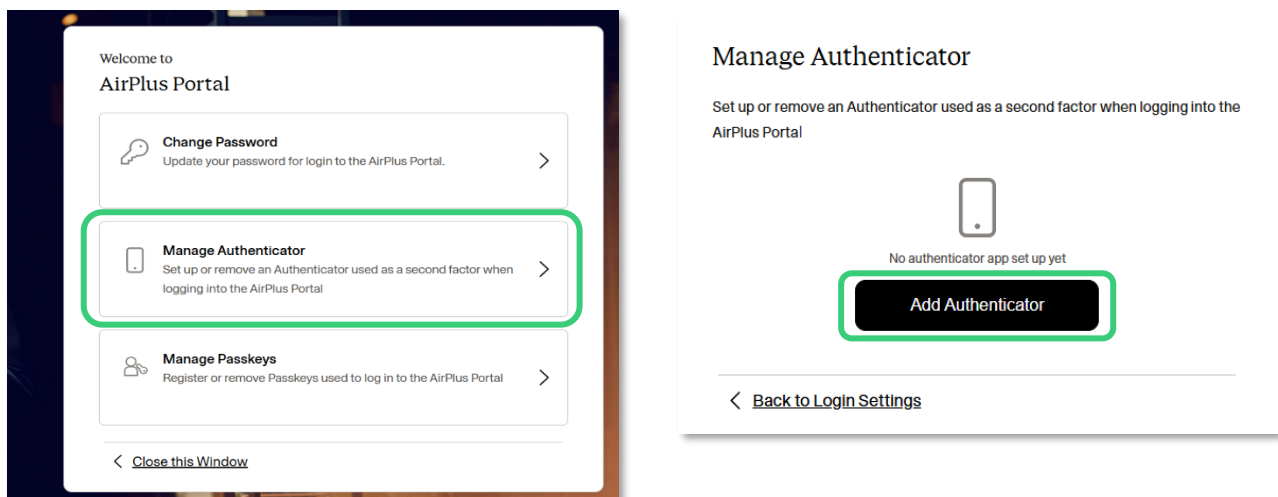
AirPlus Portal: How to set up an authenticator solution

Available for all portal roles

1. To set up an authenticator, open your **user profile** in the AirPlus Portal and select “**Login settings**”.



2. Select “**Manage Authenticator**”, then “**Add Authenticator**”.



3. The setup instructions will now guide you through the following steps.
4. If not yet done, please **install an authenticator** (e.g. FreeOTP, Google Authenticator, Microsoft Authenticator) on your desktop or mobile phone.
5. To register the authenticator and connect it to your device, **scan the QR code** or select “**Unable to scan**” below the QR code.



6. Enter the **one-time password** provided by your authenticator.
7. Select **Submit** to complete the setup.