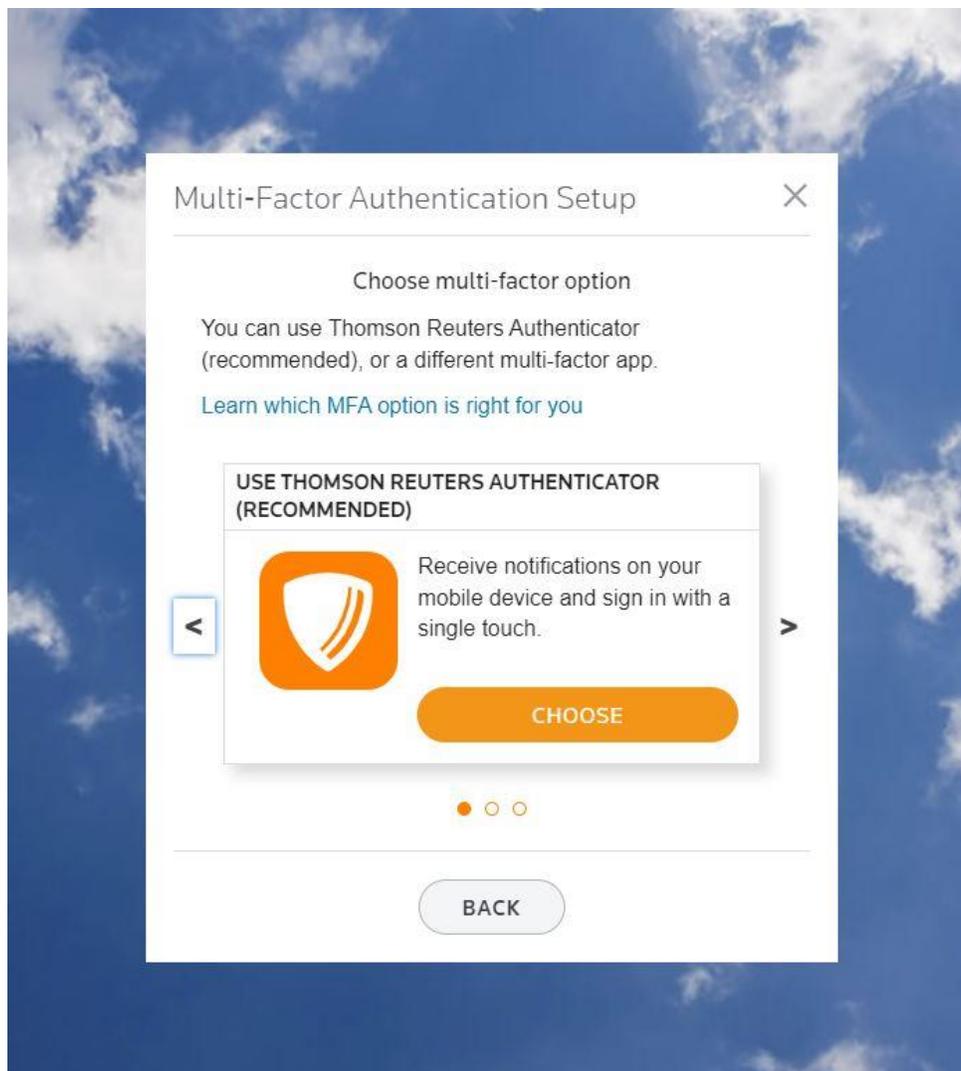


Instructions for setting up Multifactor Authentication.

What you will need: The mobile device you will use for authentication with your account each time you log in (it must have a camera, but you could use a cell phone, tablet or iPad). One other device/computer with a screen available to use in setting up your account.

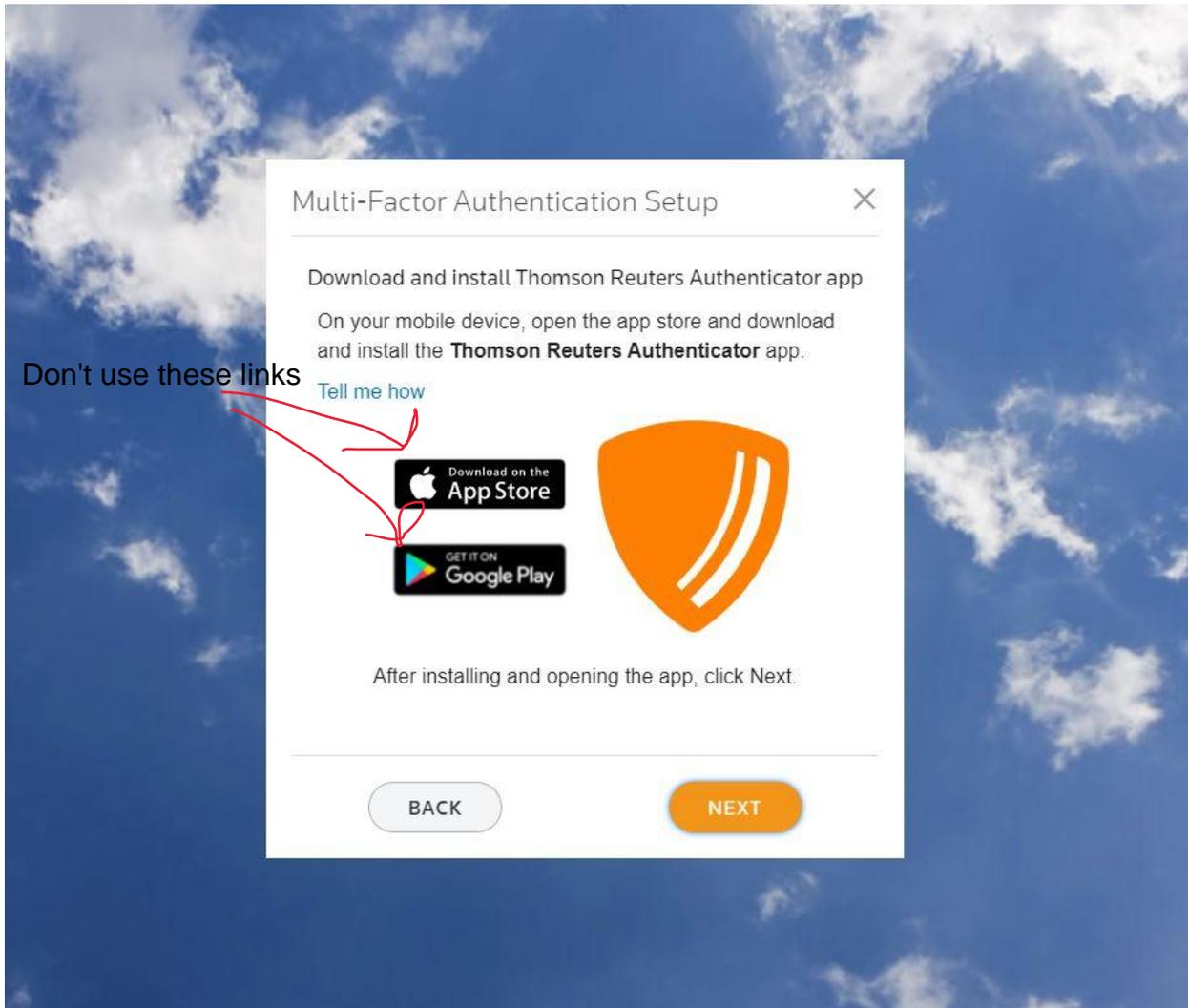
The instructions will refer to your authentication device as your “mobile device” and your second device as “your computer”.

1. Begin with your computer and enter your username and password at <https://onvio.us/clientcenter/en/us>
2. You will see a screen that tells you “Multi-factor authentication required”, click “set up now” to begin the process.
3. The next screen shares some details about the process. Click “Get started” to continue
4. Next, you will need to choose the method you will use for authentication. If you already have an authentication app on your phone that you like and want to use, you can choose third party authentication app. Otherwise, choose “Use Thomson Reuters Authenticator” as shown below. All following instructions will be for this option.



5. Now you will need to install the authenticator on your mobile device. Do not go to the app store using the links shown on your computer screen, because you need to install the app on your mobile device, not on your computer.

On your mobile device, go to the app store and search for “Thomson Reuters Authenticator”. The icon will look like the orange shield on your computer screen. Once you have it installed on your mobile device, click “next” on your computer screen.



6. Now you should see a QR code on your computer screen. Open the app on your mobile device and give it the permissions to your camera that it requests (you can always revoke these after setup). The app should now automatically go into a camera mode. If not, hit the little + sign in the top right of the app screen and it will bring up the camera mode. Aim the camera at the QR code on your computer screen and it will automatically take a picture.
7. Once it takes the picture you should see that it is now paired. It will then ask you to print or save a list of emergency access codes. These are one-time use codes that enable you to log into your account without your mobile device. They are very helpful if you change cell phones and need to

log in and set up a new phone. So keep at least one or two where you can find them for the future.

To log in after setup, enter your username and password on the device you want to use to view your account (it can be the same one as you have the authenticator on), and then when it asks you to check your device, you should see a popup on your mobile device. It will ask you if you want to log in and you can hit "yes". If you do not see the popup on your device, open the authenticator app. You will see a number listed. You can choose "enter code" on the login screen to be brought to a window where you can enter the code from your device.