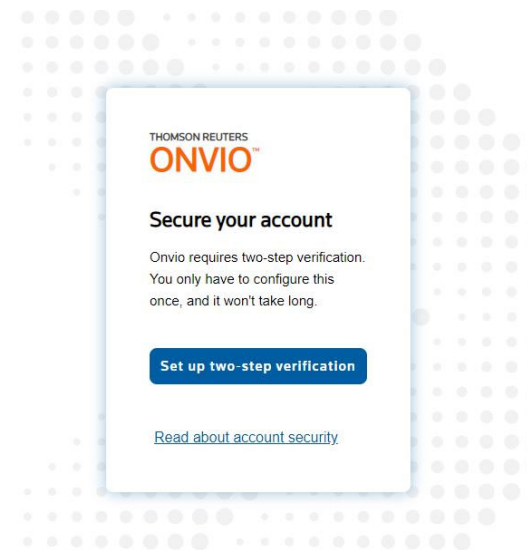


Onvio requires two-step verification to be set up for access to your online account.

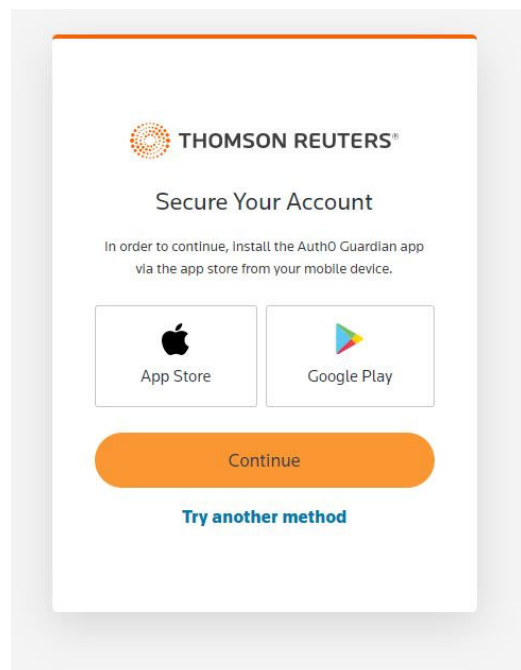
When you log into your account for the first time you will be prompted to set up your two-step verification.



You will be able to choose what type of verification process you would like to use. The most secure, and our recommended option, is to use an app-based verification method.

Alternatively, you may choose a phone-based method that texts or calls you with a verification code.

Click on the “Set up two-step verification” to begin the setup process.

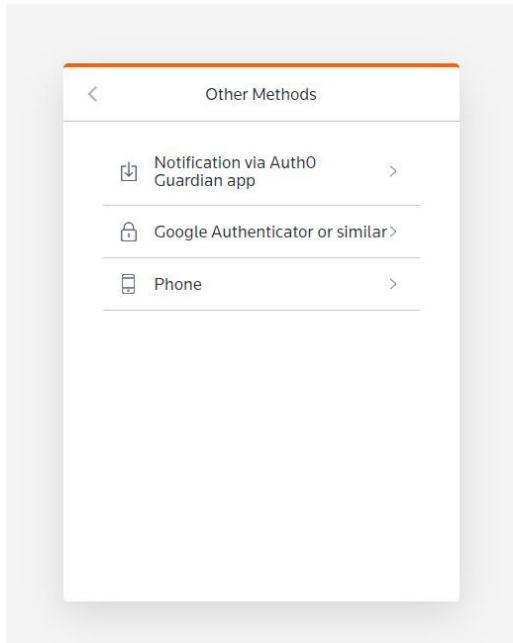


If you use the app-based verification, you have a few choices:

1. You can use the Thomson Reuters recommended app “Auth0 Guardian”, which will offer the most functionality.
2. You may use a third- party app such as Google authenticator or Apple’s built in authentication app.
3. If you already have the Thomson Reuters authenticator app installed, you may continue to use it.

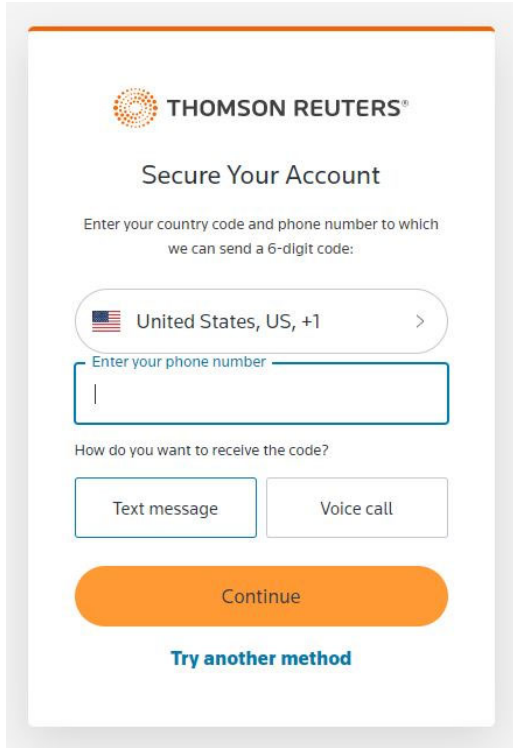
If you choose the Auth0 Guardian app, you need to install it on your phone and then hit “Continue”.

If you would like to use a third-party app or text-based verification, choose “Try another method”.



If you click on “Google Authenticator or similar” you will see a QR code that you can scan with your chosen app.

If you would like to use the text message verification, click on the “Phone” option.



For the text message verification, enter the phone number where you would like to receive the verification codes and then click “continue”.

You should immediately receive a text message with a verification code to use to finish the setup.

Once you have the two-step verification set up, you can log into your account using the option you have chosen.

If, in the future, you loose access to your phone or phone number, there will be an option to have a code sent to your email address to get into your account. Once inside, you will be able to update or change the verification options.