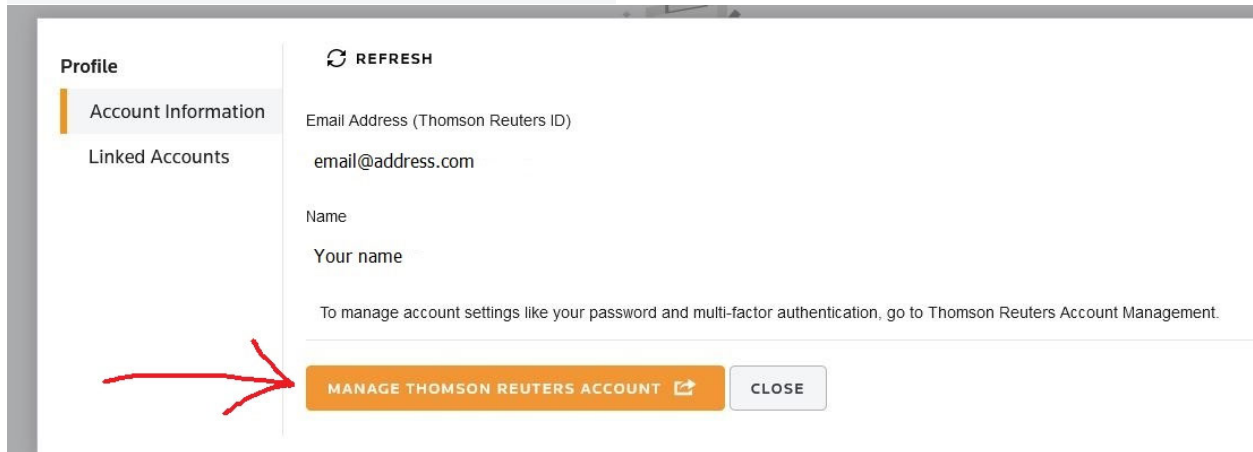


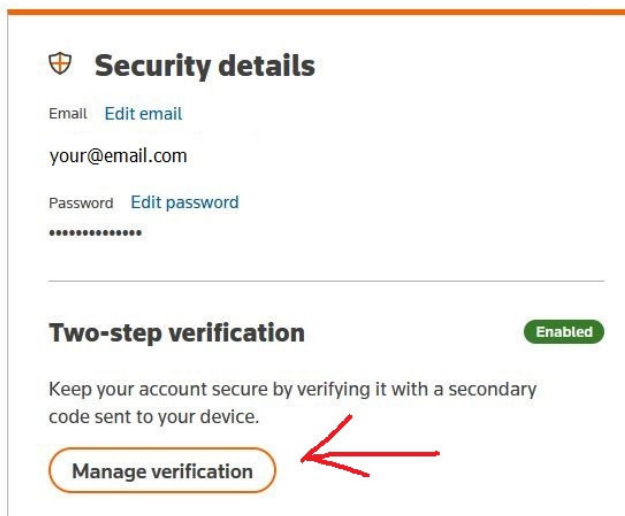
To change the multifactor settings on your account, you will first need to log in. If you have lost access to your phone, click on "Try another method" when prompted for your multifactor code. This will allow you to choose email delivery for your code.

If you have lost access to the email address associated with your account, contact our office to get your account registered with a new email address.

Once you have logged in, click on your name in the upper right corner of your online account page. Then select "Edit Profile".



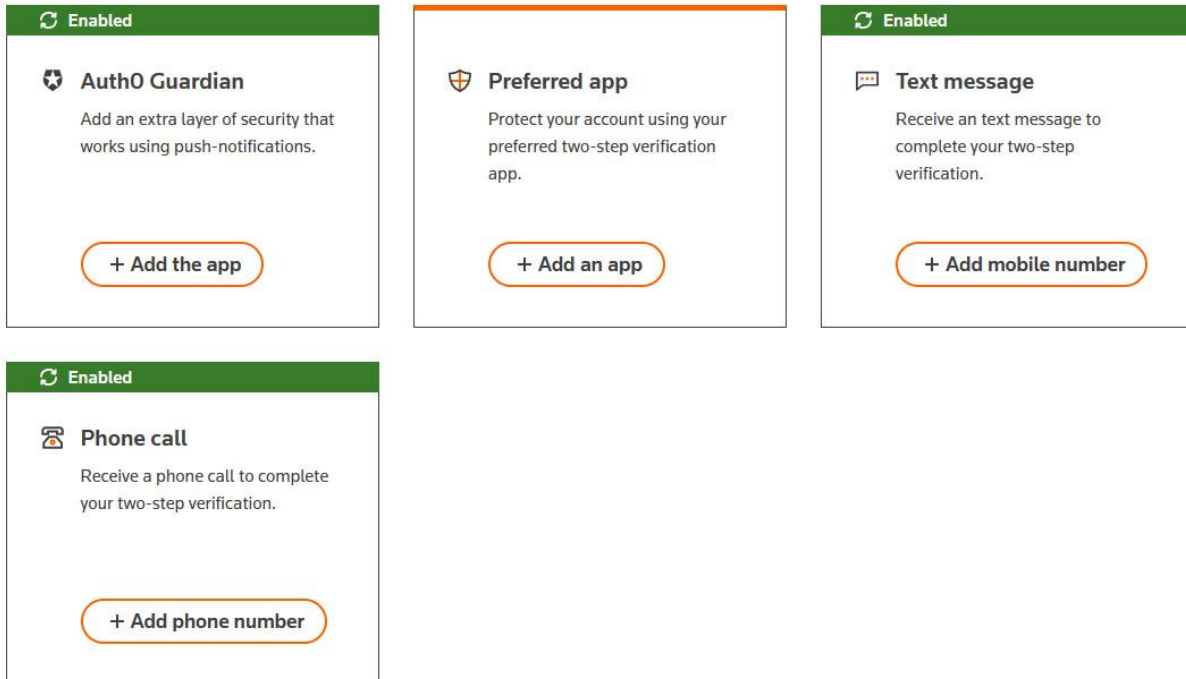
Next, select "Manage Thomson Reuters Account"



Then choose "Manage Verification"

This will bring up the different authentication settings that you can enable.

Add a new method



The Boxes show which settings are enabled. To add an additional phone option, choose the + option in the appropriate box and fill in the information screen that pops up.

For the app-based options, you will need to have the app installed on your phone before adding it as an option in your account. Clicking on “Add the app” will bring up a QR code that you can use to link the app to your account.

If you need to remove a verification method, such as an outdated phone number, you will need to select “Turn off verification” at the top of the page. This will remove **all** options, and you will need to add back the ones that you want to be active.