



Anglican Diocese of
Grafton

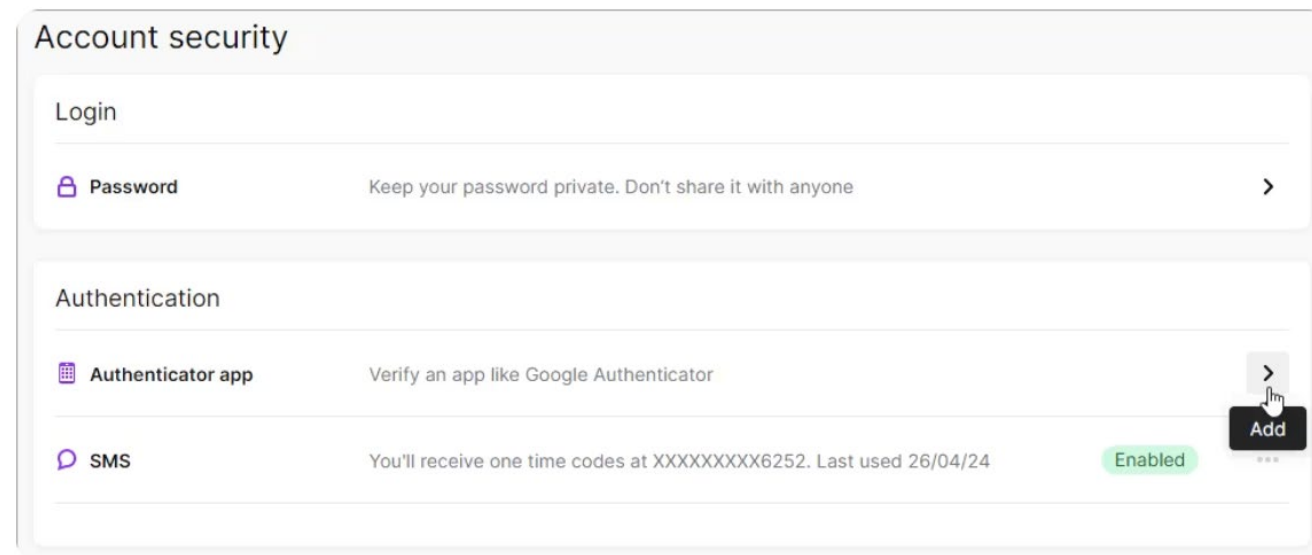
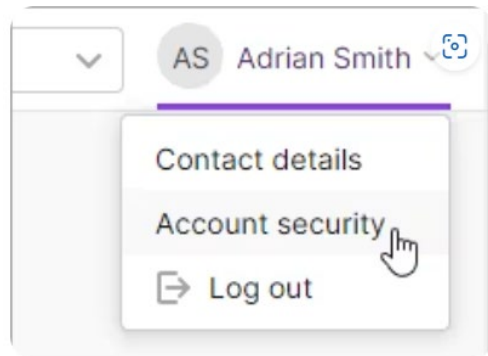
SETTING UP ADDITIONAL TWO-FACTOR AUTHENTICATION (2FA) METHODS

For existing user

Set up the additional 2FA method you want to use

1. Log into My Account (myaccount.myob.com).
2. If prompted, enter a 2FA code using your existing 2FA method or a recovery code.
3. Click your username in the top-right corner and choose Account security.
4. Click the Add (>) button for the additional 2FA method you want to set up.
5. You'll be prompted to verify your identity with a 2FA code. You'll receive this via the same method you normally use.
6. Follow the prompts to set up the additional method. [Need detailed setup steps?](#)

Once you're set up, you'll now have a choice of 2FA methods for verifying your account when you sign into MYOB.



See it in action:



[Setting up additional two-factor authentication \(2FA\) methods](#)

Sign in using another 2FA method

Once you've set up additional 2FA methods, if you can't use your regular 2FA method, click **Try another method** and the method

myob

Verify your identity

We've sent a text message to:

XXXXXXXXXX6252

Enter the 6-digit code*

Verify code

Didn't receive a code? [Resend](#)

[Try another method](#)

Take a look:

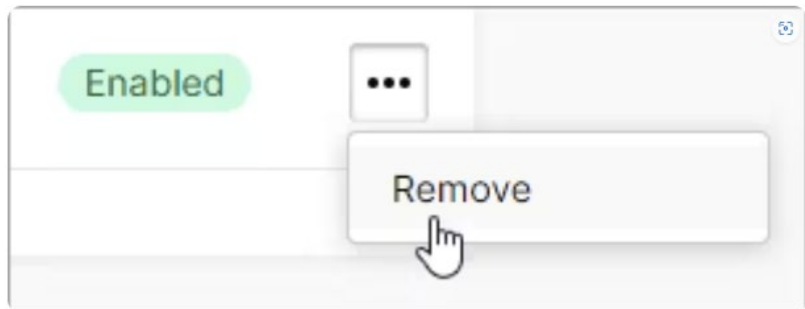


[Setting up additional two-factor authentication \(2FA\) methods](#)

Remove a 2FA method

You need at least one 2FA method, so you can only remove an additional 2FA method that you've set up. If you remove email as a 2FA method, you can't add it back.

1. Log into My Account (myaccount.myob.com).
2. Click your username in the top-right corner and choose Account security.
3. Click the ellipsis button (...) for a 2FA method and choose Remove.
4. At the confirmation, click Remove again.



Here's a demo:



[Setting up additional two-factor authentication \(2FA\) methods](#)

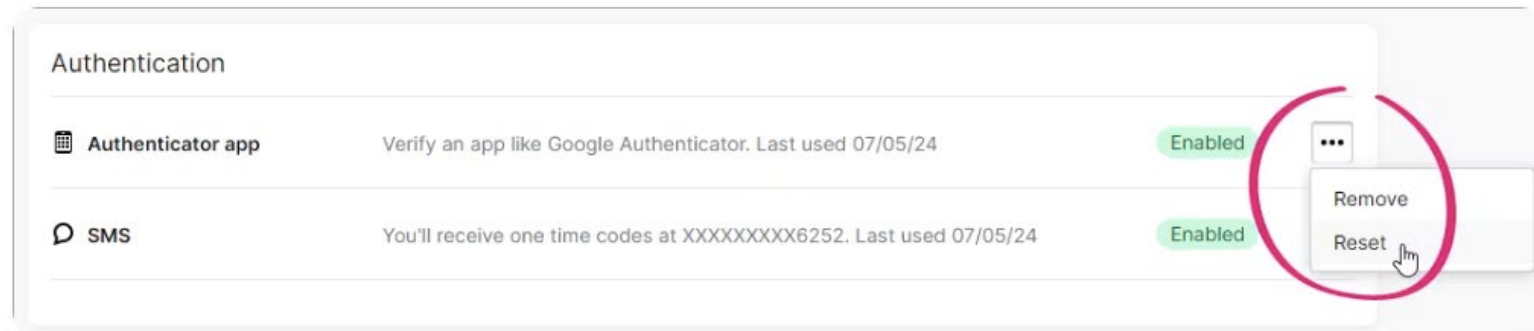
Reset a 2FA method

If you have more than one 2FA method enabled, you can reset the authenticator app or SMS 2FA method. Doing this is like removing that 2FA method then setting it up again.

You might need to reset a 2FA method to:

- change the phone number your SMS 2FA codes are sent to
- re-link your authenticator app to MYOB
- change authenticator apps
- set up an authenticator app on a new phone

1. Log into My Account (myaccount.myob.com).
2. If prompted, choose a 2FA method to verify your account and enter the 2FA code.
3. Click your username in the top-right corner and choose Account security.
4. Click the ellipsis (...) button for Authenticator app or SMS and choose Reset.
5. At the confirmation, click Reset again.
6. Choose one of your other methods to receive a 2FA code to verify your identity.
7. Follow the prompts to set up authenticator app or SMS 2FA again.





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Remember to keep in mind:
systems don't replace conversations

If you have any further questions, please contact:

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