



Anglican Diocese of
Grafton

SETTING UP TWO-FACTOR AUTHENTICATION (2FA) METHODS

For new user

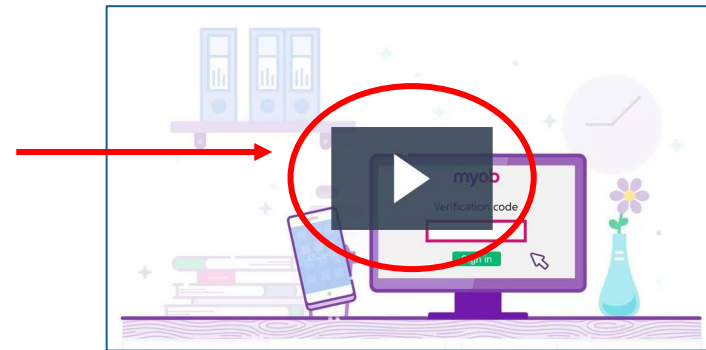
Available 2FA methods

The first time you sign into your online MYOB software, you'll be prompted to set up 2FA.

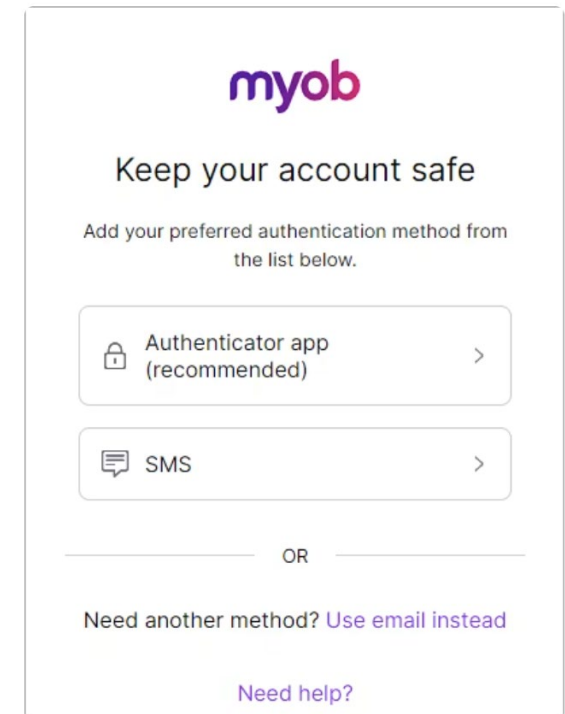
The following options for 2FA are available to you.

- **Authenticator app** (*recommended*) on a mobile phone or tablet – the code displays in the app
- **SMS** – the code is sent to your mobile phone via text message
- **email** – the code is sent to the email address linked to your MYOB account. Only available if you set it up when you first set up 2FA.

Hold Ctrl Key on your keyboard to watch video



Two-factor authentication



Option 1: Set up authenticator app 2FA (recommended)

1. In the message that appears asking you to add your preferred authentication method, click Authenticator app.
2. Download an authentication app. To use app-based authentication, you need to download an authenticator app onto your device.

You'll use this app to get the verification code needed to sign into your MYOB account. These apps don't need internet access to work.

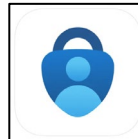
➤ Google Authenticator

- Open the Google Play or App Store app on your phone.
- Search for "Google Authenticator" and look for this icon:
- Download and install Google Authenticator onto your phone.
- Once you've installed the authenticator app on your device, you need to link the app to your MYOB account



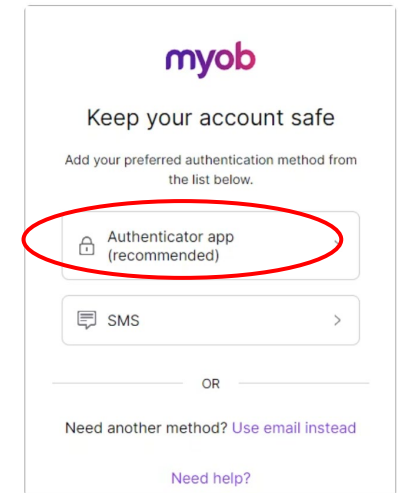
➤ Microsoft Authenticator App

1. Search for Microsoft Authenticator and look for this icon:
2. Download and install the application onto your phone.
3. Once you've installed the authenticator app on your device, you need to link the app to your MYOB account.



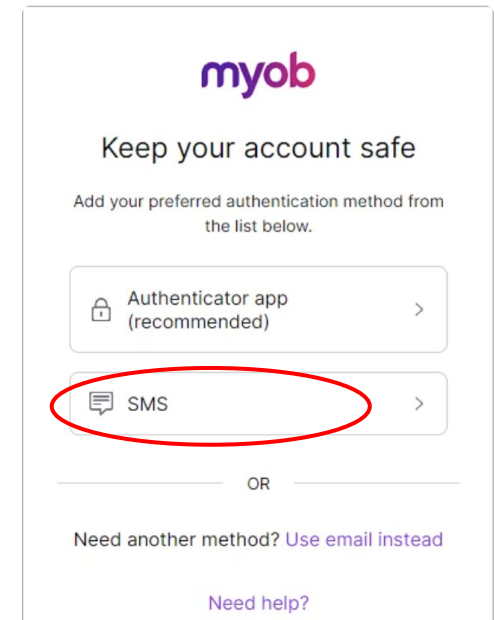
➤ Link your Authenticator App to your MYOB account

1. If your app allows you to set up 2FA by scanning a barcode in the app, choose that option and scan the QR code that's displayed on the MYOB page.
2. If you can't scan the QR code, your app will have an option that lets you manually type a code instead. To do this, click Can't scan the QR code? on the MYOB page and enter the code that appears into the app.
3. Once you've scanned the QR code or manually entered the MYOB code, a code will appear in your Authenticator app, type this into the "Enter your code" field on the MYOB page and click Continue.
4. On the Save a recovery code page, click Copy code to save your recovery code.
5. Click I've saved a copy of this code and then click Continue.
6. **(Important)** Save your recovery code somewhere safe. This will give you give you the ability to sign into your account if you lose access to your device.



Option 2: Set up SMS 2FA

1. In the message that appears asking you to add your preferred authentication method, **click SMS**.
2. Enter your phone number, leaving off the leading zero.
3. Click Continue. MYOB sends a **6-digit** code to your phone. If you didn't receive a code, click Resend to receive another code.
4. Enter the code on the Verify your identity page.
5. Click Verify code. If the code is invalid, check that you've entered the code correctly.
6. If you're still having trouble verifying or receiving a code by SMS, you can click Try another method and follow the steps in 'Set up authenticator app 2FA' above to use an authenticator app instead.
7. On the Save a recovery code page, click Copy code and save your recovery code somewhere other than your phone. You can use this code to log in when you don't have your phone.
8. Select I've saved a copy of this code.
9. Click **Continue** and you will be taken to the ESS Portal.



Option 3: Set up email 2FA

1. In the message that appears asking you to add your preferred authentication method, click Use email instead. An email with an authentication code is sent to you automatically.
2. Copy the code from the email, paste it in the setup page then click Verify code.
3. On the Save a recovery code page, click Copy code and save your recovery code.
4. Acknowledge that you've saved a copy of your recovery code and click Continue to complete your 2FA setup.
5. You will now be returned to the ESS Portal.

myob

Setup email two factor

We've sent an authentication code to your email - [redacted]

Enter your authentication code

357643

Verify code

Didn't receive an email? [Resend](#)

[I need help](#)

myob

Save a recovery code

Copy this recovery code and keep it somewhere safe. You can use this code to log in when you don't have your phone handy.

A98FNML6NWXQVT37XS3EF1EF

Copy code

I've saved a copy of this code

Continue

myob

Keep your account safe

Add your preferred authentication method from the list below.

Authenticator app (recommended)

SMS

OR

Need another method? [Use email instead](#)

[Need help?](#)



Anglican Diocese of
Grafton

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

If you have any further questions, please contact:

payroll@graftondiocese.org.au or 02 6642 4122