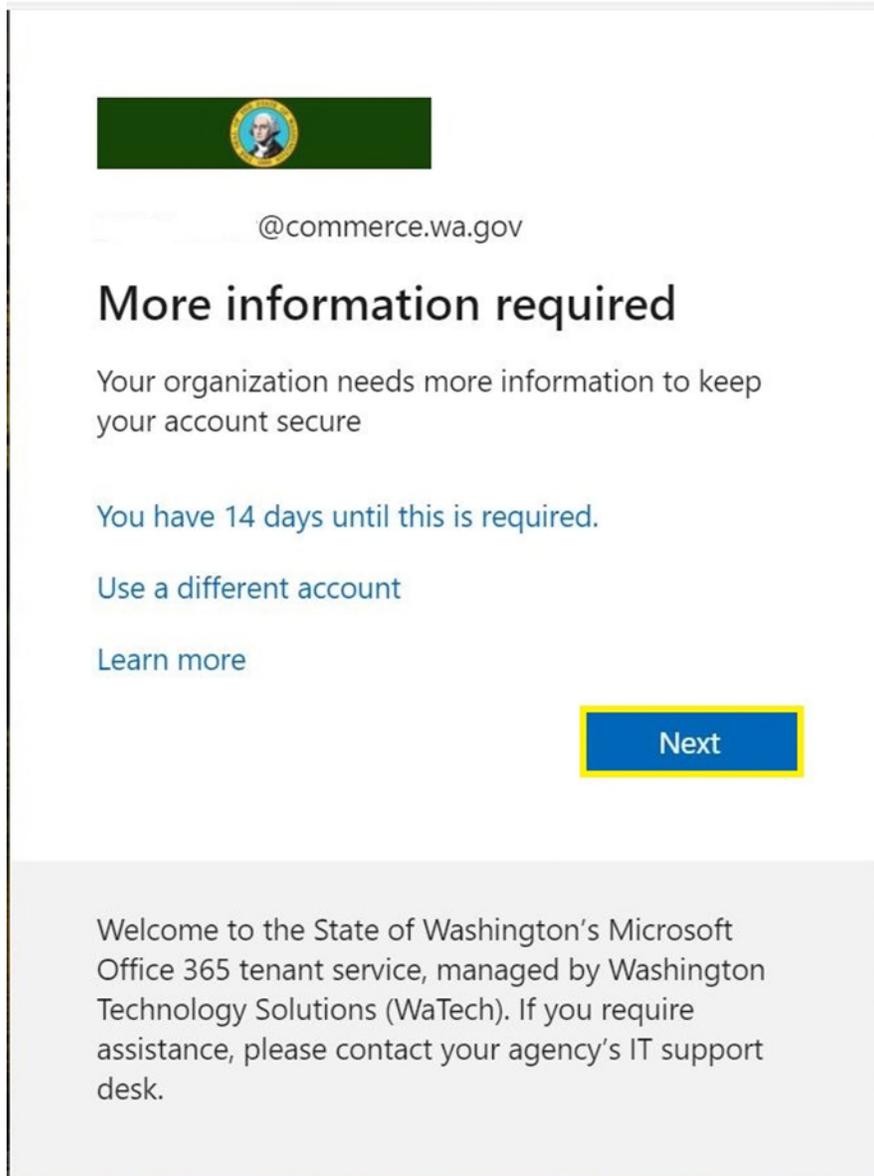


# Multi-Factor Authentication (MFA) Setup Instructions

1. Open Microsoft Edge and type in: <https://aka.ms/mfasetup>  
Click Next



The screenshot shows a Microsoft account setup page. At the top, there is a dark green banner with the State of Washington seal. Below it, the email address "@commerce.wa.gov" is displayed. The main heading is "More information required" in bold black text. Underneath, it states "Your organization needs more information to keep your account secure" and "You have 14 days until this is required." There are three blue links: "Use a different account", "Learn more", and a prominent "Next" button with a yellow border. At the bottom, a grey box contains a welcome message: "Welcome to the State of Washington's Microsoft Office 365 tenant service, managed by Washington Technology Solutions (WaTech). If you require assistance, please contact your agency's IT support desk."

2. Click the link I want to set up a different method (Bottom Left).

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

3. Select Phone from drop down list and click Confirm

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[Next](#)

[I want to set up a different method](#)

#### Choose a different method

Which method would you like to use?

Choose a method

- Authenticator app
- Phone**

4. Enter in cell phone number and verify Receive a code is selected. Click Next. NOTE: Using a personal cell phone for this step can be changed to your agency cell phone after it's been assigned. Please email: [comcustserv@commerce.wa.gov](mailto:comcustserv@commerce.wa.gov) for assistance. The MFA is transitory data and is not subject to public disclosure.

Your organization requires you to set up the following methods of proving who you are.

## Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) ▼

Enter phone number

Receive a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

**5. Enter in 6-digit Code that was texted to you and click Next**

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] . Enter the code below.

[Resend code](#)

**6. Verification complete. Your phone has been registered. Click Next**

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

 Verification complete. Your phone has been registered.

**7. Success! Click Done**