MFA setup guideline for EU Login

Introduction

Thank you for helping us enhance the security of Reportnet 3. To protect your data and access, we are implementing Multi-Factor Authentication (MFA). This guide will walk you through the simple steps to set up MFA on your EU login account.

What is MFA?

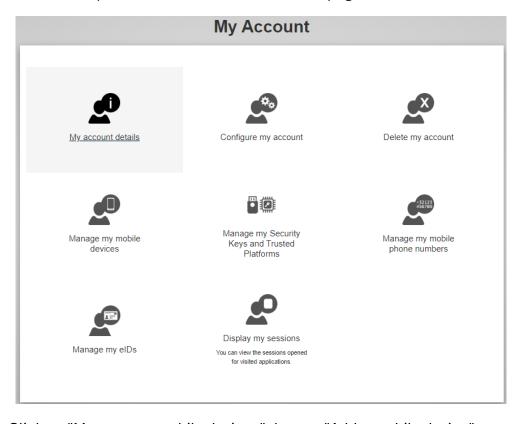
Multi-Factor Authentication adds an extra layer of security by requiring two forms of identification before accessing your account. This means that even if someone knows your password, they will need a second form of verification to log in.

The authentication can be set out via this link:

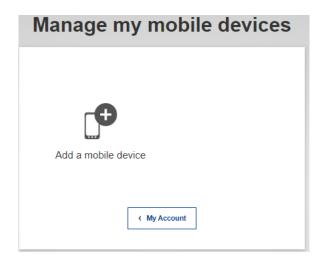
https://webgate.ec.europa.eu/cas/userdata/myAccount.cgi

Authentication via EU Login Mobile App

- 1. On your mobile device, go to the App Store / Play Store and install the *EU Login Mobile app*. (*Please make sure to accept all notifications, as the enrolment process will be blocked if the app does not have the required permissions*.)
- 2. On your computer, navigate to <u>My Account</u>. Log in with your EU Login e-mail address and password. You will access to this page:



3. Click on "Manage my mobile devices" then on "Add a mobile device".



4. Enter a device name (your preference), choose a PIN code to be used in this application and click on "Submit".

Add a mobile device
Please give a name to identify your mobile device and a PIN code to use for it. Your device name
Your 4 digit PIN code You will be required to enter this PIN code on your
mobile device to use the EU Login mobile app. Confirm your PIN code
Submit Cancel

5. A QR code will be generated based on your input. You will need to scan this QR code with the EU Login Mobile app to complete the enrolment. Leave this screen on and get your mobile device.

On your mobile device, start the EU Login Mobile app.

- 7. Tap on "Initialize", then "Next".
- 8. Aim the built-in QR code scanner to the QR code on your computer's screen.
- 9. When the device detects the QR code, it will automatically read it.
- 10. Enter the personal PIN code you created in step 4 and tap on "Next".
- 11. When your PIN code has been verified, tap on "OK"

- 12. A push notification will be sent to your device to confirm the enrolment. Accept the notification to confirm the enrolment. Please ensure that notifications are enabled on your device.
- 13. A message appears on the computer's screen: "A device has been added".

Further guidance documents

- https://trusted-digital-identity.europa.eu/eu-login-help/what-second-factor-can-i-configure-my-account_en
- Extended Guideline for setting up the MFA for the EU Login
- Frequently Asked Questions on the EU Login
- Video guide on setting up the MFA for the EU Login