

# Google Authenticator User Guide

User Guide - V1.03

## Version Control

<b>Version</b>	<b>Date</b>	<b>Update information</b>
1.01	26/05/2021	Updated formatting and added FAQ section
1.02	28/06/2022	Added a section on adding Google Authenticator to your Browser in FAQs.
1.03	21/11/2023	Removed reference to signing in from a trusted device.

## Table of Contents

Version Control.....	2
Introduction .....	4
Step 1: Download the Google Authenticator app to your device .....	5
Step 2: Log into the Merchant Management System (MMS).....	5
Step 3: Open your User Profile .....	6
Step 4: Link your Device with your MMS account .....	6
Step 5: Finishing the set-up.....	7
Frequently Asked Questions .....	8
How can I transfer Google Authenticator codes to a new device? .....	8
What can I do if my phone is lost or stolen?.....	8
Can I receive authentication codes on my PC?.....	9

# Introduction

This guide goes through the steps required to set up the Google Authenticator app. This app allows you to use two-factor authentication (2FA) with the Merchant Management System (MMS). Logging in using 2FA is required to access the MMS.

Once configured, you can use the Google Authenticator app to receive codes. You can set up [Google Authenticator](#) or another app that creates one-time verification codes when you do not have an internet connection or mobile service. Once you have received the code, enter it on the sign-in screen to confirm it is you.

*Alternatively, you can consider using other applications like Authy, LastPass Authenticator etc. NB: this is a one-time registration process, and only one 2FA authenticator can be used per user account.*

## Step 1: Download the Google Authenticator app to your device

You will need to have the mobile device you want to use at hand. Install the Google Authenticator app to your device. You can download the app below:

[iPhone and iPad](#)  
[Android](#)



*Note: make sure the time on your device is set correctly.*

## Step 2: Log into the Merchant Management System (MMS)

Open the MMS and log in with your user credentials:

 Login

Please enter your login details below:

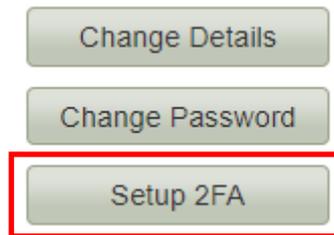
Username

Password  [Forgot password?](#)

Login

## Step 3: Open your User Profile

Click on your username in the top right of the screen to open your User Profile and then select 'Setup 2FA':



## Step 4: Link your Device with your MMS account

Open the Google Authenticator App on your device and select '+' in the top right. Select 'Scan barcode and point your mobile device at the PC Screen to scan the QR Code from the MMS':

### Two-Factor Authentication (2FA)

#### Authenticator App Setup

To setup your smartphone please complete the following steps:

- Install and open the 'Google Authenticator' app.
- Click scan a barcode and then scan the QR Code on the right.
- Alternatively click manual-entry and use the key [here](#).
- Download and keep safe your [backup codes](#).



## Step 5: Finishing the set-up

Your smartphone will now generate a six-digit number which you will need to enter into the 'Authentication Code' field on the MMS, along with your current MMS Password.

*Ensure you download and safely store your backup codes.*

### Two-Factor Authentication (2FA)

#### Authenticator App Setup

To setup your smartphone please complete the following steps:

- Install and open the 'Google Authenticator' app.
- Click scan a barcode and then scan the QR Code on the right.
- Alternatively click manual-entry and use the key [here](#).
- Download and keep safe your [backup codes](#).



#### Backup Codes

If you lose your phone , then you can use a backup code. [Download backup codes](#)

Regenerate backup codes

You have 10 backup codes and each time you use one it is deleted and a new one generated. If you feel the codes have been compromised then you can request a new set be generated. We recommend you print the codes and store them safely.

# Frequently Asked Questions

## How can I transfer Google Authenticator codes to a new device?

You need:

- Your old phone with Google Authenticator codes
  - The latest version of the Google Authenticator app installed on your old phone
  - Your new phone
1. On your new phone, install the Google Authenticator app.
  2. In the app, tap Get Started.
  3. At the bottom, tap Import existing accounts?
  4. On your old phone, create a QR code:
    1. In the Authenticator app, tap More  > Transfer accounts > Export accounts.
    2. Select which accounts you want to transfer to your new phone, and then tap Next.
      - If you transfer multiple accounts, your old phone may create more than one QR code.
  5. On your new phone, tap Scan QR code.
  6. After you scan your QR codes, you get a confirmation that your Google Authenticator accounts have been transferred.

Tip: If your camera cannot scan the QR code, it may be that there is too much info. Try to export again with fewer accounts.

## What can I do if my phone is lost or stolen?

You have several ways you can get back into your account, depending on your circumstances:

### 1. Use backup options

If you have lost access to your primary phone, you can verify it's you with:

- Another phone signed into your Google Account.
- [Another phone number](#) you've added in the 2-Step Verification section of your Google Account.
- [A backup code](#) you previously saved.
- [A security key](#) you've added in the 2-Step Verification section of your Google Account.

### 2. Get a new phone from your carrier

If you lose your phone, you can ask your carrier to transfer your phone number to a new phone or SIM card.

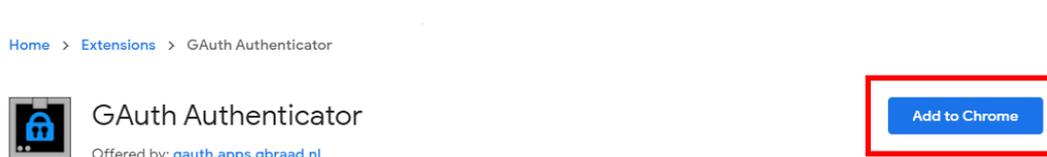
### 3. Recover your account

If you can't sign in, follow the steps to [recover your account](#). If you are having trouble, try the [tips to complete account recovery steps](#).

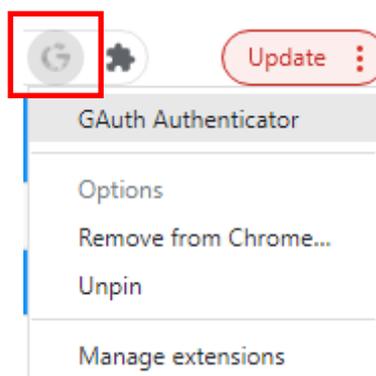
## Can I receive authentication codes on my PC?

Yes, you can add an extension to your browser to be able to receive codes without a mobile device. The example below shows how add the extension to Chrome:

1. Download GAuth Authenticator from the [chrome webstore](#) and click *Add to Chrome*:

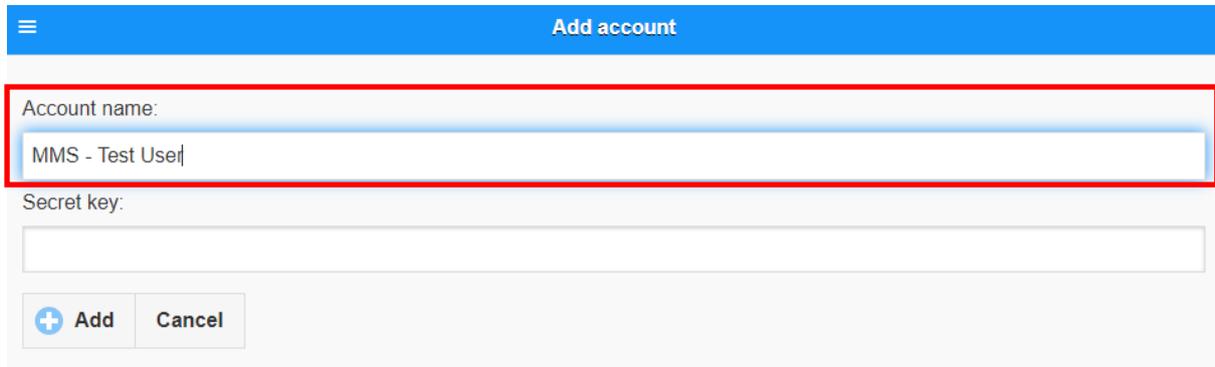


2. The GAuth Authenticator application will now have been added to your browser. Select the G icon and then GAuth Authenticator from the drop down list to open the application:



3. This will open the application in a web page. Click the  icon in the top right of the screen and then click  Add to set up a new one-time password.

4. Enter an Account name:



The screenshot shows a mobile application interface with a blue header bar containing a hamburger menu icon and the text "Add account". Below the header, there is a form with two input fields. The first field is labeled "Account name:" and contains the text "MMS - Test User". This field is highlighted with a red rectangular border. The second field is labeled "Secret key:" and is currently empty. At the bottom of the form, there are two buttons: a blue button with a white plus sign and the text "Add", and a grey button with the text "Cancel".

5. To obtain the secret key log into the MMS and open your user profile. Instead of scanning the QR code select *Alternatively click manual entry and use the key here* link.

## Two-Factor Authentication (2FA)

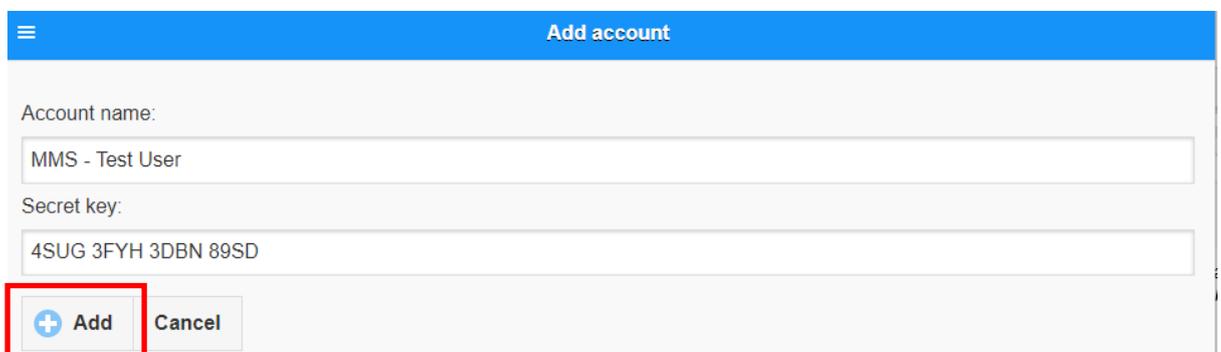
### Authenticator App Setup

To setup your smartphone please complete the following steps:

- Install and open the 'Google Authenticator' app.
- Click scan a barcode and then scan the QR Code on the right.
- Alternatively click manual-entry and use the key [here](#).
- Download and keep safe your [backup codes](#).



6. The secret key will then be displayed in a pop up. Enter the secret key into the field on the GAAuth Authenticator browser page and click Add to save:



The screenshot shows the same "Add account" form as in the previous image. The "Account name" field contains "MMS - Test User" and the "Secret key" field contains the alphanumeric string "4SUG 3FYH 3DBN 89SD". The "Add" button, which is blue with a white plus sign, is highlighted with a red rectangular border. The "Cancel" button is grey.

7. Your one-time passcode is displayed and the timer in the top right shows how much longer this is valid for. If it is close to expiring wait for the next one to generate. Enter this code into the MMS login screen when prompted:



8. Ensure you download and safely store your backup codes.

## Two-Factor Authentication (2FA)

### Authenticator App Setup

To setup your smartphone please complete the following steps:

- Install and open the 'Google Authenticator' app.
- Click scan a barcode and then scan the QR Code on the right.
- Alternatively click manual-entry and use the key [here](#).
- Download and keep safe your [backup codes](#).

