

## **Multi-Factor Authentication Set Up**

### **1. Choose your MFA device**

You can use the Thomson Reuters Authenticator mobile app, the Authenticator card, or a third-party app.

[Thomson Reuters Authenticator mobile app](#)

[Thomson Reuters Authenticator card](#)

[Third-party authenticator app](#)

### **2. Pair your MFA device to your account**

- Log in to the [Portal](#).
- Select your name near the upper-right corner of the screen and choose **Manage Multi-factor Authentication**.
- Select **Add Option** to set up MFA.
- Enter your password and click Enter to launch the setup wizard.
- On the Multi-Factor Authentication Setup screen, click **Get Started**.
  - When prompted to choose an MFA method, select either **Use Thomson Reuters Authenticator** or **Use a third-party multi-factor app** and click Next.
  - On the Download and install screen, click Next if you have already installed an MFA app. If not, return to the **Choose your MFA device** section in this article.
  - On the Scan Code screen, open your mobile app and tap Settings > Add Account (or the plus sign) to open your device's camera to scan the QR code. If you need to enter a code instead, the Setup Wizard will time-out and give the option to do this.
  - After pairing via QR code or entering a code, your computer will say the pairing is successful and you will be able to name your now-paired device. This is helpful if you pair multiple devices to your account.