

Instruction on Enabling 2-Step Verification

1. Go to <u>https://troutcpa.sharefile.com/</u>. (You can also find this link on the top right-hand corner of our website.)



2. Log into ShareFile using your existing username and password.



3. On the left-hand menu, click Personal Settings.



4. Select Two-Step Verification.

5.

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Two-Step Verification	Iwo-Step verification
	The Step Verification uses your above to provide an outra layer of
Advanced Connections	security for your username. After you log in, you will be asked to enter a verification code that will be sent to your phone via text message (SMS)
Advanced Connections My Apps & Devices	security for your username. After you log in, you will be asked to enter a verification code that will be sent to your phone via text message (SMS or voice call.

Enter your 10-digit primary phone number that you wish to use for the 2-step verification. Then select Text
Messaging (SMS) or Voice Call to indicate how you would like to receive the verification code. Once you have
reviewed you phone number and contact method, click Send.

Add your primary phone number
ShareFile will send a verification code to your phone when you sign in from an untrusted computer or device. We will only use this phone number for account security.
Country
United States v
Phone Number*
+1
● Text Messaging (SMS) ○ Voice Call
Send Cancel

7. If you selected Text Message (SMS), you will receive a text message similar to the screenshot below.



8. Enter the verification code you receive through a text or a phone call and then click **Verify**.

Edit Profile	Verify Your Number		
Two-Step Verification	Enter Code	Enter Code	
Advanced Connections	1	I didn't receive a code.	
My Apps & Devices			
	Verify		

If you did not receive a code, click I didn't receive a code link.

9. Once you have successfully enabled Two-Step Verification, a popup screen will appear. ONLY if you are on a trusted computer/device, check the I trust this device box. Otherwise, you should leave this box unchecked. Click **Next**.

