

Multi Factor Authentication (MFA) User Guide



When logging into Fluxx for the first time after MFA has been enabled, you will be required to set up multi-factor authentication. In this guide are step-by-step instructions to support you through the process of setting up MFA for the first time in the Funding Hub.

Open the Funding Hub log in page

1. Enter your username and password as normal.
2. Click **Next**.

You will then be taken to the **Configure Multi-Factor Authentication** page.

You will then pick whether you want to receive your **MFA Token Number** through **text message** (SMS) or a **Smartphone Application** (like Google Authenticator).

Remember, you will need to receive an **MFA Token Number** each time you log in to the Funding Hub, please select the option that you will use the most.

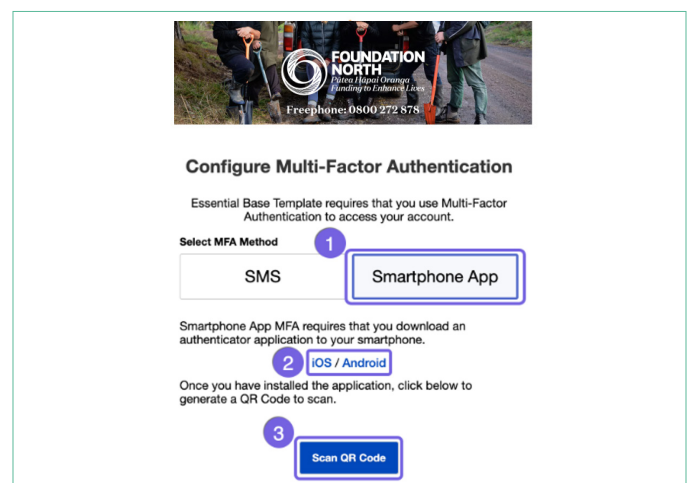
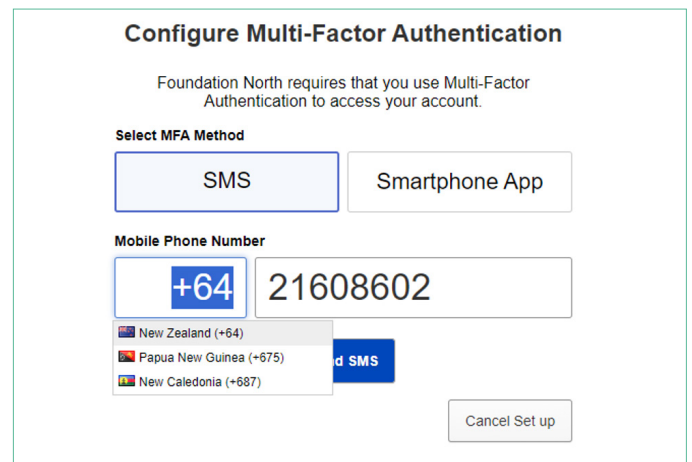
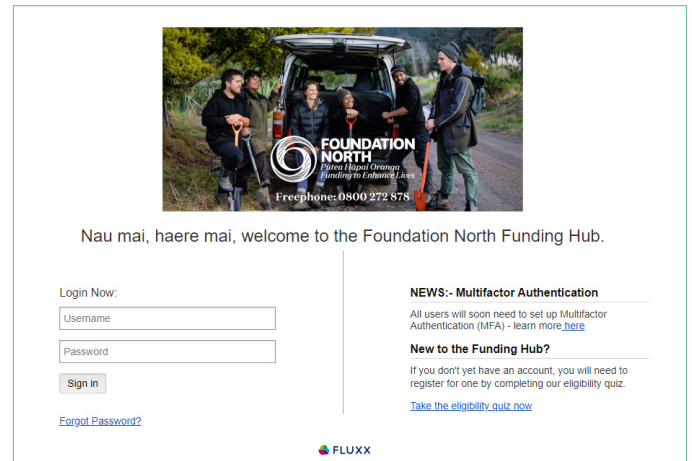
To receive your MFA Token Number through text (SMS):

1. Select **SMS**
2. **Change the area code to New Zealand (+64)**
3. Enter the Mobile Phone number you will be using each time you log in.
4. Click **Send SMS**.

Please note: if the NZ area code (+64) has not been selected you will not receive a text message.

To receive your MFA Token Number through a Smartphone Application:

1. Select **Smartphone App**
2. Click iOS or Android to download the application
3. Once installed, click Scan QR Code.
4. **Scan the QR Code** using your mobile Authenticator Application.



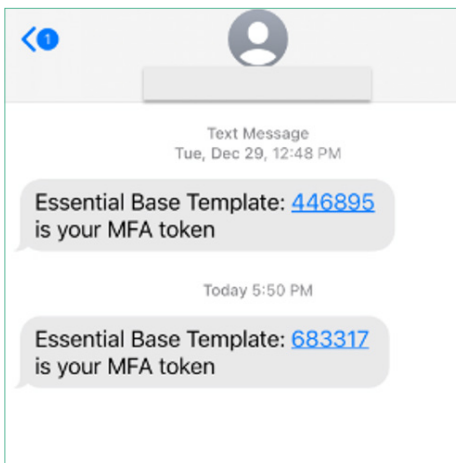
You can now access the Funding Hub

Once the Text Message or Authenticator Application is set up, after logging in to the Funding Hub you will be taken to the MFA Token entry page.

Text Message (SMS)

After entering your phone number, you will receive a text message containing your MFA Token Number.

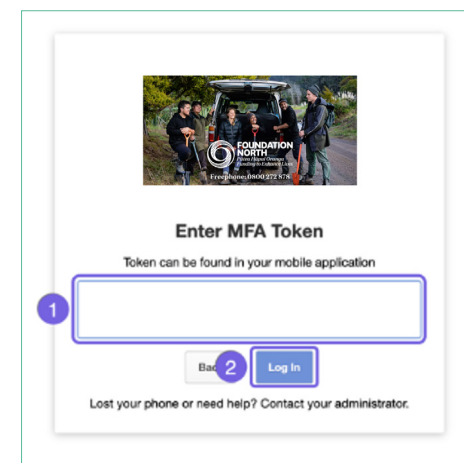
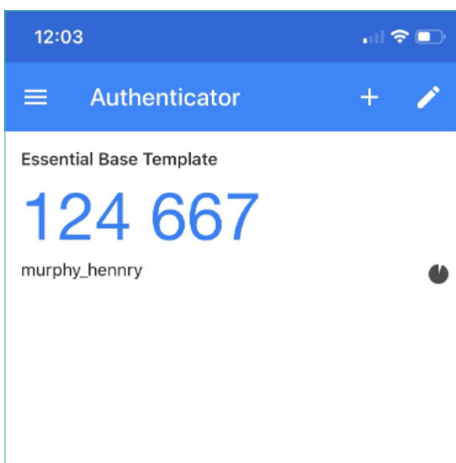
1. Enter the token number in the MFA screen
2. Click **Log In**.



Smartphone Authenticator Application

Open your authenticator app to receive your MFA Token Number. This token will expire every 30 seconds and be replaced with a new MFA Token Number.

1. Enter the token number in the MFA screen
2. Click **Log In**.



If you have any questions, or need help:

Give us a call 09 360 0291 or 0800 272 878 – Mon-Fri 9am-5pm.