

# New MFA for PayChoice Online

When logging in for the first time after the new MFA is in place, users will be asked to complete the Additional Security Verification Setup screen

The initial log in process has not changed.

Users will log in on the usual screen:

The screenshot shows the 'Online Employer' login interface. At the top, the logo 'Online Employer SM' is on the left, and the tagline 'Innovative Solutions Empowering Employers and Employees' is on the right. The main heading is 'Online Employer'. Below this, there is a descriptive paragraph: 'Online Employer is a comprehensive resource center for Employers, Employees, Providers and others wanting to improve their administrative operations. From payroll to HR and time tracking, our services are delivered faster, accurately, confidentially and most importantly, personally.' This is followed by another paragraph: 'These enterprise solutions deliver sustainable benefits by connecting your people, your work practices and the latest technology to your business.'

On the right side, there is a 'Sign in to Online Employer' box. It contains a 'Login:' field with a text input box. Below it is the text 'Where do I enter my password?' followed by a 'Sign In' button. There are two links: 'I forgot my login' and 'I forgot my password'. At the bottom of the box, there are two more links: 'New to Employee Self Service? Click here to create your account' and 'Sage Time Users Click here to create your account'.

Once the user enters their username, they will be taken to the password screen. Please note that, with the new MFA, there is no longer a security image.

The screenshot shows the 'Enter your Online Employer Password' screen. At the top, the logo 'Online Employer SM' is on the left, and the tagline 'Innovative Solutions Empowering Employers and Employees' is on the right. The main heading is 'Enter your Online Employer Password'. Below this, there is a 'Login:' field with the text 'bhicks' and a 'Password:' field with a text input box. To the right of the password field is a link 'Forgot Password?'. Below the password field is a 'Sign In' button.

# New MFA for PayChoice Online

Once logged in, the user will be asked for the information to set up their account. This will include an email or mobile number or both (recommended). They will also need to choose a security question and answer.

The user should enter the information and then click the Sign Up button.

The screenshot shows the 'Additional Security Verification Setup' screen. At the top left is the 'Online Employer' logo with a small 'SM' trademark. To the right of the logo is the tagline 'Innovative Solutions Empowering Employers and Employees'. The main content area has a title bar 'Additional Security Verification Setup' and contains the following text: 'It is required that you setup your account for additional security verification. You can setup your email address or mobile phone for the additional security verification by entering the requested information below and clicking Sign Up for each. When you click Sign Up, we will send you a one-time verification code to verify your access to the email address or mobile phone number you entered. In addition, you are required to select a Security question and answer in order to complete this setup.' Below this text are four input fields: 'Email' with a text box and a 'Sign Up' button; 'Mobile #' with a text box and a 'Sign Up' button; 'Security Question:' with a dropdown menu showing '\*\* None Selected' and an 'Update' button; and 'Security Answer:' with a text box. At the bottom of the form area, it says 'Message and data rates may apply.'

When the Sign Up button is clicked the user will be sent a Verification code through the method selected. The Verification code is entered and validated, and the user is returned to the Additional Security Verification Setup screen.

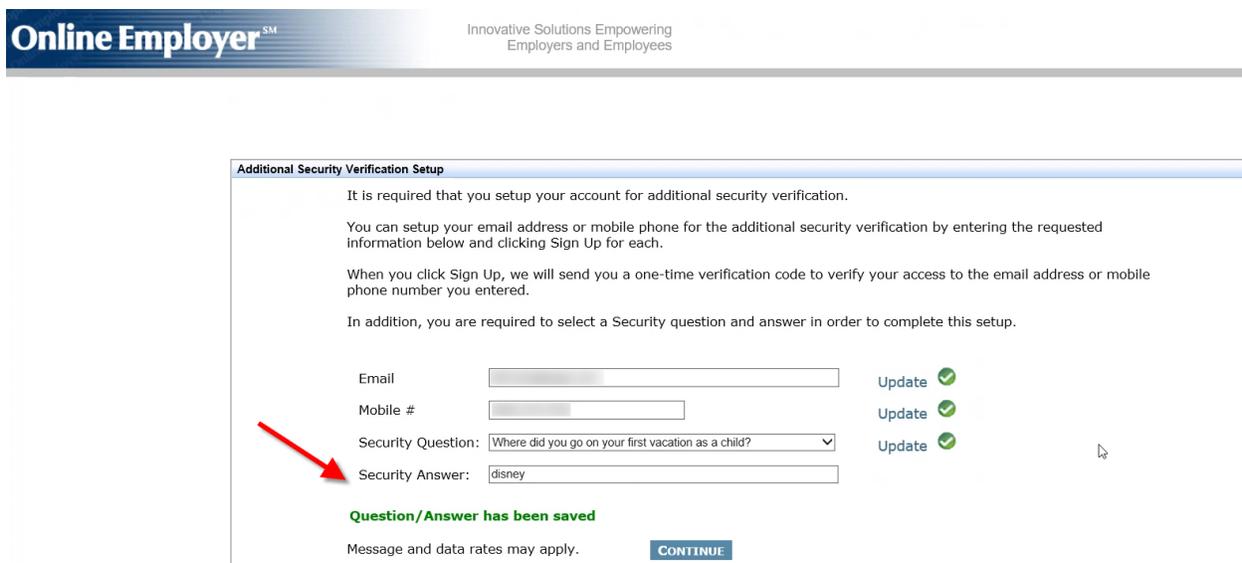
The screenshot shows the 'Enter Verification Code' screen. At the top left is the 'Online Employer' logo with a small 'SM' trademark. To the right of the logo is the tagline 'Innovative Solutions Empowering Employers and Employees'. The main content area has a title bar 'Enter Verification Code' and contains the following text: 'We just sent a one-time verification code to your selected method. Enter it below and press the continue button.' Below this text is a 'Verification code:' label followed by a text box and a blue 'CONTINUE' button. At the bottom of the form area, it says 'Didn't receive the code?'.

## New MFA for PayChoice Online

At this time, the user can choose to add a second method of delivery by clicking on the Sign Up button again. The code will be sent, upon validation, the user will again be sent back to the Additional Security Verification Setup screen.

The use of one or both delivery methods is the user's choice. We recommend that both methods be set up.

At the bottom of the screen, there is a field to enter a security question. This is a required field. Once this field has been populated and the user is satisfied with the method(s) of delivery they've chosen, click on the continue button.



**Online Employer**<sup>SM</sup> Innovative Solutions Empowering Employers and Employees

**Additional Security Verification Setup**

It is required that you setup your account for additional security verification.

You can setup your email address or mobile phone for the additional security verification by entering the requested information below and clicking Sign Up for each.

When you click Sign Up, we will send you a one-time verification code to verify your access to the email address or mobile phone number you entered.

In addition, you are required to select a Security question and answer in order to complete this setup.

Email  Update ✓

Mobile #  Update ✓

Security Question:  Update ✓

Security Answer:  Update ✓

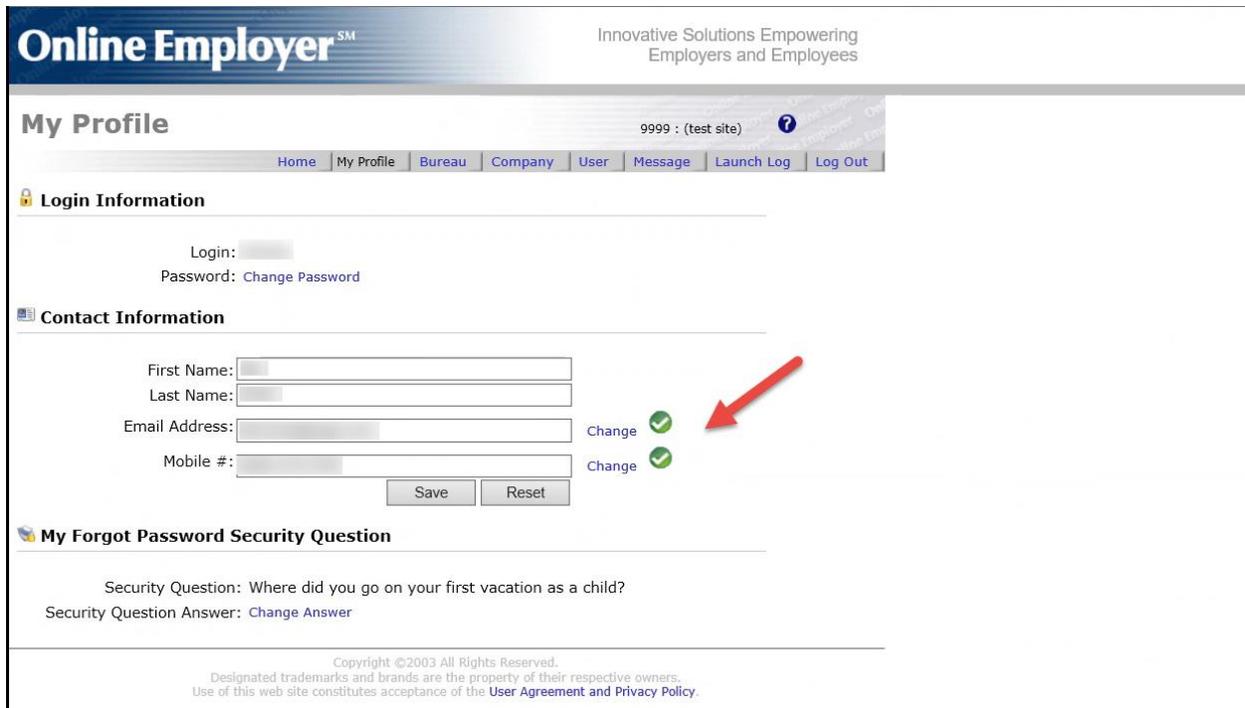
**Question/Answer has been saved**

Message and data rates may apply. **CONTINUE**

After the Continue button is clicked the user will be redirected back to the login screen. Entering their credentials brings them to the Additional Security Verification Setup screen.

## New MFA for PayChoice Online

NOTE: Once a method(s) of Verification code delivery has been chosen and validated, it cannot be disabled. Email addresses and mobile numbers can be changed on the My Profile page.



The screenshot displays the 'My Profile' page for an 'Online Employer'. The page header includes the logo 'Online Employer SM' and the tagline 'Innovative Solutions Empowering Employers and Employees'. The user is identified as '9999 : (test site)'. A navigation menu contains links for Home, My Profile, Bureau, Company, User, Message, Launch Log, and Log Out. The 'Login Information' section shows fields for Login and Password, with a 'Change Password' link. The 'Contact Information' section features input fields for First Name, Last Name, Email Address, and Mobile #, each accompanied by a 'Change' button and a green checkmark. A red arrow points to the 'Change' button for the Email Address field. Below this is the 'My Forgot Password Security Question' section, which includes a security question and a 'Change Answer' link. The footer contains copyright information and a disclaimer.

After the Continue button is clicked the user will be redirected to the login screen. Entering their credentials brings them to the Additional Security Verification Setup screen where they will be asked how they want their Verification code delivered.

## New MFA for PayChoice Online

At the bottom of the screen, to the right of Continue button is a check box that will allow the user to be 'remembered' for 14 days. After the 14 days, they will be prompted for another Verification code.

NOTE: If the user logs in from a different computer, changes IP addresses or browsers, etc., for security purposes, they will be asked for a Verification code even though the 14 days may not have expired.

### Additional Security Verification Setup

For added security, we need to further verify your account.

How do you want us to verify your account?

Send an email with a one-time passcode to [redacted]

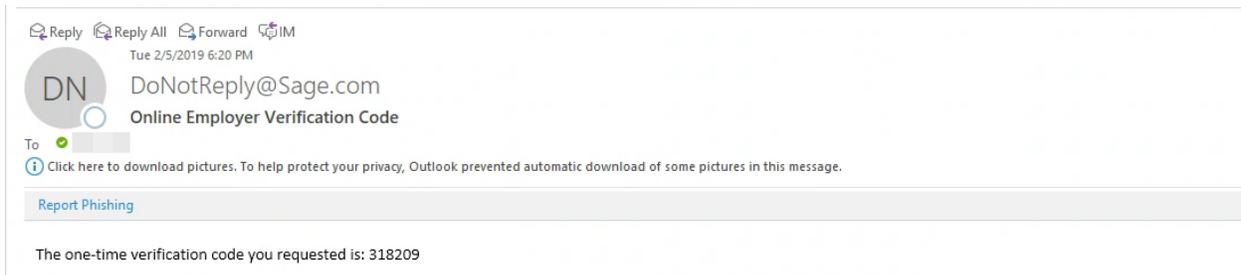
Send a text message with a one-time passcode to [redacted]

Remember me for 14 days

[CONTINUE](#)

Note: Message and data rates may apply.

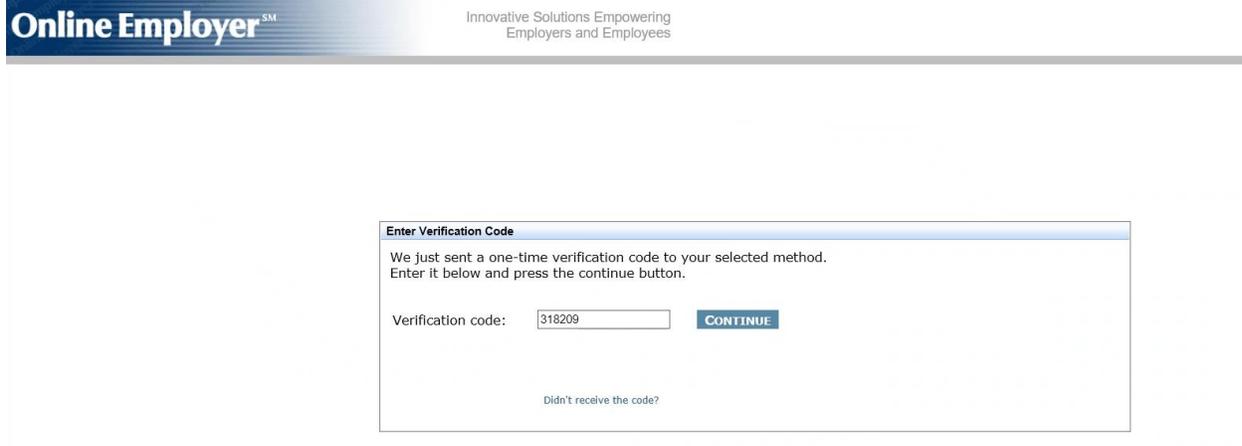
Emails will be directed to the chosen email address.



Text messages will be sent to the mobile number designated. Please be aware that message and data rates may apply.

## New MFA for PayChoice Online

The user will then need to enter the Verification code. Once validated they will be allowed access to the application.



The screenshot shows the 'Enter Verification Code' dialog box from the 'Online Employer' application. The dialog has a title bar that reads 'Enter Verification Code'. Below the title bar, the text says: 'We just sent a one-time verification code to your selected method. Enter it below and press the continue button.' There is a text input field labeled 'Verification code:' containing the value '318209'. To the right of the input field is a blue button labeled 'CONTINUE'. At the bottom of the dialog, there is a link that says 'Didn't receive the code?'.