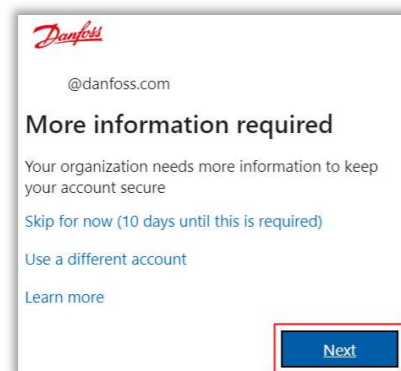**1.** MFA is an additional security step during the login process that requires another form of identification besides a username and password.

  a. If you are signing-in for the first time, you will be prompted to configure MFA to confirm your identity. Please click "Next" on the *"More information required"* webpage to continue.


  b. If you need to update your MFA registration, on any Danfoss PC with internet access, open https://password.danfoss.net and select "Register for Password Reset & MFA"

2. To verify your identity, please use one of the following options:

  a. **Microsoft Authenticator app for push notifications:** On your smartphone, open the Google Play Store (Android) or App Store (iPhone), then search for the "Microsoft Authenticator" app and install it. Once done, click Next on your computer, do not click next before you finish installing the app. This is the preferred method, the following steps will guide you through this option.

  b. **Mobile phone number for text messages with a code**: Click "*I want to set up a different method*" at the bottom of the webpage, then select Phone and click Confirm. Go to Page 2 of this guide and continue following the steps from there.
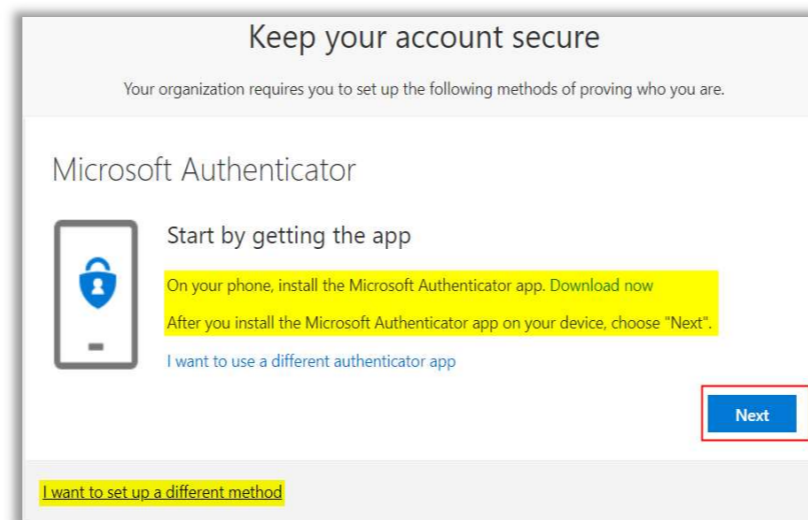

3. On your smartphone, open the Microsoft Authenticator app. If you are prompted to Allow Notifications, select Allow, then tap the Plus "+" sign at the top right corner, select Work or school account, choose Scan QR code, then follow the next step.
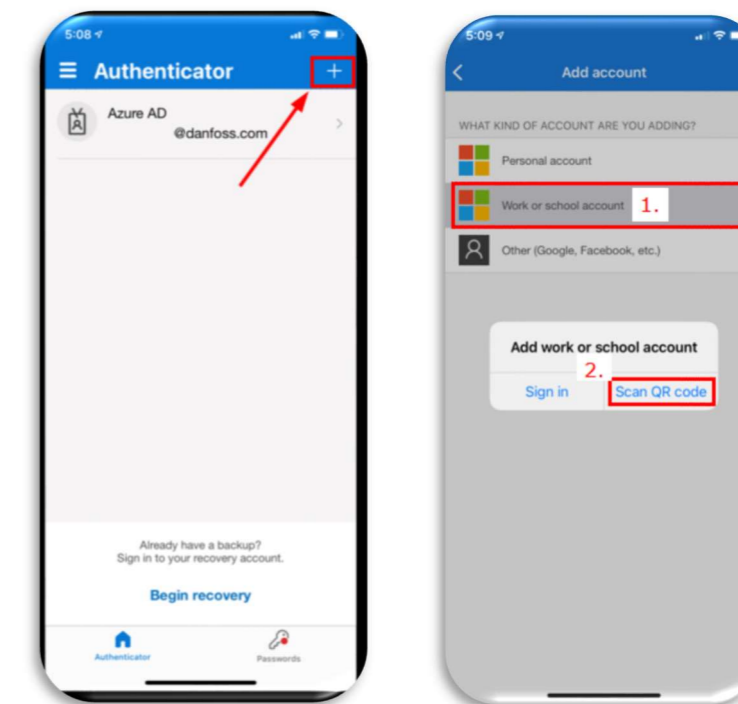
4. With the Microsoft Authenticator app displaying the Scan QR code screen, use your smartphone camera to scan the QR code from the webpage on your computer, then click Next on your computer.
Note that if you take too long the QR code will timeout and you will have to restart the process.

5. Approve the notification that will pop-up on your smartphone, then on your computer click Next, Next again, then Done.
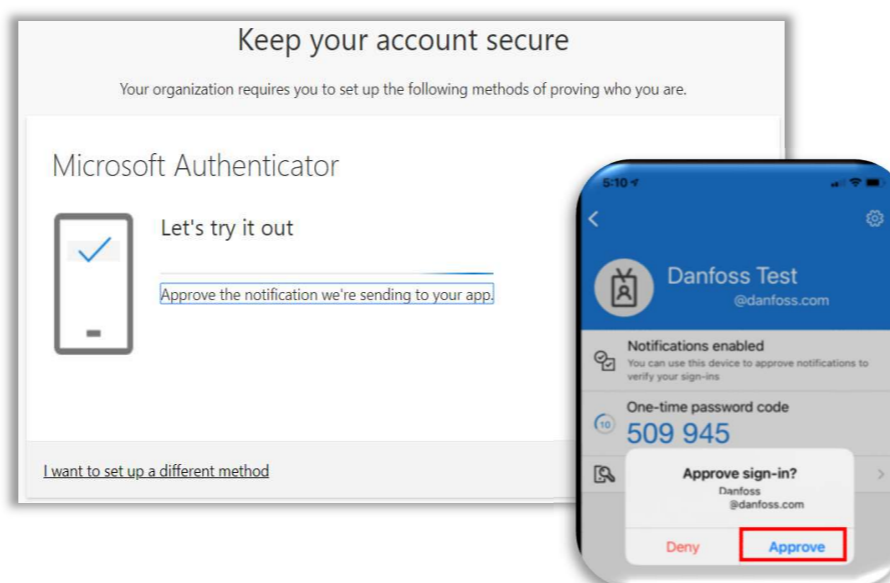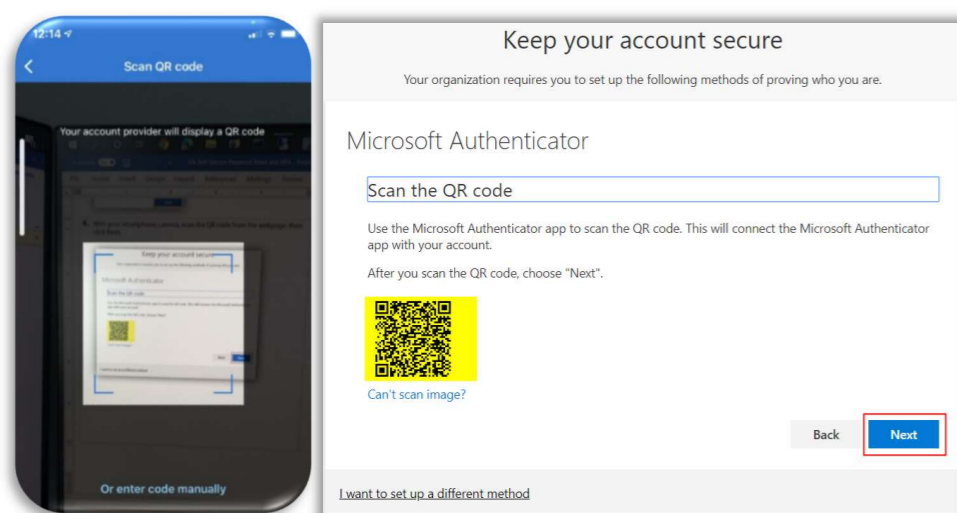
Congratulations!
You are all set, you can now reset/unlock your own password, or verify your identity at sign-in when needed.
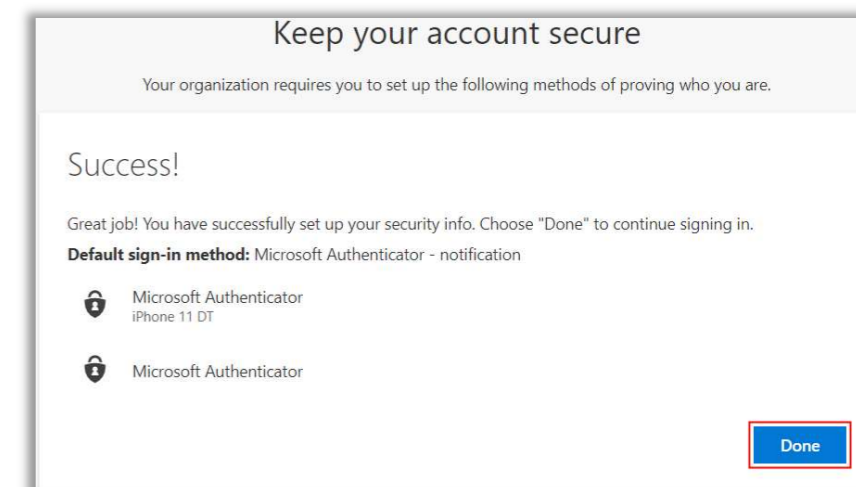
3. After following Steps 1. & 2.b. on Page 1 above, select "Phone" as your verification method and click Confirm.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.
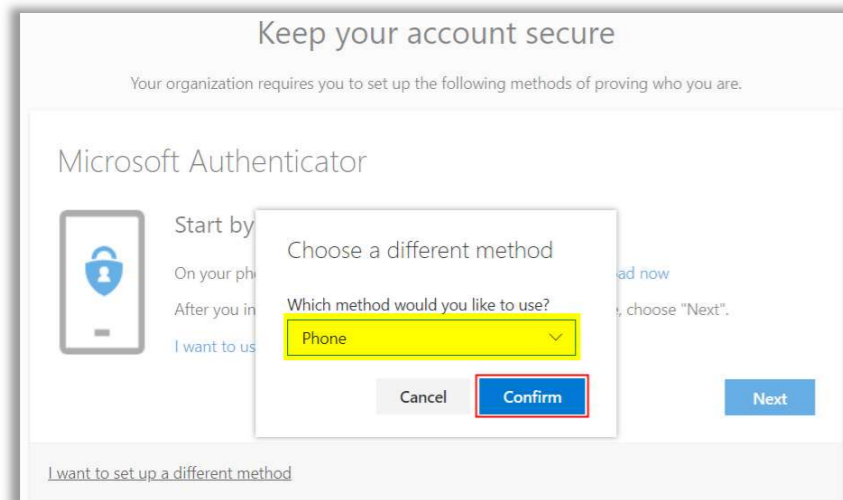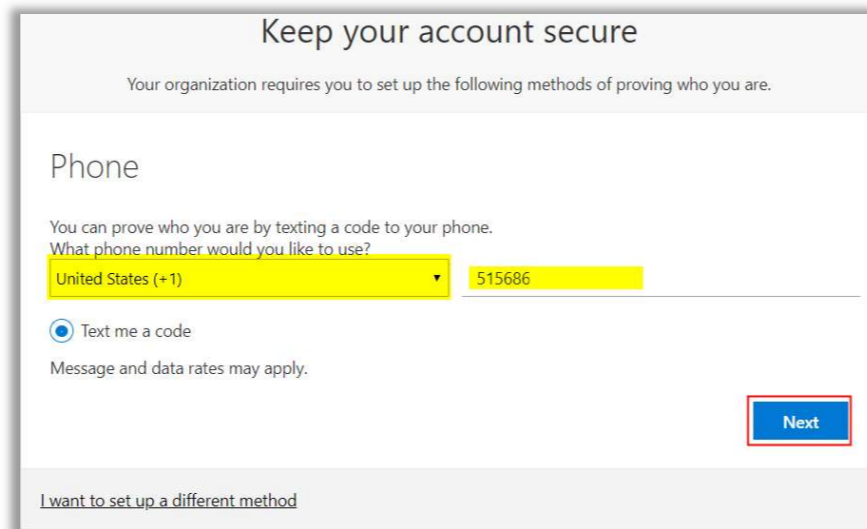
Microsoft Authenticator

Start by

On your ph...   ad now

After you i...   , choose "Next".

I want to us...

Choose a different method

Which method would you like to use?

Phone

Cancel   Confirm   Next
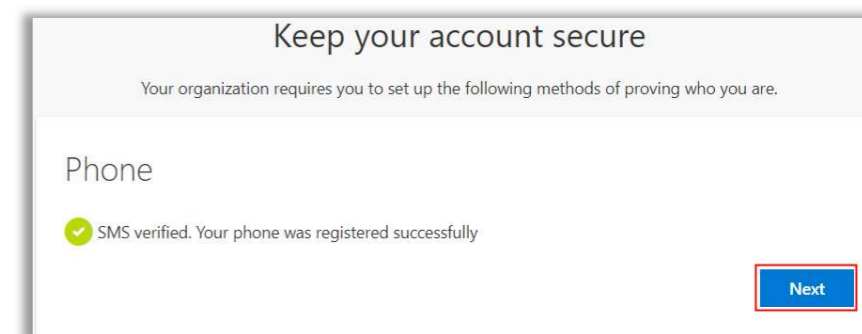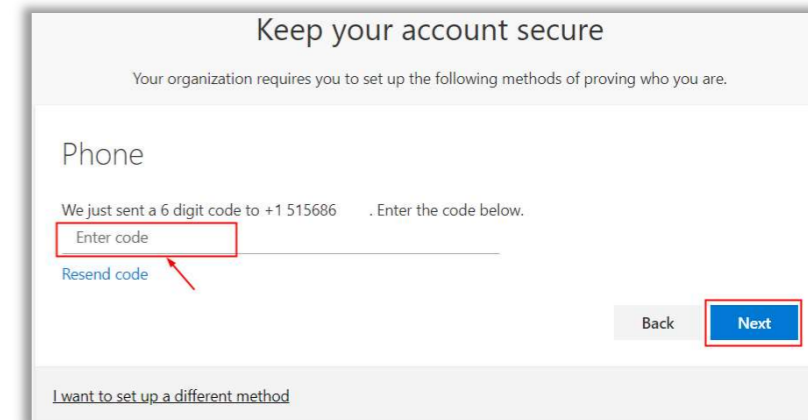
I want to set up a different method

4. Select your Country Code, then enter your full mobile phone number with local area code and <u>no spaces</u>, where you want to receive a Text message, then click Next.

NOTE: <u>Your privacy is assured!</u> Any phone number owned or not by Danfoss can be used. This number is not disclosed to anyone at Danfoss, not even IT, or published anywhere. Only you have access to see it and maintain it. The number is only used by the system to send text messages when MFA is required at sign-in.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by texting a code to your phone.
What phone number would you like to use?

United States (+1)   515686

● Text me a code

Message and data rates may apply.

Next

I want to set up a different method

5. Within a few seconds you should receive a Text message on the mobile phone number you provided. Enter the 6-digit code from the message in the "Enter code" field, then click Next, Next again, and Done.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 515686   . Enter the code below.

Enter code

Resend code

Back   Next

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

✓ SMS verified. Your phone was registered successfully

Next

Congratulations!
You are all set, you can now reset/unlock your own password, or verify your identity at sign-in when needed.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.
Default sign-in method: Phone - text 515686

📞 Phone
+1 515686

Done