# MULTI - FACTOR AUTHENTICATION

Set Up Guide

## Contract Management System

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## A. Overview

Multi-Factor Authentication (MFA) is an authentication method that requires more than one form of verification by users when signing into the Contract Management System (CMS). This is an extra layer of security, implemented to help protect your CMS account and further safeguard the system.

When you log into the CMS system for the first time, you will be required to enter your CMS username and password, as well as an Authenticator code.

To receive the Authenticator code, a one-time setup of the MFA verification method is required. This guide will explain how to set up the MFA verification method.

## B. Instructions to set up MFA verification method

### 1) Step 1 : Install an authentication app

You will need to install either the Google Authenticator or Microsoft Authenticator application on your phone. Please choose your preferred authenticator app and scan the corresponding QR code to download.
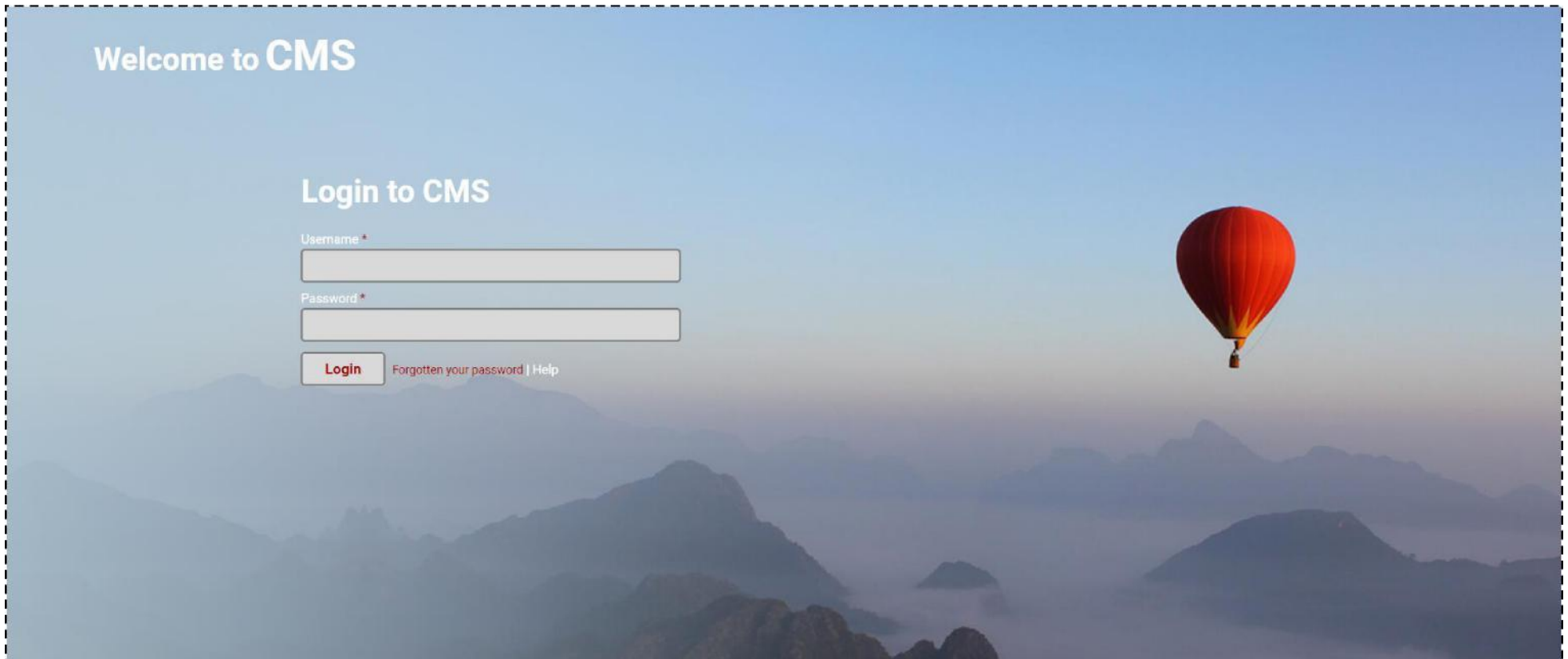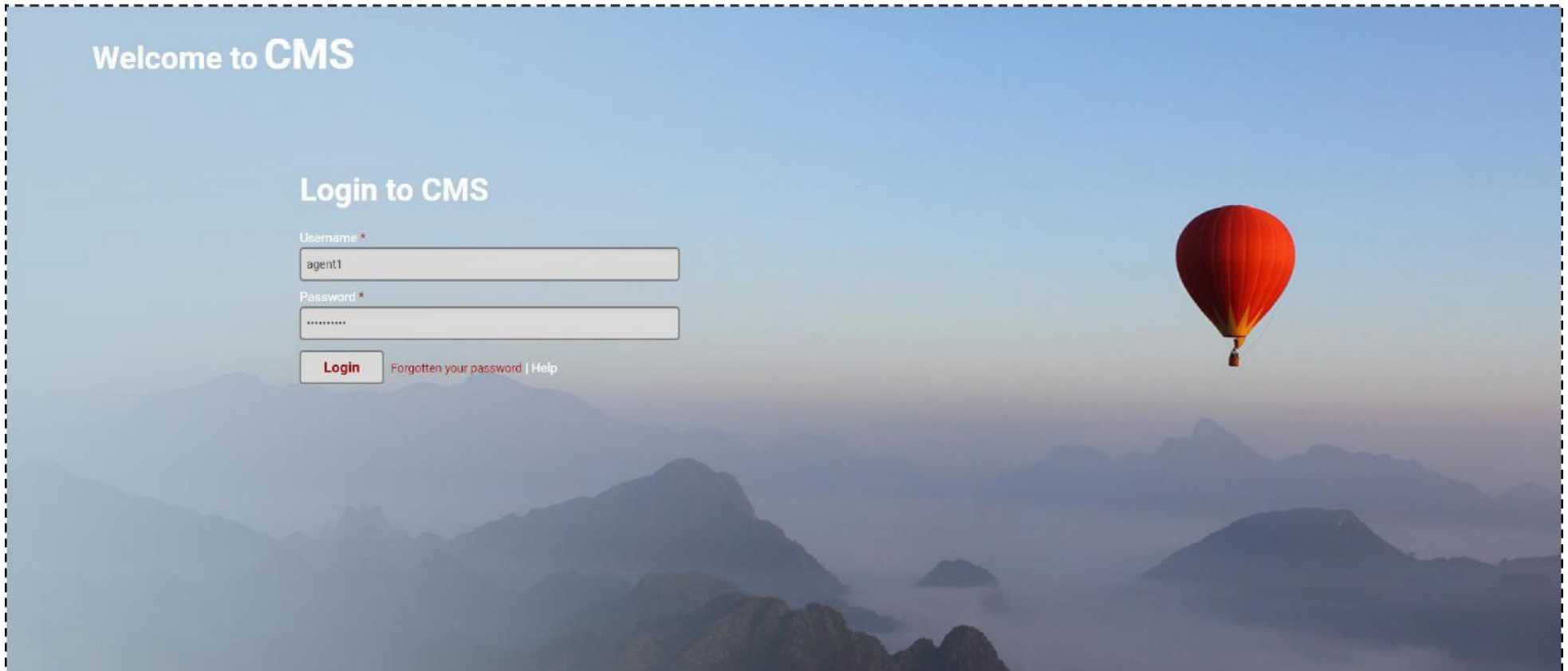
Google Authenticator



Google Authenticator



Google Authenticator

Microsoft Authenticator



Microsoft Authenticator
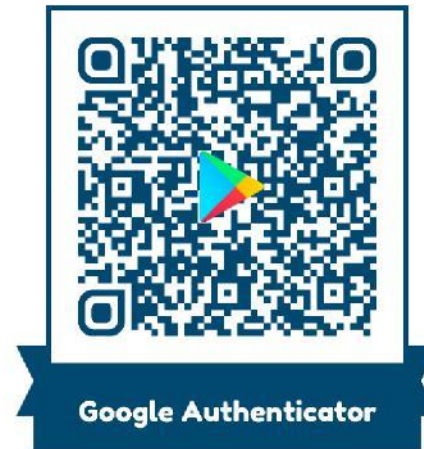


Microsoft Authenticator

**2) Step 2 : Enable MFA for your CMS account**

Go to the CMS system via : https://www.cmsonline.info/

Enter your CMS username and password, and login.
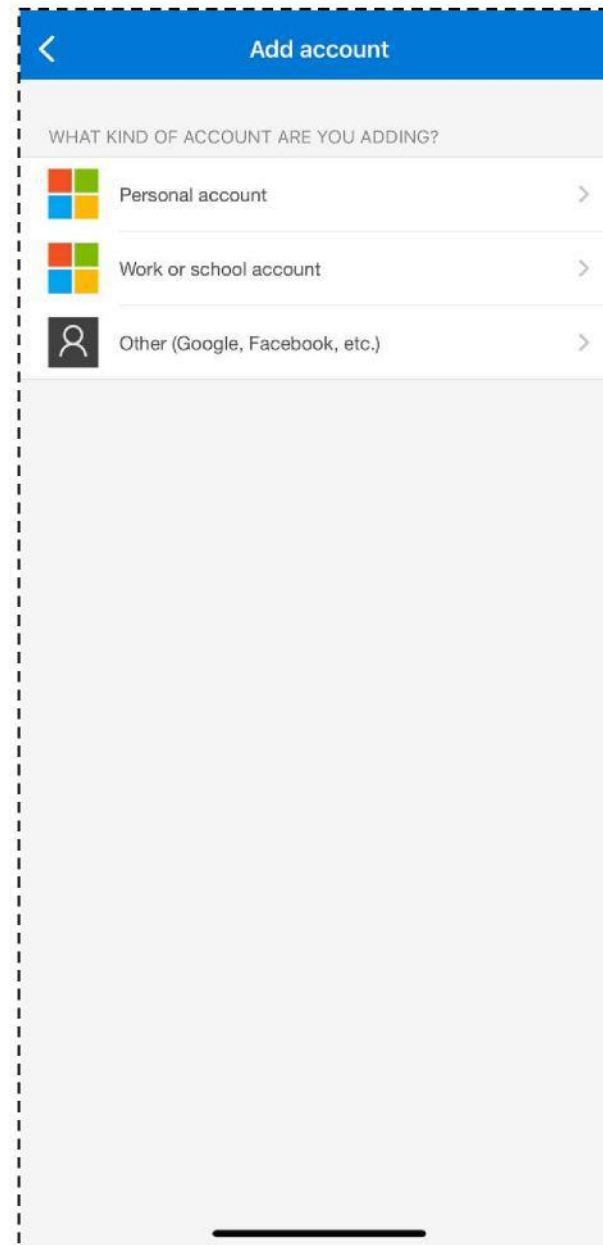
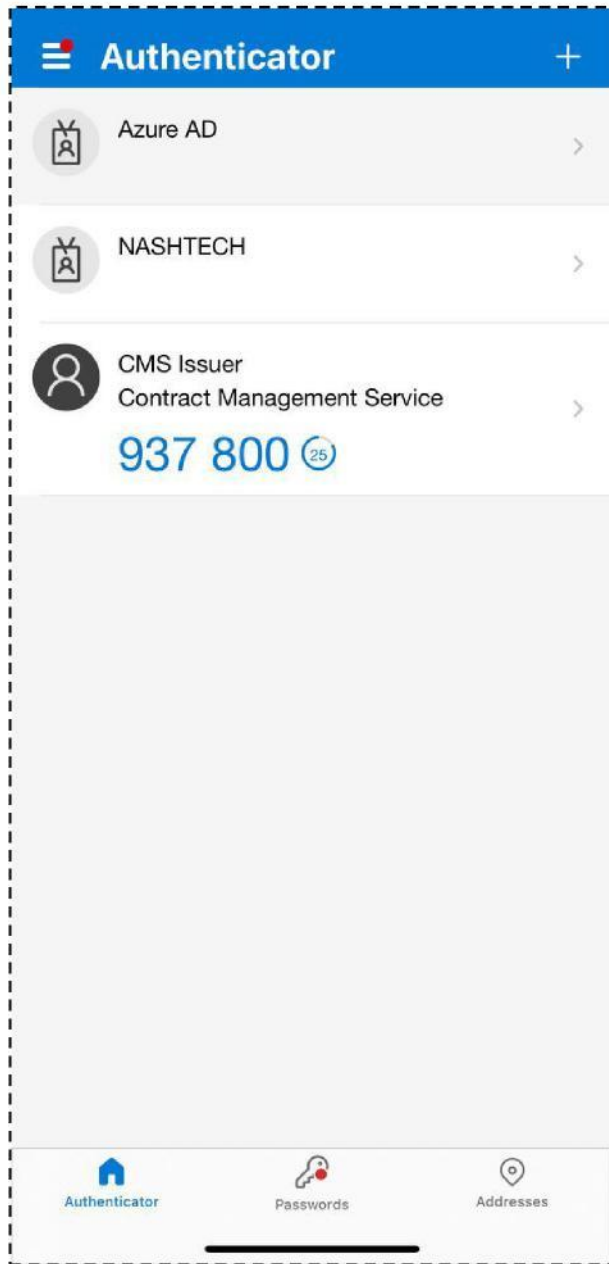After you have logged in, you can select *"Enable MFA"* via your *"Account Settings"*.
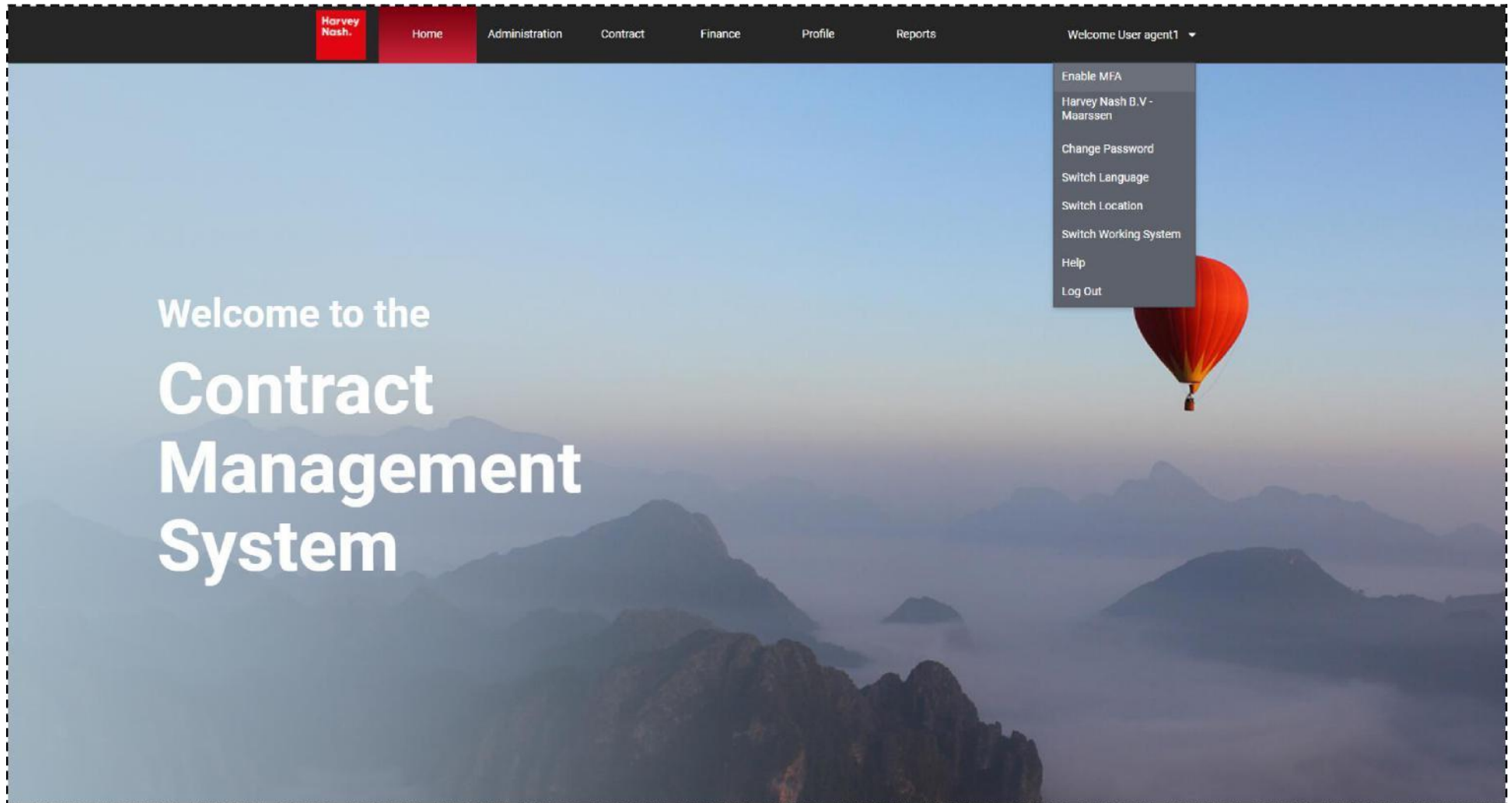
Open the authenticator app in your phone.
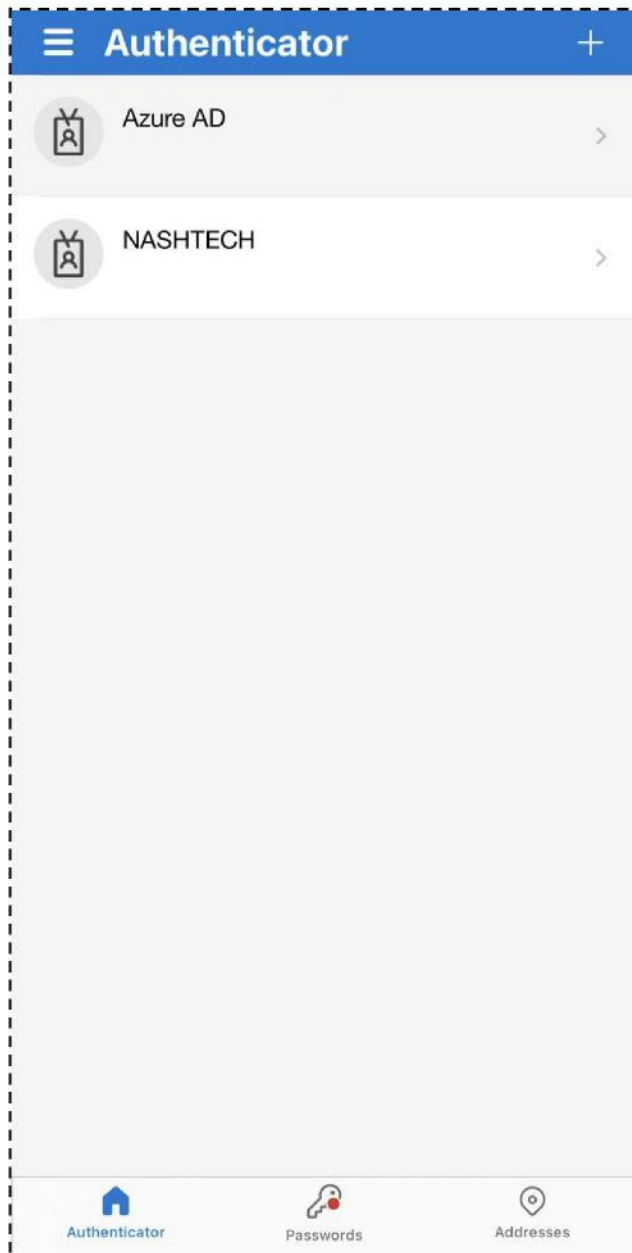


Click on " +" and then choose "*Other account*".

Scan the QR in the "*Account Settings*" screen to get the Authenticator code.

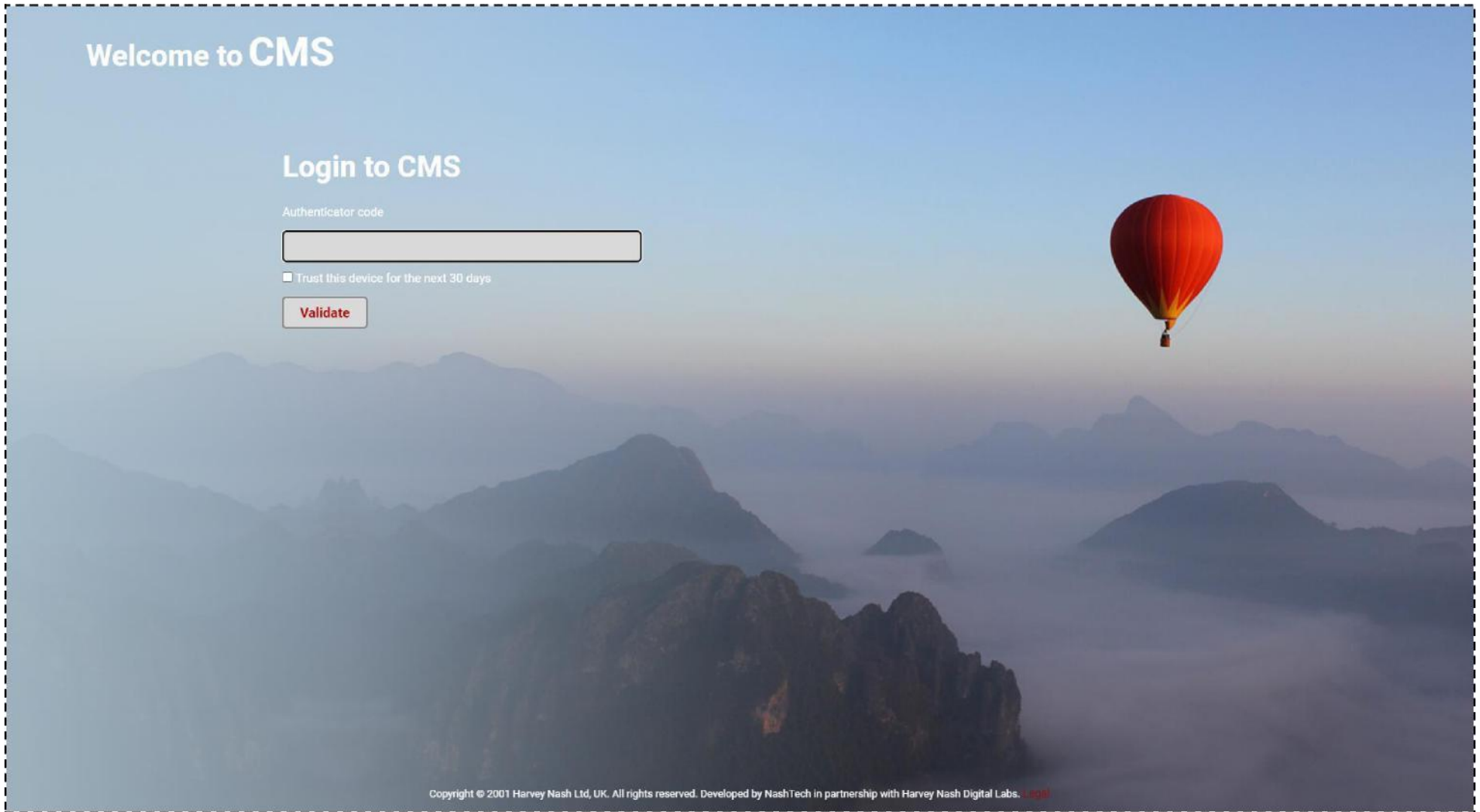Then enter the Authenticator code in the "*One time Password code*" field.

Your account now has MFA enabled.
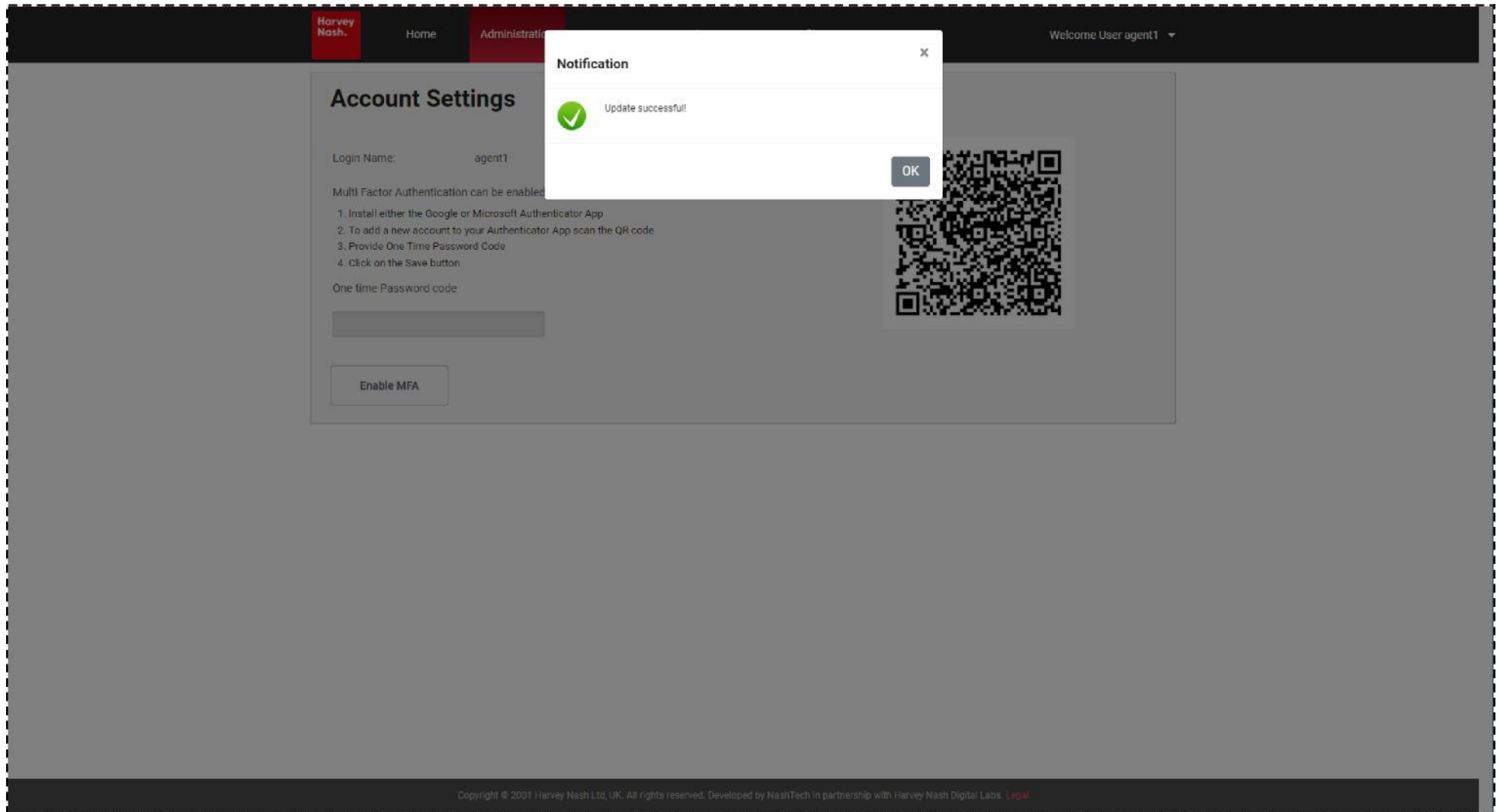


You can now use the CMS system with MFA.

### 3) Step 3 : Validate your MFA settings

When you next log in to CMS, you will be prompted to enter an Authenticator code in addition to your username and password.

Open the authenticator app in your phone to get the verification code.
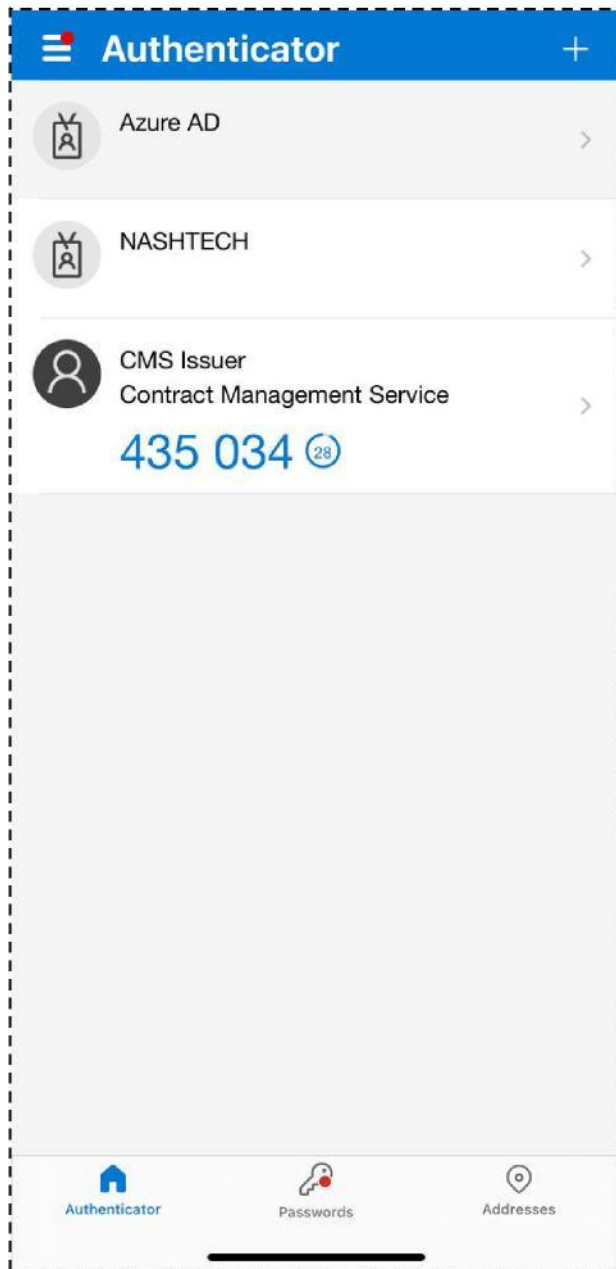
Enter the Authenticator code in the "*Authenticator code*" field, choose "*Trust this device for the next 30 days*" and then click on "*Validate*".

You can now use CMS system as usual.