# INSTALLING THE TWO FACTOR AUTHENTICATION (2FA)

For an even more secured access to the HLB Online environment, HLB Van Daal has provided extra security.

In addition to your username and password, you are required to login with an Authenticator App. With this app, you must enter the verification code generated during login. After 2FA is activated, the next time that you want to login, you must run through the activation wizard just once. You can select from a number of Authenticator Apps. The two most common ones are described below.

## DOWNLOAD THE APP: MICROSOFT AUTHENTICATOR

In order to make your smartphone or tablet suitable for generating a verification code, you must first install the Microsoft Authenticator app. This free app is available for all types of smartphones or tablets.

***See this example***



After you have installed the app and have started it for the first time, you will see a menu. In this menu, you select Overslaan (English: Skip). Afterwards, you choose whether you want to be diverted via Microsoft Outlook or Microsoft SharePoint. Once you have made the choice, you can add the account. Indicate whether this concerns a personal account or a business account. Subsequently, you can scan the QR code that you will see in the login screen of HLB Online. As soon as the QR code is scanned, the HLB Online account is added.

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## DOWNLOAD THE APP: GOOGLE AUTHENTICATOR

In order to make your smartphone or tablet suitable for generating a verification code, you must first install the Google Authenticator app. This free app is available for all the usual types of smartphones or tablets

**See this example**



After you have installed the app and have started it for the first time, you will see a menu. In this menu, you select Start. Afterwards, select Overslaan (English: Skip). Then select Scanning the QR code. Subsequently, you can scan the QR code that you will see in the login screen of HLB Online. As soon as the QR code is scanned, the HLB Online account is added.

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