

Download and Set Up the Google Authenticator app onto your device

NOTE: You do not have to use the google authentication app, if you already have an authentication app that you use you are able to use that. This guide however, will cover the instructions for the Google Authenticator app.

Download Via Apple Store

Download Via Google Play Store

- 1. Download the Google Authenticator app to your mobile device. You can use one of the links below or search for "Google Authenticator" within your native app store. Note: This is a FREE app.
- 2. Open the app and tap on the Get Started button. You will have the option to either log in with your Google account or use the app without logging in.

Login to Salesforce

- 1. Go to login to Salesforce and enter your Username and Password as normal.
- 2. You will next see a screen similar to the screenshot below

3. Select "Use verification codes from an authenticator app" and click continue



4. Using your Google AUthenticator app, tap the plus sign in the bottom-right corner of the app and then Scan the QR code on your Salesforce login screen.

Decide whether you want to allow the app access to your camera; otherwise you'll need to enter the codes by hand.

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- 5. An expiring code will pop up in the app and keep regenerating. Next, type the six-digit code into the Verification Code box on the Salesforce login screen. Click Connect
- 6. You are now logged into the system!
- 7. When you next go to login to Salesforce you will be prompted to input the verification code being shown in your google authenticator app.