ParishSOFT
by Ministry Brands®

PSA Multi-Factor Authentication

MFA Login Printable Checklist

> Make sure each user at your parish has a unique email address that they have access to in order to complete MFA. This email will be used in place of your username moving forward. To save time set this up before starting the set up of MFA. If users are using a shared email address, the first user to login will claim the shared email address and all subsequent users will need to enter a different email address.

- **Login as Usual**
  - Visit the ParishSOFT Accounting login screen
  - Enter your username and select Continue
  - Enter your password and select Continue

- **Select Email for MFA Login**
  - Choose the email address you want to use for your account. This can be the email already associated with your user account or a new email address.
  - If using an existing email, select use existing email address and click Continue
  - If entering a new email, select enter a different email address, type the email, and click Continue.
  - Write the email you used here: _____

- **Verify Email**
  - Check your email inbox for a verification email.
  - Open the email titled Verify your Email and click the Verify your Account button.

- **Reset Password:**
  - After verifying your email, locate the reset your password email.
  - Click the provided link to reset your password.
  - Enter your new password following the outlined password requirements.
  - Re-enter the password and click reset password

> Pro Tip: Your new password can be your old password as long as it is 7 characters, includes a capital letter, a lower case letter and a number.

- **Login with Your Newly Created MFA Login**
  - Return to the Accounting login screen and enter your email address. Select Continue.

- **Choose your Authentication Method**

There are two methods for authentication
SMS/Text – this will send code to a cell phone for authentication
Authenticator App – allows users to scan a QR Code from a cell phone with an authenticator app, which would need to be downloaded in advance

  - Authenticator App: Apps like Google Authenticator or Microsoft Authenticator.
    - Open your authenticator app or scan the QR code.
    - Enter the 6 digit code generated in the authenticator app.
    - Click Continue
  - SMS Verification (Text Messaging): Recieve a text message with a verification code sent to your phone.
    - Enter the number of a phone that receives text messages and click Continue
    - Enter the 6 digit code sent via text message click Continue
  - Write down the method you chose (authenticator app/SMS): _____
  - If you selected SMS what phone number did you use: (____)____-_____

- **Record your Recovery Code**
  - Copy the unique recovery code for your account.
  - Click the I have safely recorded this code checkbox and select Continue.

WARNING: The Recovery Code is necessary for you to log into accounting if you do not have access to SMS or an authenticator app. Without your recovery code you will need to contact Support to gain access to your account!

By following these instructions, you will ensure that your ParishSOFT Accounting profile remains secure and protected. Thank you for taking the time to enhance your account's security through MFA. If you need assistance please contact Support.