

# SEASONAL LIVING UNIVERSITY

## HOW TO SET UP TWO-FACTOR AUTHENTICATION (2FA)

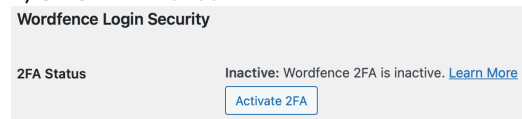
### DOWNLOAD THE TWILIO AUTHY APP

- 1) Open your Apple APP or Google Play Store
- 2) Search for Twilio Authy
- 3) Download the App and Open
- 4) Follow set up instructions with Email and Password if asked

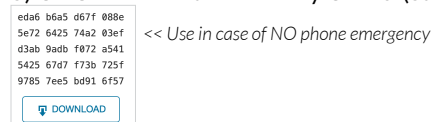


### SETUP IN WORDPRESS

- 1) Login to Backend
- 2) Go to your profile: <https://www.seasonalliving.com/wp-admin/profile.php>
- 3) SCROLL DOWN to Wordfence Login Security
- 4) CLICK on Activate 2FA



- 5) CLICK Download Recovery Codes (Save this in case you can't use your phone)



- 6) OPEN Twilio Authy App on your phone
- 7) Click + or Add Account. (You may need to set a master password for Authy)
- 8) SCAN the QR code on your browser monitor (example below, do not use)



- 9) CLICK SAVE and Authy will set up your account
- 10) In Wordpress, enter the SIX DIGIT code appearing in the Authy App (This will refresh every 30 seconds)
- 11) CLICK ACTIVATE
- 12) LOG OUT of Wordpress



### LOGGING IN

YOU MUST HAVE YOUR PHONE WITH YOU TO LOG IN!

- 1) Go to the Wordpress Login Page as normal: <https://www.seasonalliving.com/wp-login.php>
- 2) LOG IN with your Username and Password as normal
- 3) In the 2FA CODE box, copy the code from your Authy App and CLICK Log In

