

# Accessing Your Take Command Portal Using Two-Factor Authentication (2FA)

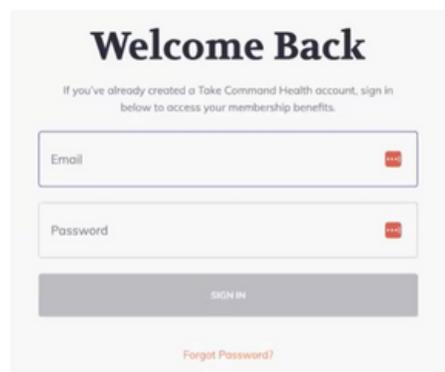
## What is Multi-Factor and Two-Factor Authentication?

Multi-factor authentication (MFA) is a security process that requires users to provide multiple credentials in order to log into an application or platform. It adds a layer of security to your HRA account and is required for all clients using the Take Command AutoPay feature. Take Command uses Two-Factor Authentication (2FA) which requires users to enter two credentials - their email & password combination and a unique one-time passcode.

### How it Works

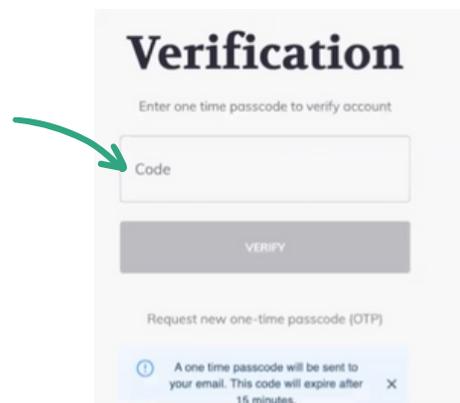
## 1. Enter your email and password to log in to your portal

- + After entering the correct email and password, you'll see a Verification screen to enter a one time passcode. **Keep this screen open and move to step 2.**



## 2. Enter the one-time verification code & log in

- + 6 digit verification code will be sent to the email address that is associated with your Take Command HRA account.
- + Verification code is good for 15 minutes, so find & enter it without delay.
- + After successfully logging in, your two-factor authentication is valid for 30 days. After 30 days, repeat steps above.



### Helpful Tips

- + Can't remember your password? Select "Forgot Password" on login screen.
- + Can't find your verification code or need additional help? Contact our Support team!

[Watch 2FA login video](#)



## New Users

If you are logging in for the first time, enter your email and create a password. Then verify your email address by opening the newly received email and clicking on the verification link. You'll be prompted to enter a one-time verification code on your next login.



[First-time Login Video](#)