How to register for Multi-factor Authentication

To increase the security level of using company systems, Petrofac Supplier Contact users are required to have an additional verification method to be in place.

Microsoft Multi Factor Authenticator (MFA) application is recommended to use by Petrofac company.

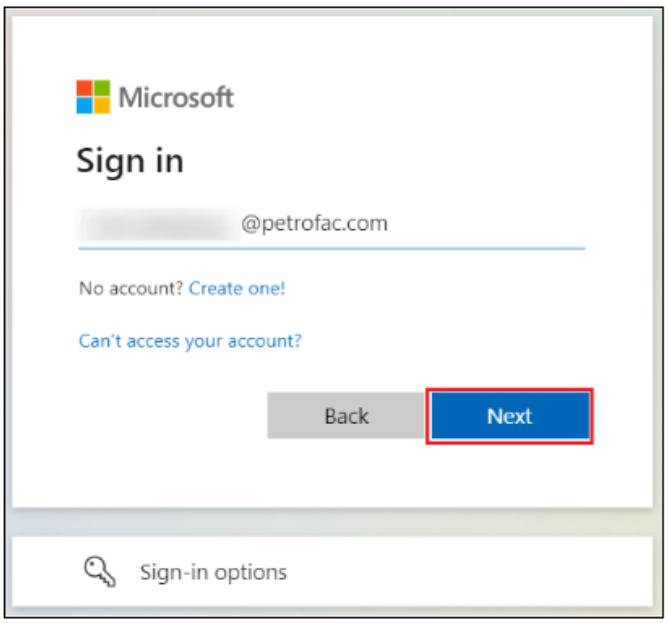
Prerequisites:

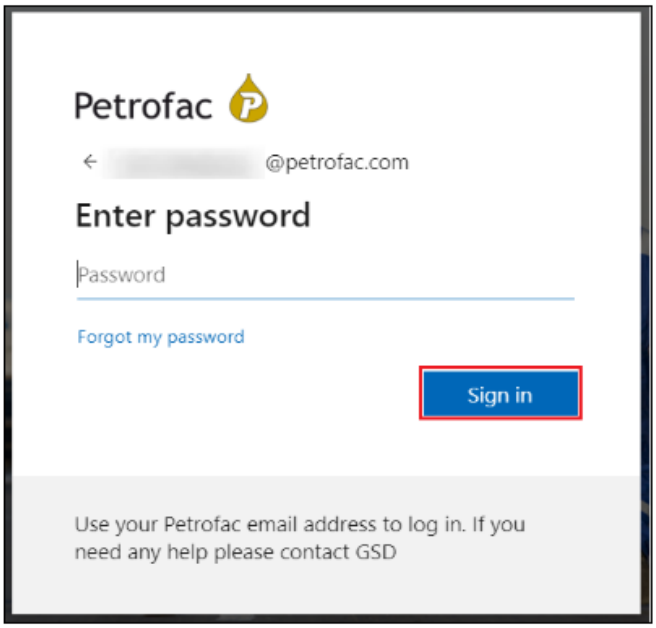
- For the installation it's preferable to have both computer and a phone device. Phone only is also applicable, only you will need to switch between browser and application windows during the installation.
- Microsoft Authenticator can be downloaded in advance either from Microsoft website https://www.microsoft.com/en-us/security/mobile-authenticator-app (please, scroll down to see Android/Apple QR codes) or straight from Google or Apple store on your phone. Ensure that you've downloaded the app that resembles this icon:



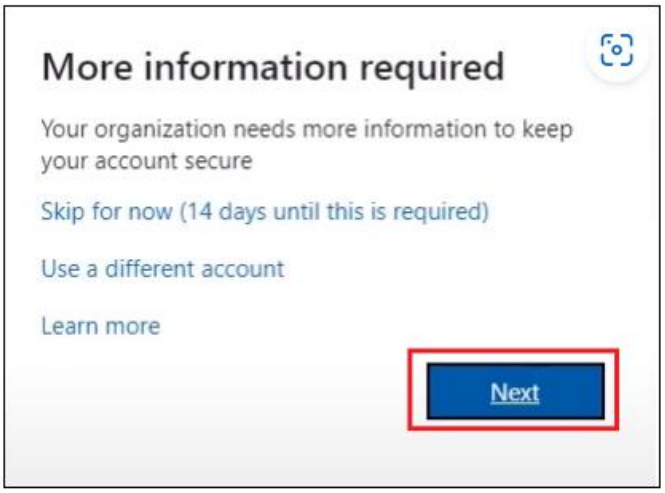
Follow the below steps:

1. Navigate to https://www.office.com/ and sign in with your Petrofac username and password:





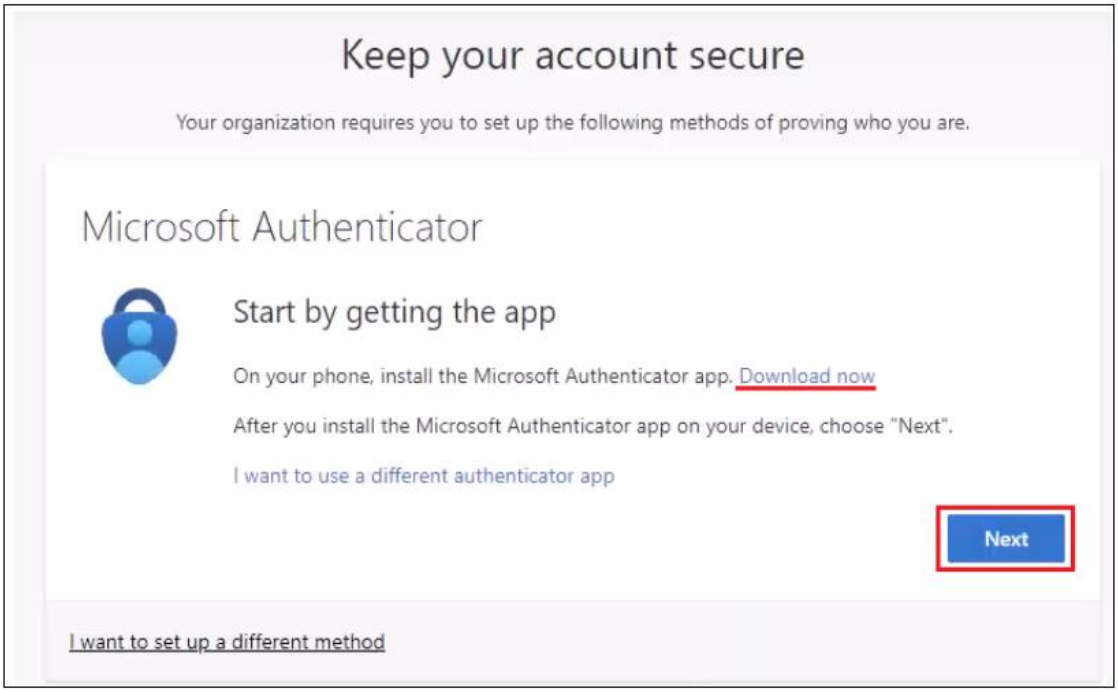
2. In the next window you will be notified that "More information required". Click **"Next":**



3. If you will be asked to re-enter password, please type it once more and click **"Sign in":**

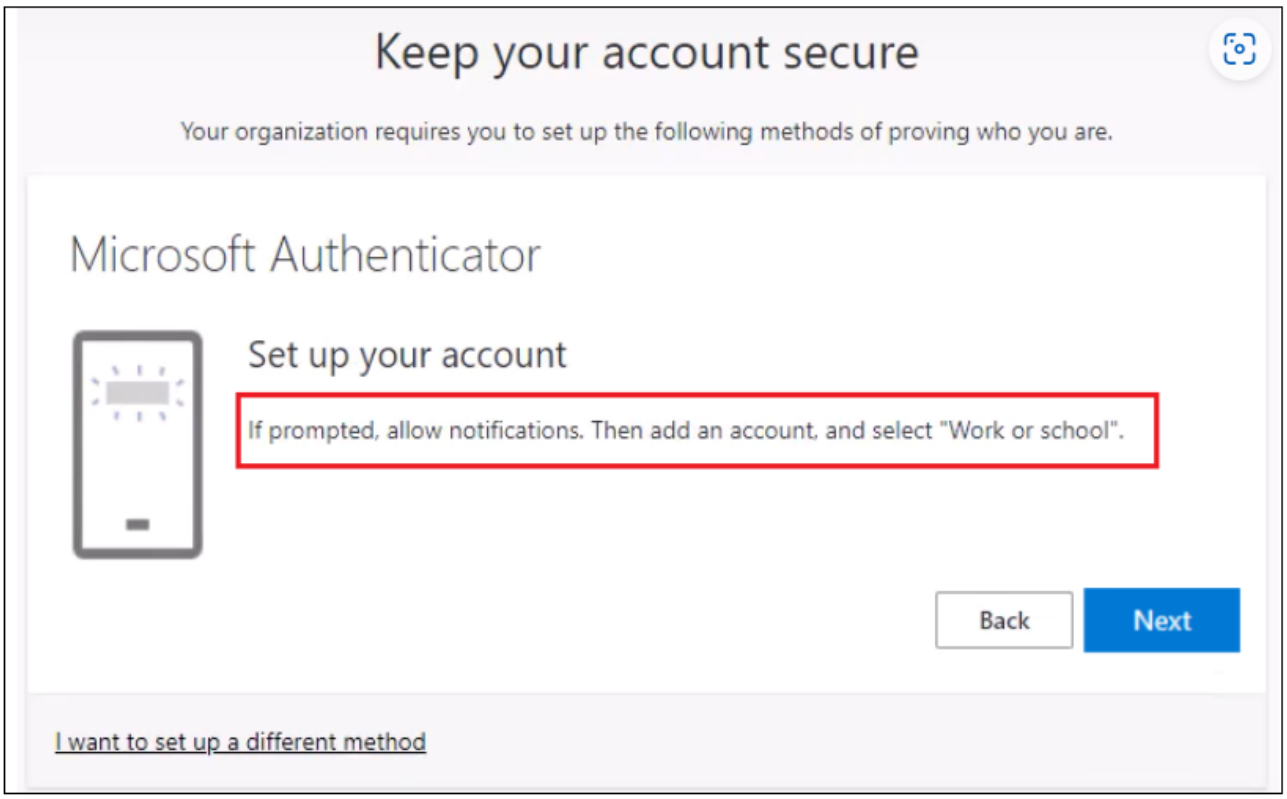


4. Next window suggests proceeding with Microsoft Authenticator application method (if the application itself was not downloaded to the phone yet, you can do it from **"Download now"** link at this step). Click **"Next":**

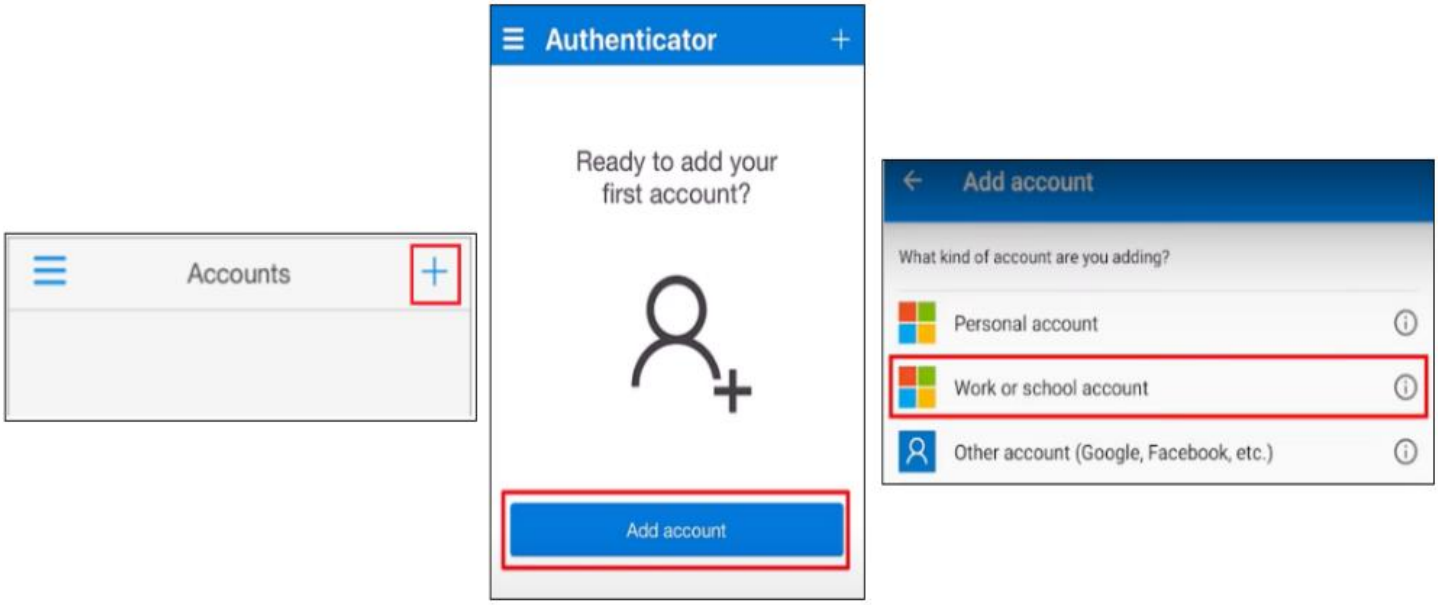


If you want to use text or call authentication method, please click the link "**I want to set up a different method"** and move to **Step 12.**

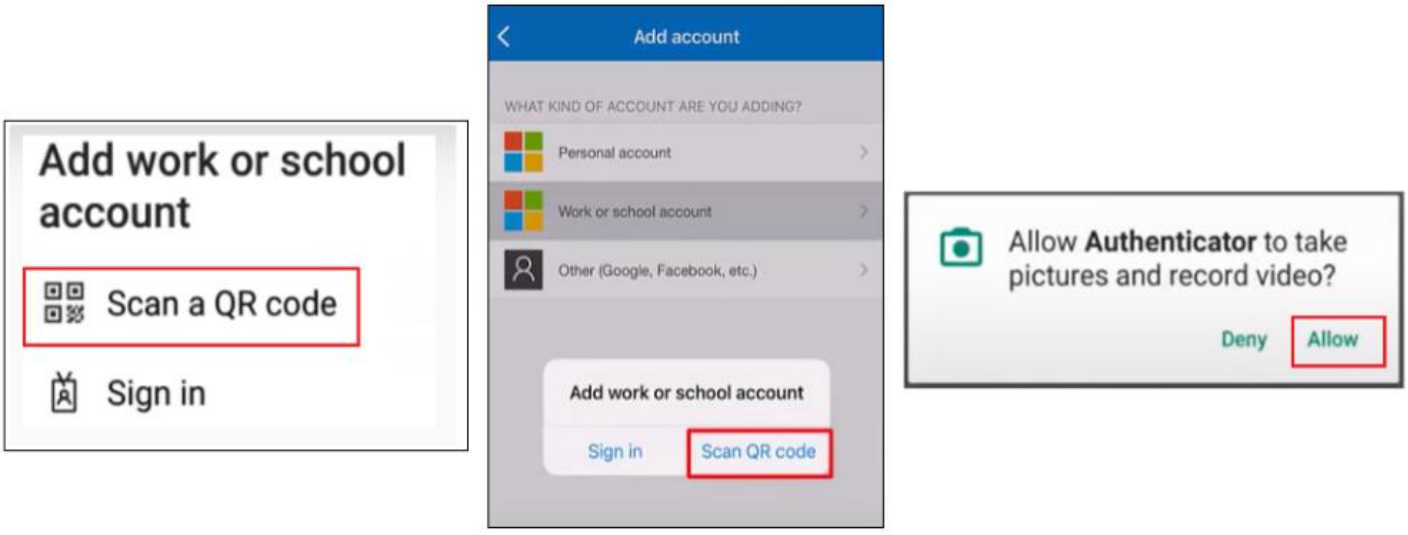
5. You will see the request to set up your MFA account on the phone. **On this step turn to your phone** if you were working on computer:



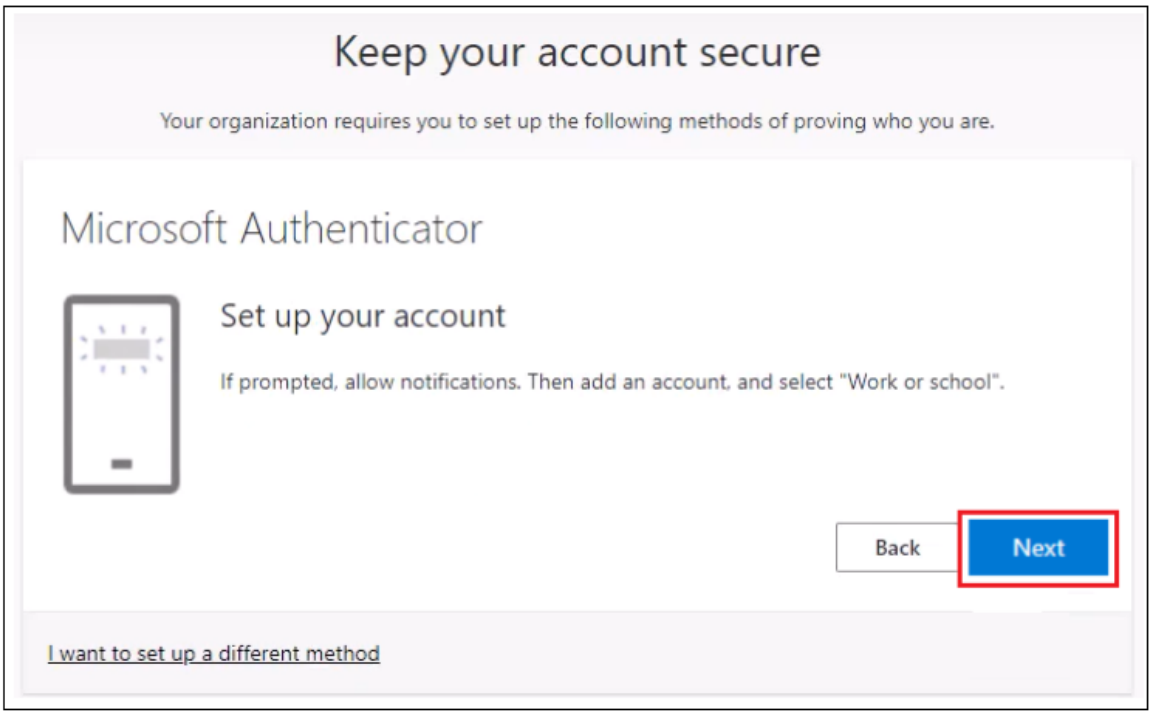
6. **On your phone**, open Microsoft Authenticator application, click on **"+"** sign on the top right corner to start adding an account, then choose **"Add account"** then **"Work of school"** account:



7. When prompted, choose **"Scan the QR code** and "**Allow the authenticator to take pictures":**



8. **Return to your computer** and click **"Next":**

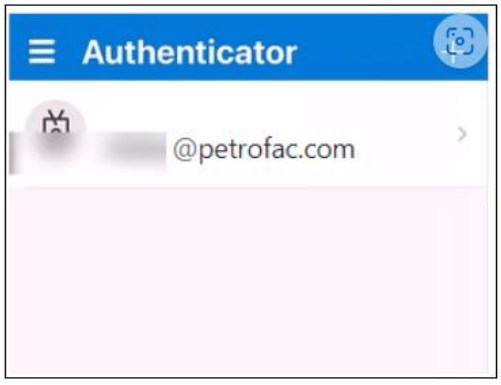


9. **On your computer** you will see a QR code. On this step, please, scan the suggested QR code with the Microsoft Authenticator application, which you have installed on your phone:

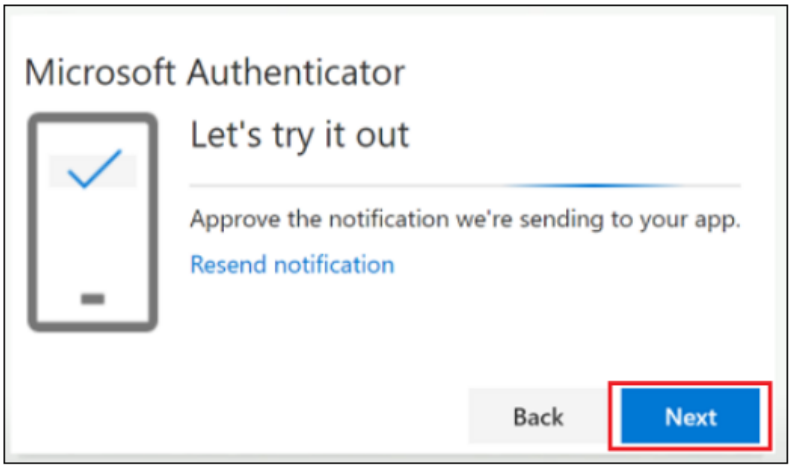


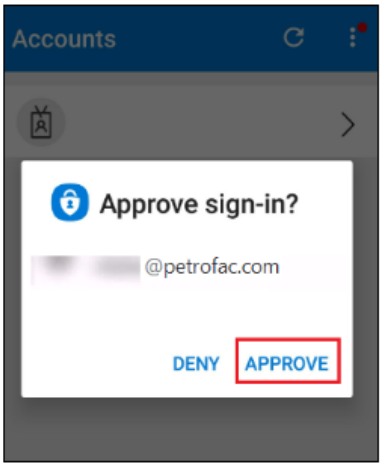


10. After scanning your account will be added to the MFA app:

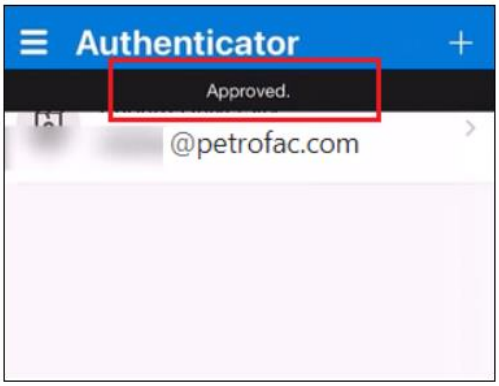


11. MFA application will send you a test notification. Click **"Next"** on the computer and **"Approve"** on the phone:

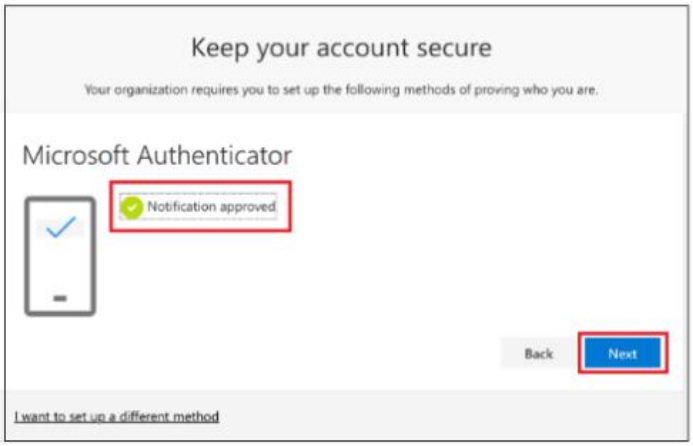


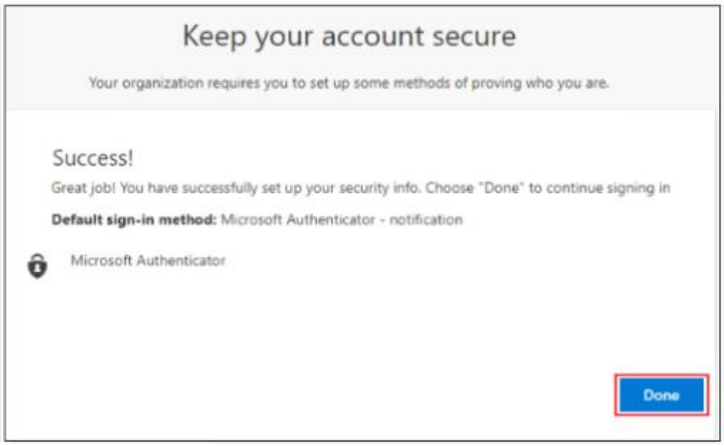


MFA app will show **"Approved"**, as well as the computer. You are all se

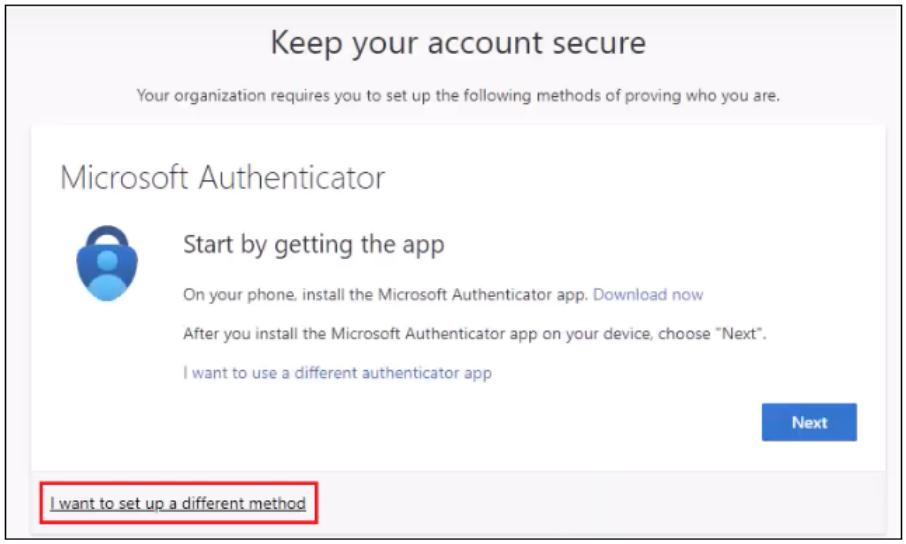


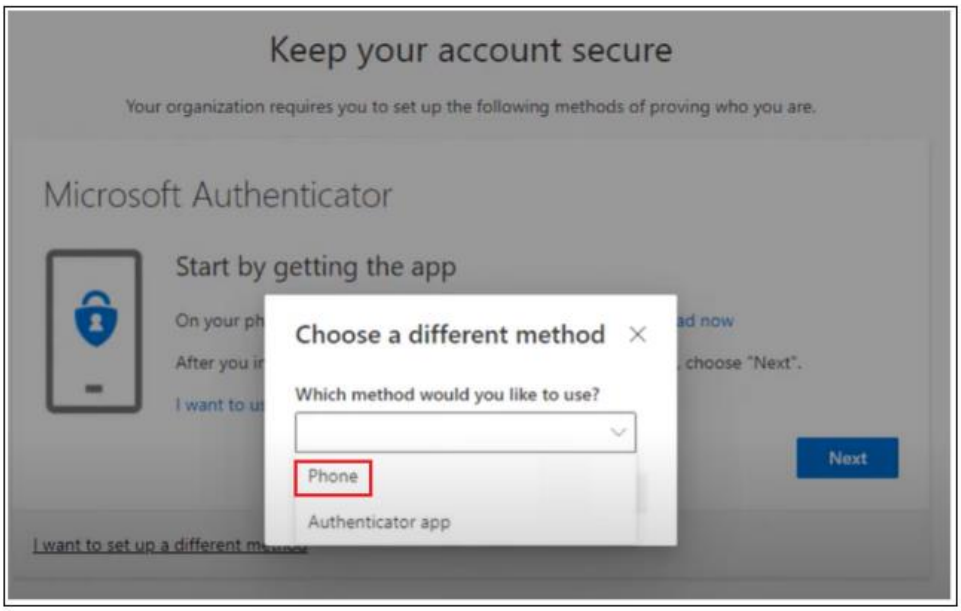
To finish the installation, click **"Next" > "Done":**



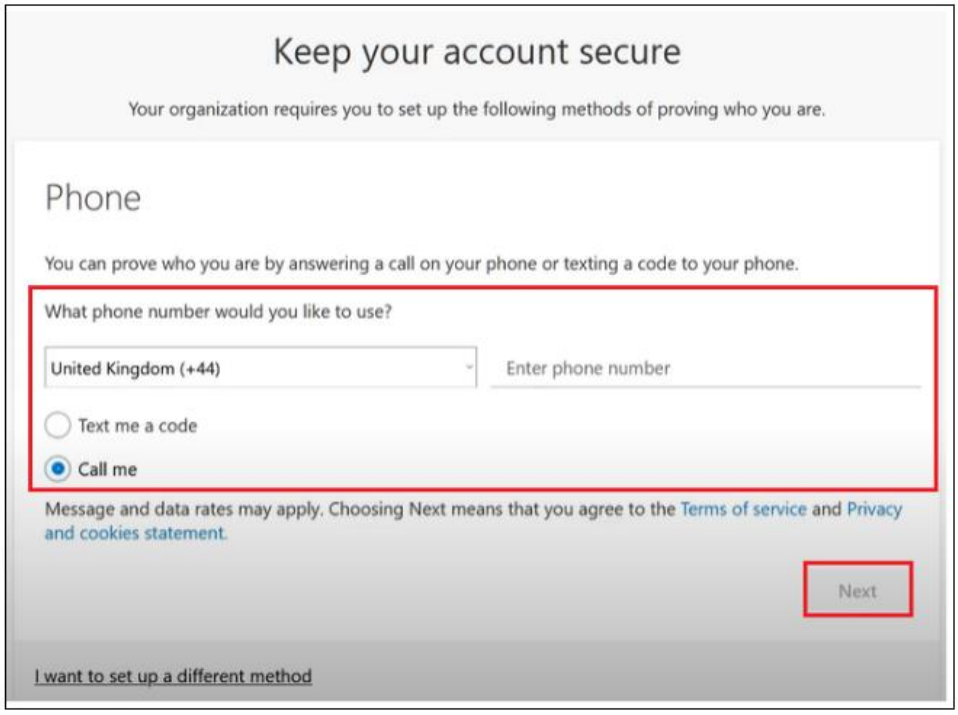


12. If you want to use text or call authentication method, please click the link "**I want to set up a different method"** and choose **"Phone":**

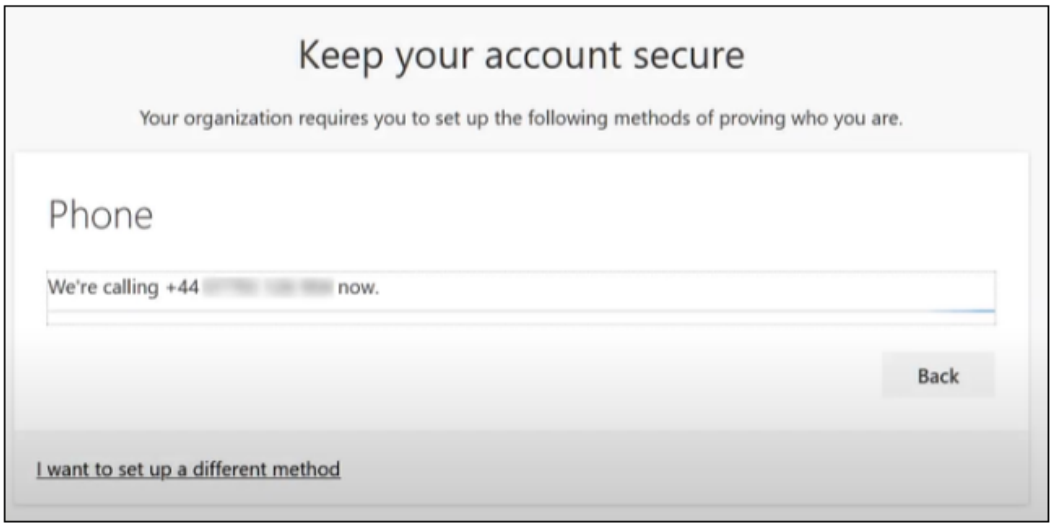




13. Enter your country code, phone number and authenticating type (text or call) and click **"Next":**

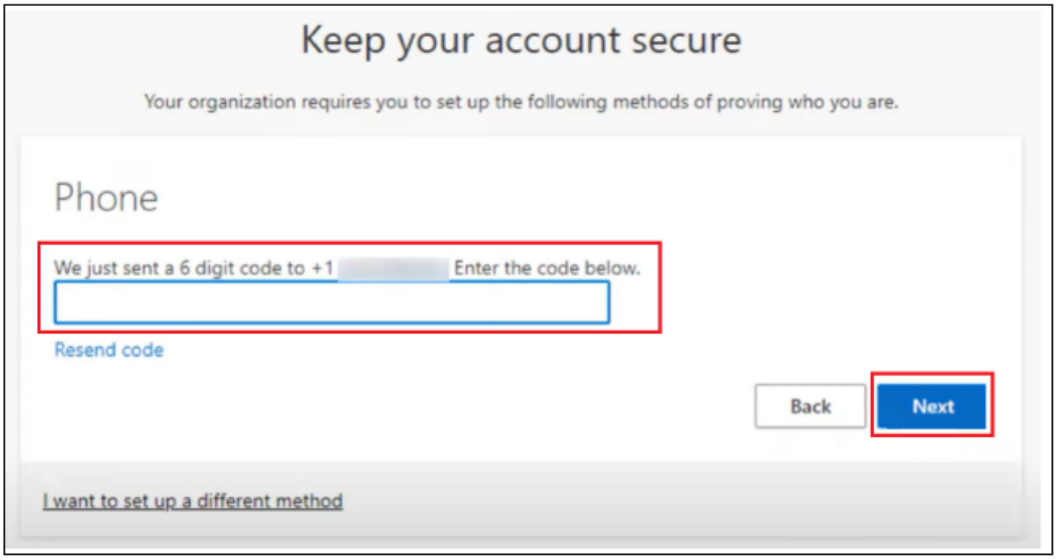


14. A text code or a call will be received by authenticator app. In case of call method, answer the phone, press # key and click **"Next":**





In case of text method, enter the code, received by SMS, click **"Next"**



Installation complete:

