How to Enable or Change your 2FA for your Cozone account

Scope

- Changing the 2FA in Cozone or adding multiple 2FA to your account after logging in

Instructions

- 1. Log into your Cozone account
- 2. Once logged into the account. In the upper right corner, click on your Name and then on Account Settings

	NE			A Test 2Fa BackupCo Narin Demo	^{ide} ^
Azets Expense	News	The Azets Cozone Portal joins the Fresh 2.0 design update 5 oct 2022 The Fresh 2.0 design system is about to take place everywhere in the Cozone universe, and the next application to receive the brush-up is the Cozone Portal, the "home page" page that first comes up when our customers log in. The changes imply a new visual look-and-feel and better interaction in the applications after Octob	Lini Info (Info (Account Content of the second	2
				English Accoults settings Log out	\sim
					_

3. By clicking on the Select 2-STEP VERIFICATION METHOD DROPDOWN. Here you will be prompted with the other available methods for the 2FA that can be set up on top of the one you currently have.

Account settings		
Account details Security		
Change password	2-step verification methods	One-time backup code
Existing password	Protect your account with 2-step verification. 2-step verification requires your password and a verification code every time you sign in.	Backup codes allow you to sign in when away from your phone. Renewing will replace your current backup code.
Our requirements • Minimum 10 characters	SELECT 2-STEP VERIFICATION METHOD	RENEW BACKUP CODE
 Ose a combination of numbers, lower/uppercase, lor example: "Leilaturns5thisAutumn" Select new password 	Microsoft Authentification (mobile app)	Remembered devices On a remembered device you skip 2-step verification for 90
· · · · · · · · · · · · · · · · · · ·	Google Authentication \times	days. Clear devices to remove all remembered devices.
Confirm password		CLEAR DEVICES
۲		
	R	

(From this page, you can also remove the already set up 2FA by clicking the small X next to it)

4. Enter your account password.



5. Once the password was entered you will be prompted with the steps to set up the secondary 2FA



- 2. Frequently asked questions
 - Why do we want to do this ?
 - In case you lose access to one of the 2FA methods you can use the second one to get access to the account.
 - How do I Switch between the 2FA options when logging in ?
 - After you enter the Username and Password you will be greeted with the Enter 2FA screen. Here you need to Chose "Try another way to Sign in"

Google Authenticator					
Get a verification code from the Google Authenticator app					
6-digit code 0/6					
Remember me on this device					
VERIFY					
TRY ANOTHER WAY TO SIGN IN					

• Then you will get to choose the Authenticator you want to use

2-Step Verification					
¢	Google Authenticator Get a verification code from the Google Authenticator app				
Û	Microsoft Authenticator Get a verification code from the Microsoft Authenticator app				
Ţ	One-time backup code Use your one-time backup code				

- I have forgot my backup-code

o Go into your account settings. From the tab named Security you can Renew your backup code.

Account settings								
Account details	Security							
2-step verification methods			Dne-time backup code					
Protect your account with 2-step verification. 2-step verification requires your password and a verification code every time you sign in.			Backup codes allow you to sign in when away from your ohone. Renewing will replace your current backup code.					
SELECT 2-STEP	VERIFICATION METHOD	RENEW BACKUP CODE						

3. Support

If you have questions, cannot log into the account, or need help because you are missing the backup code - contact support at the following email address <u>2FA_SEsupport@azets.com</u>.