

Two-Factor Authentication

Two-Factor Authentication allows for an extra step in security for your information. With Taxaroo, we can provide multiple avenues for your information to be kept safe. Two-Factor Authentication requires a separate device (for example, a smart phone) and a code, making it even more difficult for hackers to access your information. The choice is yours if you decide to utilize this added security step. You can enable Two-Factor Authentication when you register your account, or any time after your account is activated.

Before you enable Two-Factor Authentication, you will need to have an app on your phone that authenticates QR codes. There are many free, great Authentication apps you can download from the Apple or Google App stores.

To enable Two-Factor Authentication after your account has been activated, start on your Home Page.

- Click on your name in the upper right corner of the screen
- Click on Settings
- Click the Off switch to On
- Open your authentication app and scan the QR code
- The app will generate a 6-digit code that will change every 30 seconds.
- Enter the code into Taxaroo and you are now signed in
- Each time you log in to Taxaroo, you will be asked for a new 6-digit code.

You can disable and re-enable Two-Factor Authentication by returning to your Settings page and toggle the On/Off switch.