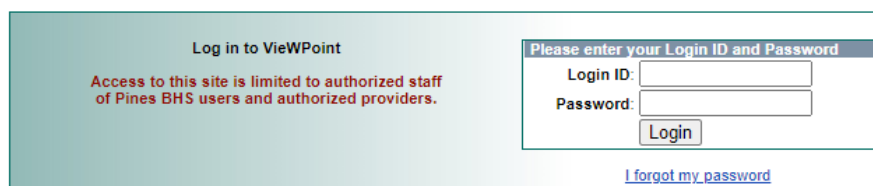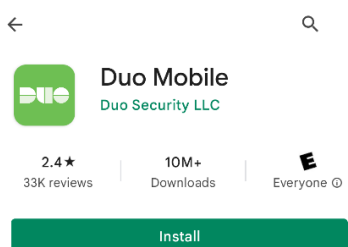# How to Setup Two-Factor Authentication

Users who login into the PCE system from outside of an approved network may be prompted to enter both their EHR password <u>and</u> a token ID as a second layer of authentication.

## To Setup the Authenticator App on your Mobile Phone

1. Install the *Duo Mobile* application from your mobile phone's app store. The app is free to use.


2. Go to the EHR login screen and enter your user ID and password.


3. If you are outside of the approved networks and/or are logging into the system for the first time, you may receive the following screen after entering your password.
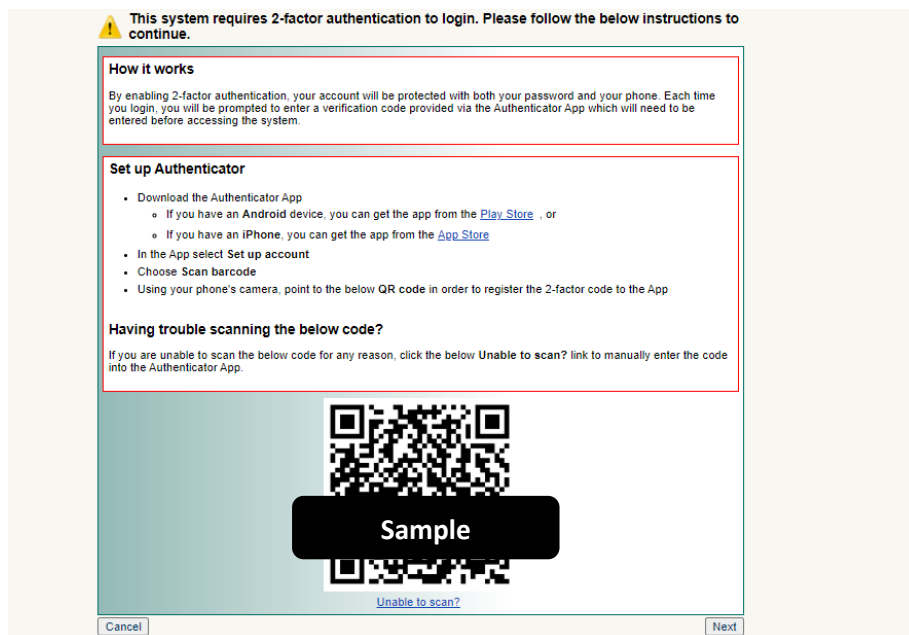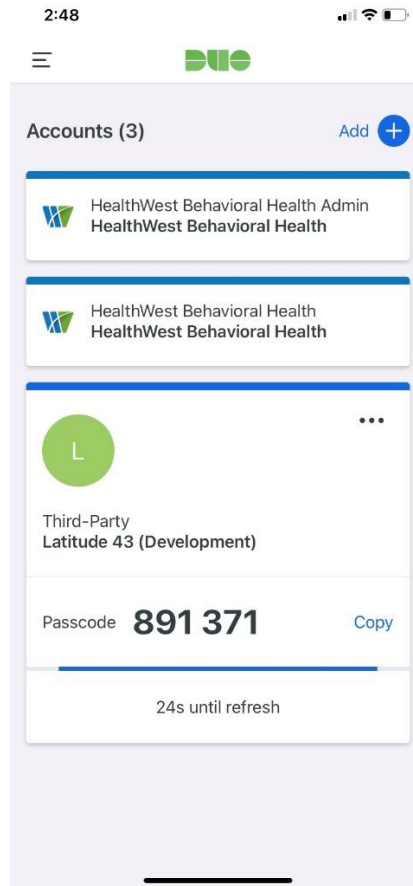
4. Open the Duo Mobile app on your mobile phone and click "Set up account" if you've never used Duo before. Click the "I have existing accounts" if you are already using Duo sign to Add Account. Choose "Use a QR code".
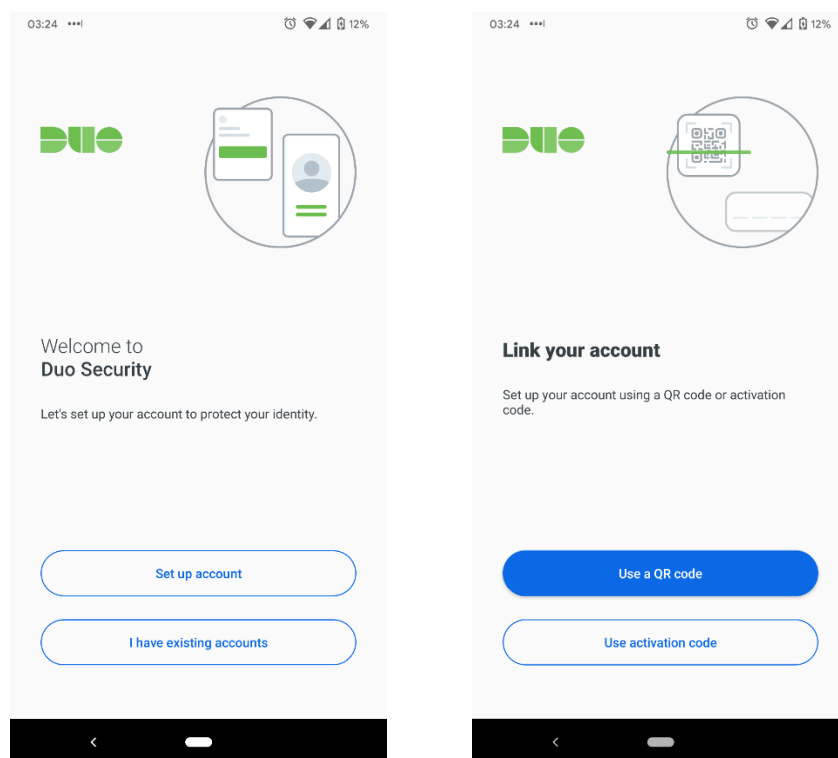
5. If prompted to allow access to the camera, click "OK".
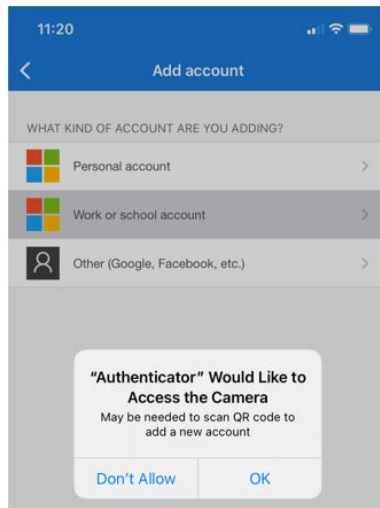
6. Hold the camera up to take a picture of the QR code that appears on the computer screen. After scanning the QR code and following the prompts on your phone to register the Latitude 43 service, click "Next".

7. Enter the 6-digit code that appears on the app into the "Code" field in the EHR and click "Authenticate".

8. You will receive the following confirmation screen. Click "Continue".

9. You will now be logged into the EHR.
10. When you log into the EHR in the future, you'll be asked to enter the 6-digit code from the Duo Mobile app after you enter your EHR password. Type the code when prompted to complete your login.