Dual Factor Authentication for the Employee Portal

Here’s how it will work once you’ve gone through the setup process:

You’ll log in to the portal as usual, but after you click the ‘Sign In’ button, you’ll see this new screen, asking for an Authentication code.

To get the code, you’ll open the Google Authenticator app on your cell phone. The app will display a 6 digit code that changes every 30 seconds. You’ll type this number into the Authentication code field on the computer screen (don’t use spaces). This is an additional security level – if someone steals your login name and password, they won’t be able to get into the portal because they don’t have your token.

That’s it! The code changes every 30 seconds, so if you have a problem, just wait for the code to change and enter the new one in the field on the computer (remember, no spaces).
TO SETUP THE TOKEN: These instructions will take you through this one-time process. You’ll need to be at your computer to log in to the portal, and you’ll need your cell phone. Remember, you only do this setup process once (unless you get a new phone, then you’ll need to contact BMH I.S. and we’ll reset your account so you can do this on your new device). **Note:** If you already have the Authenticator app, open it and click the plus sign to add an additional token for the portal, then click the ‘scan a barcode’ prompt and follow these instructions from there.

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Download and install “Google Authenticator” to your cell phone (from the Google Play Store for android phones, or Apple App store for iPhones)

When it’s done installing, select ‘open’

Within the Google Authenticator app, press ‘Begin’

On the next screen, select ‘Scan a barcode’

The app will open a built in scanner. You’ll need this in a minute, but first go to the portal on your computer.
On your computer, login to the portal by entering your name and password and then clicking the ‘Sign in’ button, as usual.

You’ll be brought to this screen with a barcode (or actually a ‘QR’ code). Before the next step, print the screen or write down some of the codes that are displayed; these are one time use codes you can use if you don’t have your phone or your battery is dead.

Scan the QR code by holding the scanner app on your phone up to the QR square on your computer screen.

You should instantly see the token screen appear.

Now type this code number into the ‘Authentication code’ field on your computer (no spaces) and you’ll proceed to the portal menu.

You’ve completed the one-time setup. Next time just follow the process on first page of this document.

The next time you sign in to the portal, you’ll simply open the Google Authenticator app on your phone and type in the code into the authentication field screen on your computer (as shown on the first page of this document).