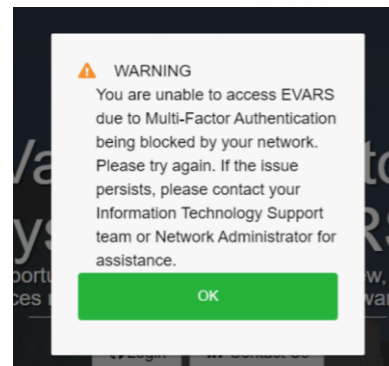
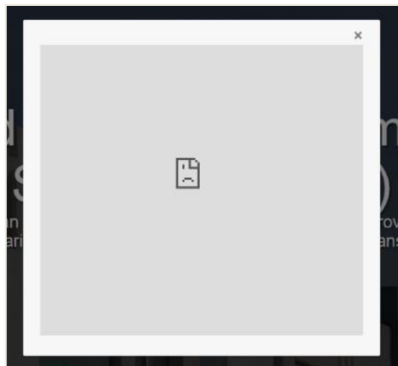


General Information

- Multi-Factor Authenticator (MFA) prompt must be allowed by your organization to access EVARS system.
- To ensure that the MFA prompt displays properly, your Information Technology Support team or Network Administrator might need to add the following url: <https://api-bcc5c268.duosecurity.com> to their whitelist.
- Failure to whitelist EVARS MFA may prevent further access to the system for all employees from your organization.
- If you are having accessibility issues, please contact your Information Technology Support team or Network Administrator for assistance. Some network or system settings might be blocking the MFA prompt.
 - Below are some examples of Error screens you may see if you are having MFA accessibility issues.



- Please follow the instructions below to set up MFA for the first time.
- Once MFA setup is complete, please follow the instructions on the MFA screen to login successfully into EVARS.
- For further inquiries, please contact EVARS Technical Support via Live Chat or **[CONTACT Us]** page.

First Time Set-up – Mobile Phone (RECOMMENDED)

Step 1: Login as an EVARS User. A pop-up appears to initiate setting up MFA. Click **[START SETUP]**.

Step 2: Select **Mobile phone** (recommended option) or **Landline*** and click **[CONTINUE]**.

* For **Landline** option, please see the instructions on page 2.

Step 3: Enter your phone number, click the box to verify the phone number, and click **[CONTINUE]**.

Step 4: Verify the ownership of your phone. To get a phone call verification, select **[CALL ME]**. To get a text verification, select **[TEXT ME]***. Either option will provide you with a 6-digit code. Enter in the code and click **[VERIFY]**. When verified, click **[CONTINUE]**.

* Message and Data rates may apply.

Step 5: Verify your settings on the My Settings & Devices page then click **[CONTINUE TO LOGIN]**.

Step 6: Select either **[CALL ME]** or **[ENTER A PASSCODE]**.

Step 7:

Option 1: Selecting **[CALL ME]** will prompt the system to call your phone. You will be asked to press any key on your phone. Follow the instructions in the phone call and you will be able to login to EVARS successfully.

Option 2: Select **[ENTER A PASSCODE]** and click on **[TEXT ME NEW CODES]** at the bottom. This will prompt the system to send a text message to your phone containing a 6-digit code. Enter in the code and click log in. You will be able to login to EVARS successfully.

Note: Checking the **[REMEMBER ME FOR 60 DAYS]** checkbox bypasses the 2 factor log in for 60 days.

First Time Set-up – Landline

Step 1: Login as an EVARS User. A pop-up appears to initiate setting up MFA. Click **[START SETUP]**.

Step 2: Select Landline and click **[CONTINUE]**.

Step 3: Enter your phone number, click the box to verify the phone number, and click **[CONTINUE]**.

Step 4: The authenticator might *sometimes** display the screen below to verify the ownership of your phone. Click **[CALL ME]**. The system will call your phone and provide a 6 digit code. Enter in the code and click **[VERIFY]**. When verified, click **[CONTINUE]**.

* If the screen in step 4 is not displayed, please proceed to step 5.

Step 5: Verify your settings on the My Settings & Devices page then click **[CONTINUE TO LOGIN]**.

Step 6: Make sure you select the **[CALL ME]** option.

* This option only applies if you have received a bypass code from an MFA Administrator.

Step 7: Selecting **[CALL ME]** will prompt the system to call your phone. You will be asked to press any key on your phone. Follow the instructions in the phone call and you will be able to login to EVARS successfully.

Note:

- Checking the **[REMEMBER ME FOR 60 DAYS]** checkbox bypasses the 2 factor log in for 60 days.
- If using an **Extension**, make sure to include your **organization IVR numbers** with your extension. **Example:** If extension is 2085 and **organization IVR number** is 3, you have to enter 3 before your extension, enter 32085 as your extension number.