

Enrollment steps for 2FA using Baya4

Pre-requisites

- Install the Google Authenticator application from the [Google Play Store \(https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2\)](https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2) / App Store on your mobile device

Enrollment steps

1. Go to the URL to access your account using Baya V4
2. Log in to your account using the valid credentials (email id and password) and the Captcha if enabled
3. On successful authentication, you will be taken to the 2 Factor authentication enrollment screens.
4. Click on the **Register 2FA** button. The QR code will be visible on the screen.
5. Launch the **Google Authenticator** app on your mobile
6. Scan the QR code using the Google Authenticator app on your mobile. If the scanning is successful, the authenticator will show a new entry with the label "Baya2FA ". There will be a 6 digit numerical code displayed below this entry.
7. Enter this code in the edit box next to the Check code button on the Baya (web client) screen.
8. Click on **Check code**.
9. Once the code is validated, a pop-up message will be shown.
10. As per the instructions given on the pop-up, close the pop-up and click on the **Save** button.
11. Your enrollment process is now complete.

Note: In case of problems, 1) Clear the cache and retry OR 2) retry the process by logging in from the Chrome browser in incognito mode.

Login for an account for which 2-Factor Authentication is enabled

1. Go to the URL to access your account using Baya V4
2. Log in to your account using the valid credentials (email id and password) and the Captcha if enabled
3. A pop-up will be shown asking you to enter the 2-factor code
4. Launch the Google Authenticator app on your registered mobile
5. Enter the 6 digits numerical code shown under **Baya2FA** on the screen and press **Enter**.
6. If the correct code is entered, you will be taken to your Inbox