



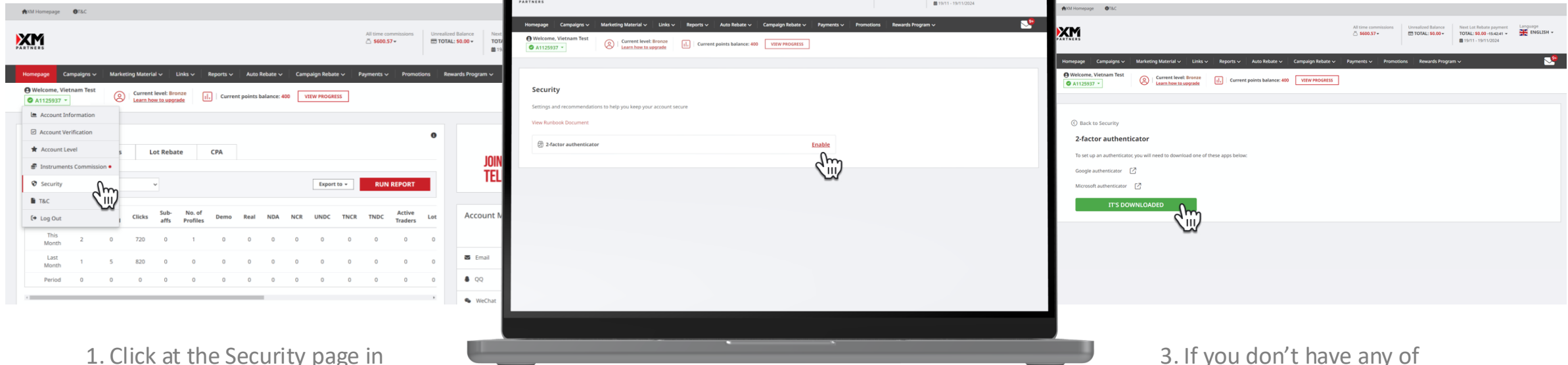
XM Affiliates Runbook

Multi-factor Authentication (MFA) Set-Up

Desktop Version

20/11/2024

Set up 2FA

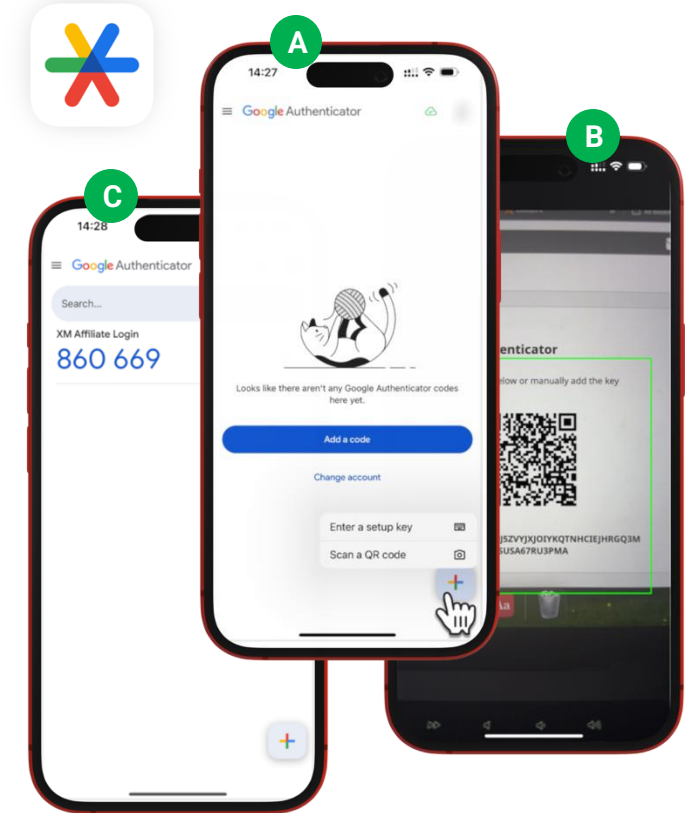
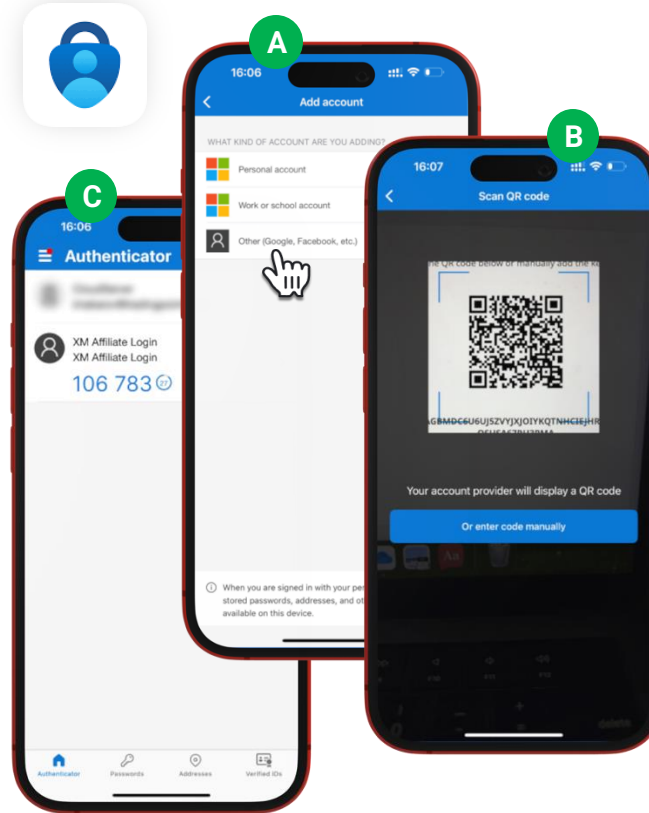
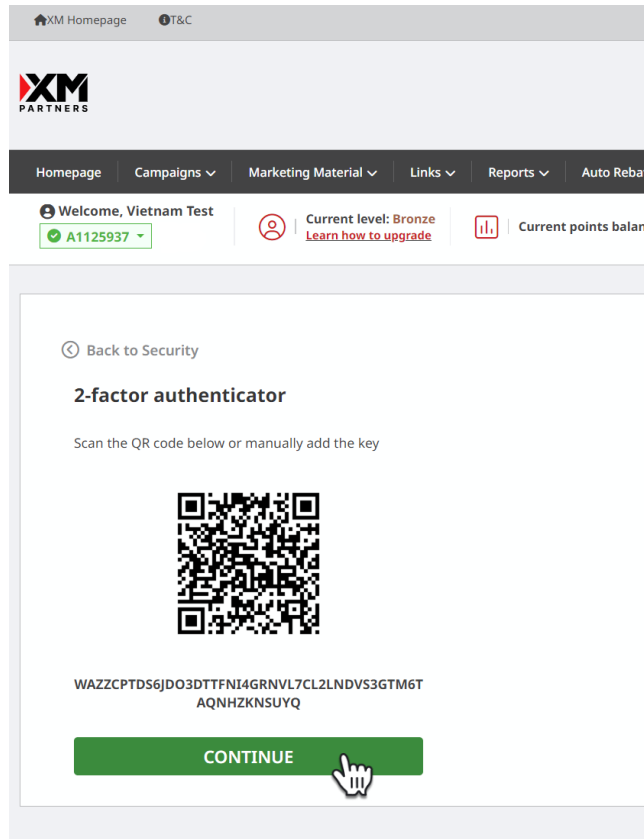


1. Click at the Security page in your account dropdown.

2. Click at the “Enable” 2-factor authentication.

3. If you don't have any of specified authenticators follow the link and download it, and after click the Green button “It's Downloaded”.

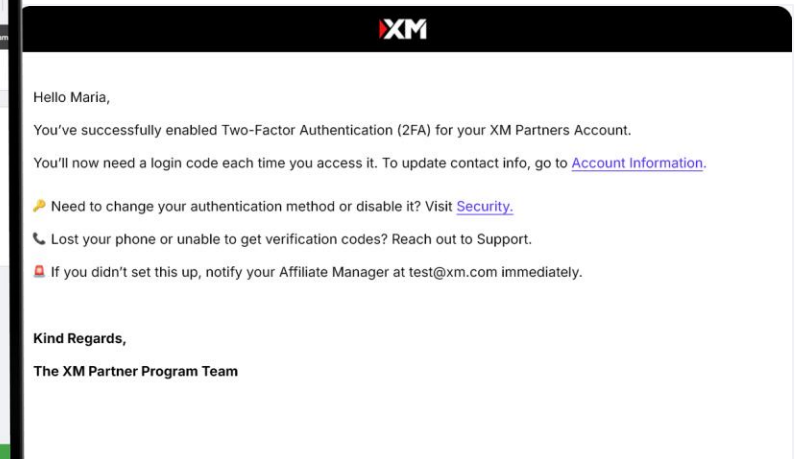
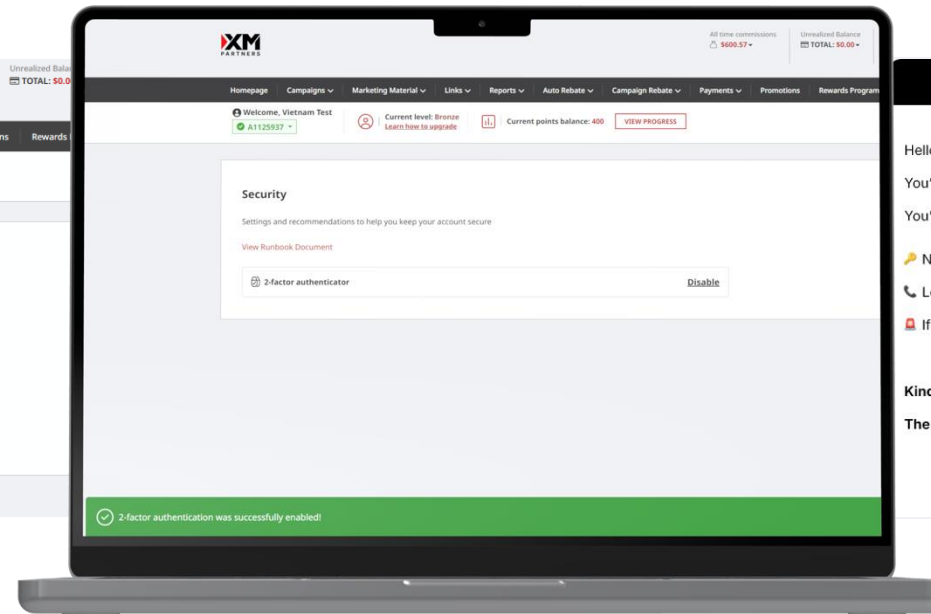
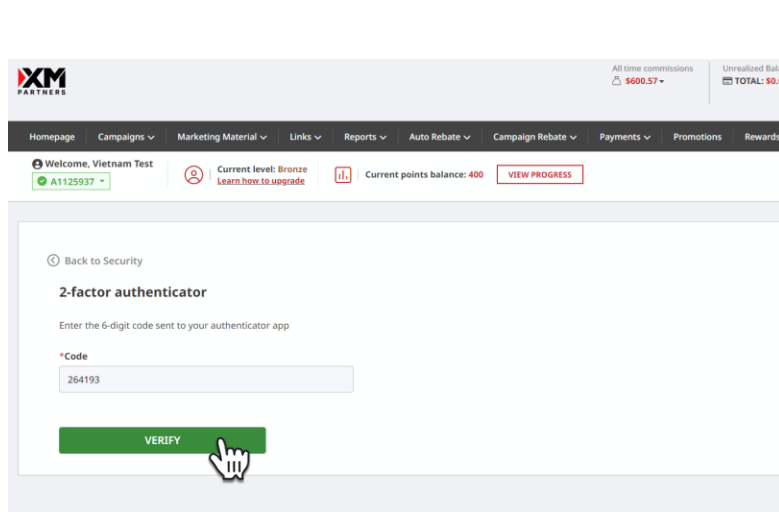
Set up 2FA



4. Scan QR Code and click "Continue".
See number 5 how to scan QR code.

5. Click "+" on the main page, then click at "Others" and scan the QR Code. If you cant scan, see "Use key instead of QR" at the end of the runbook

Set up 2FA



6. Simply type 6 Digits code from you authenticator app that you created, click the button and you're done.

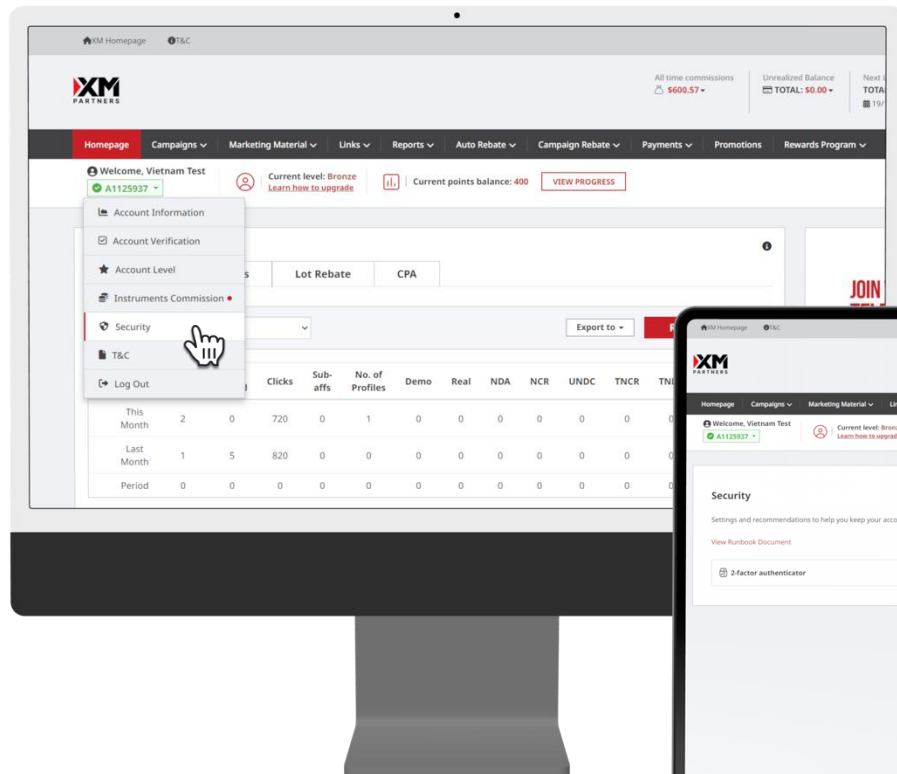
7. Success message will appear right after you successfully entered 6 Digits code and verified.

8. You will receive an email confirming that you successfully enabled 2FA

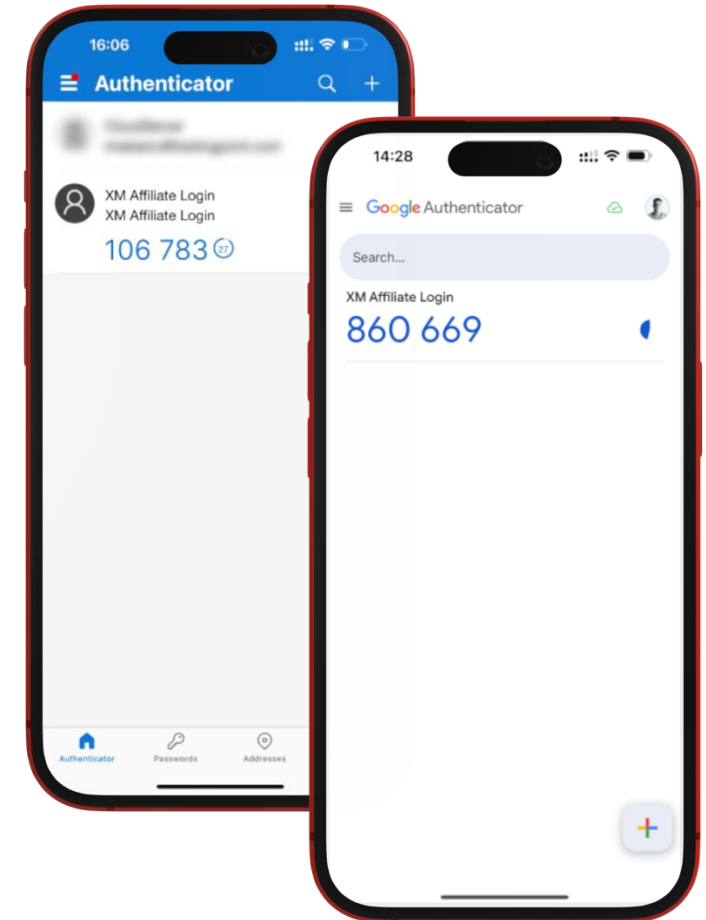
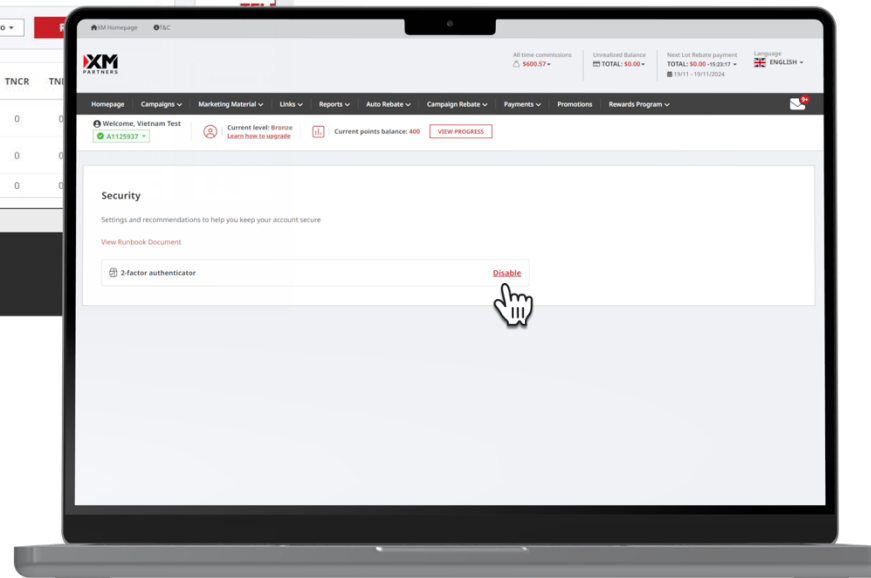
Disable 2FA



1. Click at the Security page in your account dropdown.

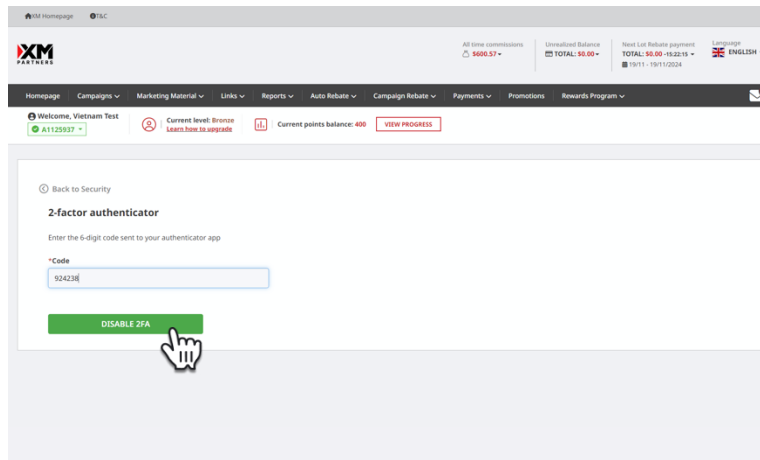


2. Click at the “Disable” 2-factor authentication.

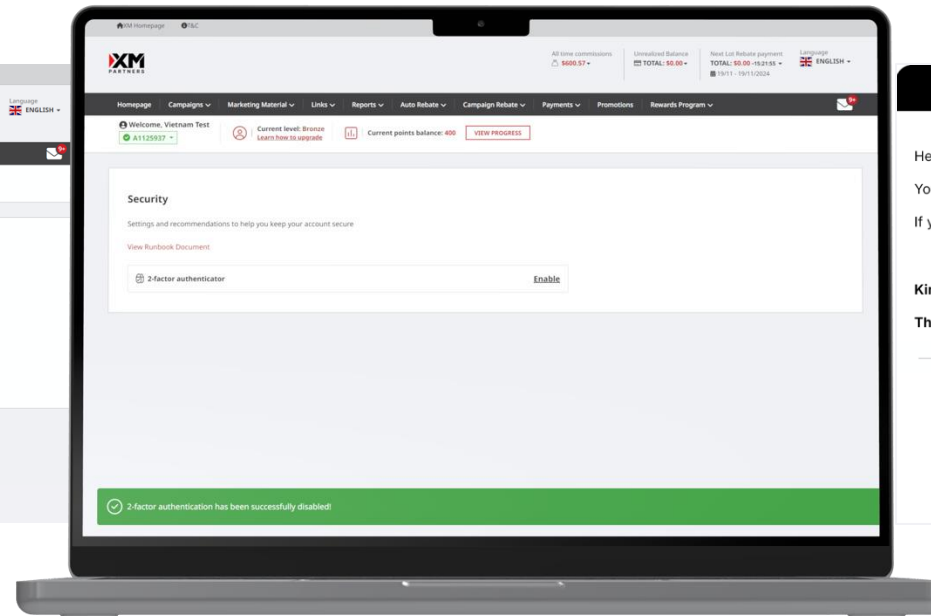


3. Open your authentication app and find XM Affiliates 6 Digits code

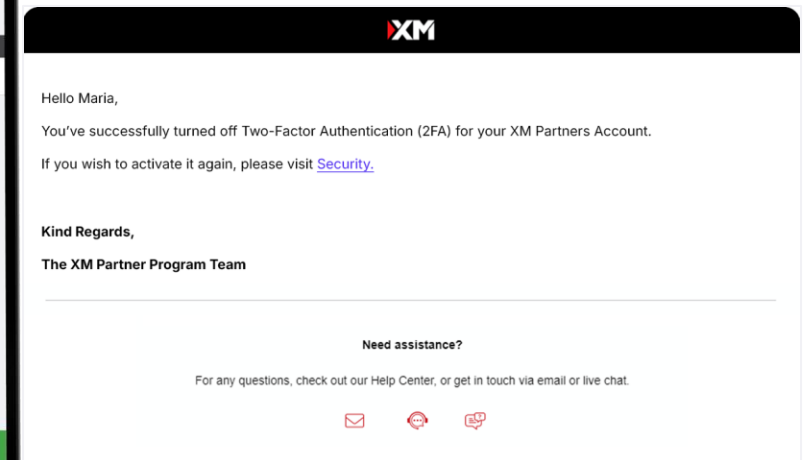
Disable 2FA



4. Simply type 6 Digits code from you authenticator app in the field and click the button and you're done.

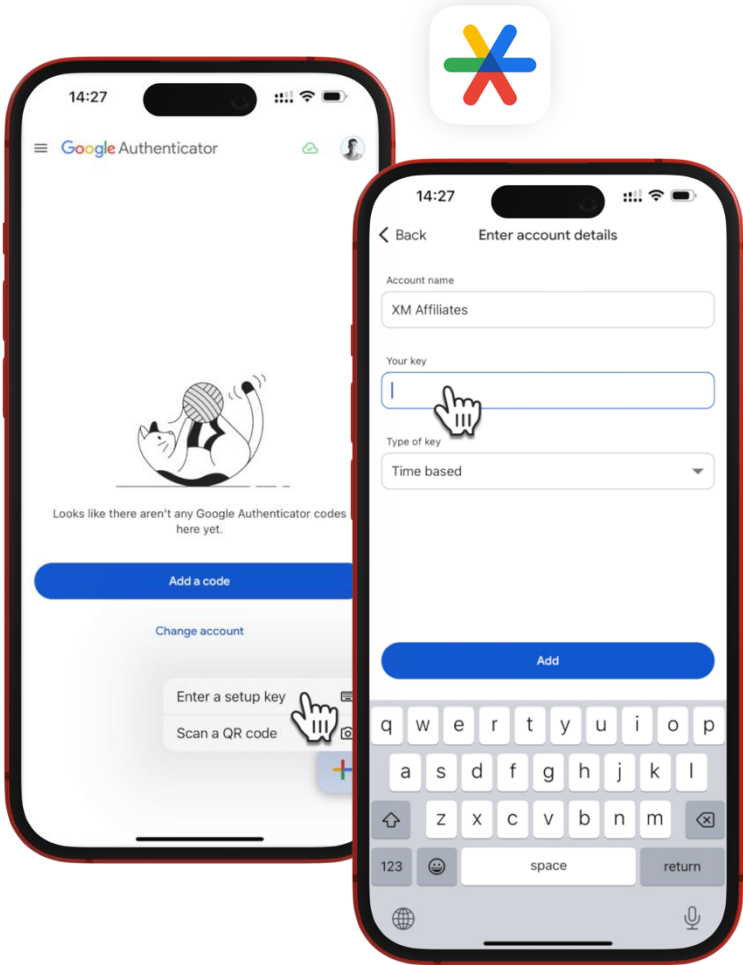
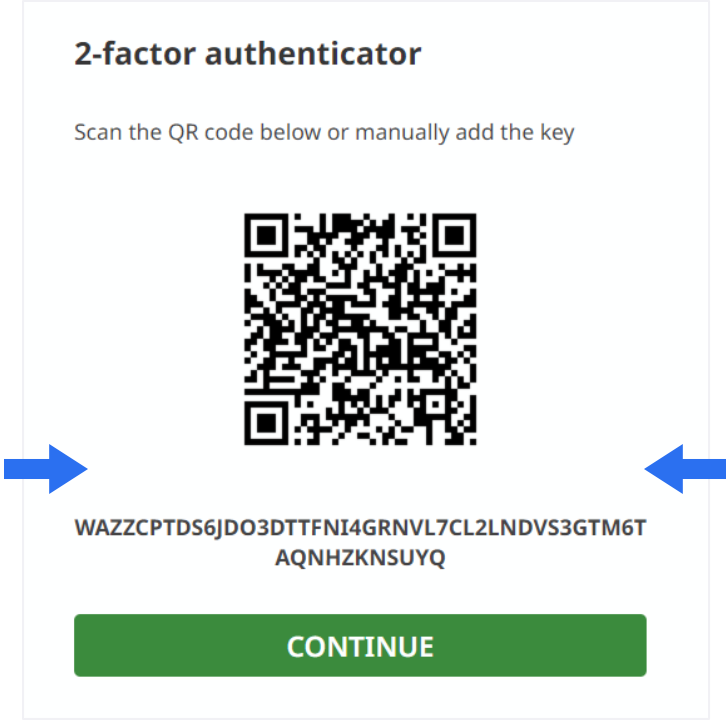
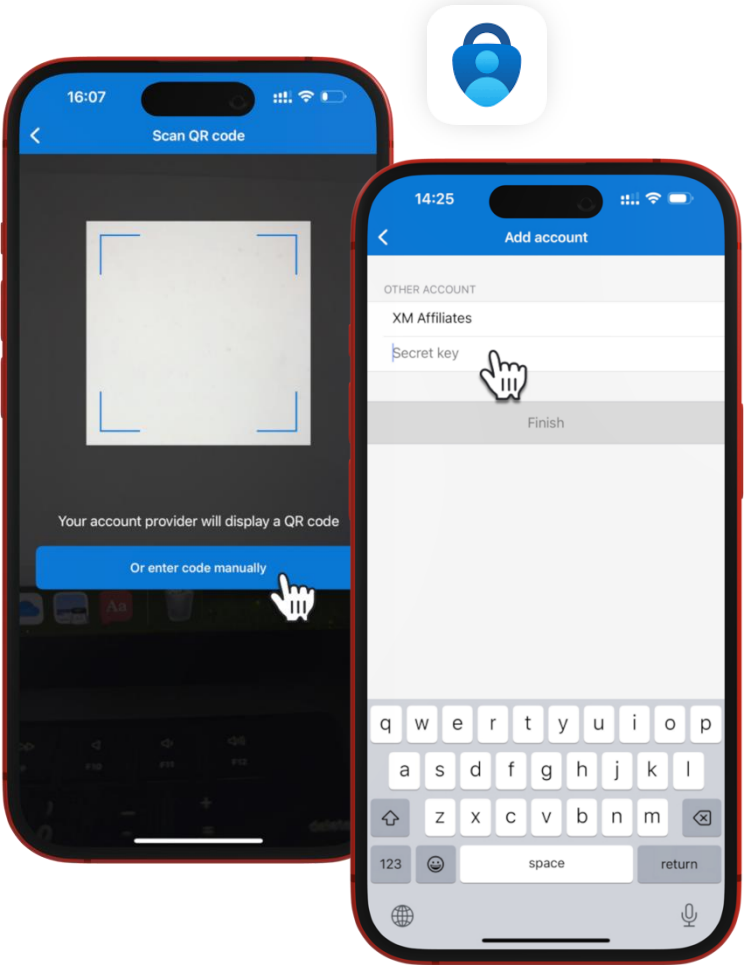


5. Success message will appear right after you successfully entered 6 Digits code and verified.



6. You will receive an email confirming that you successfully disabled 2FA

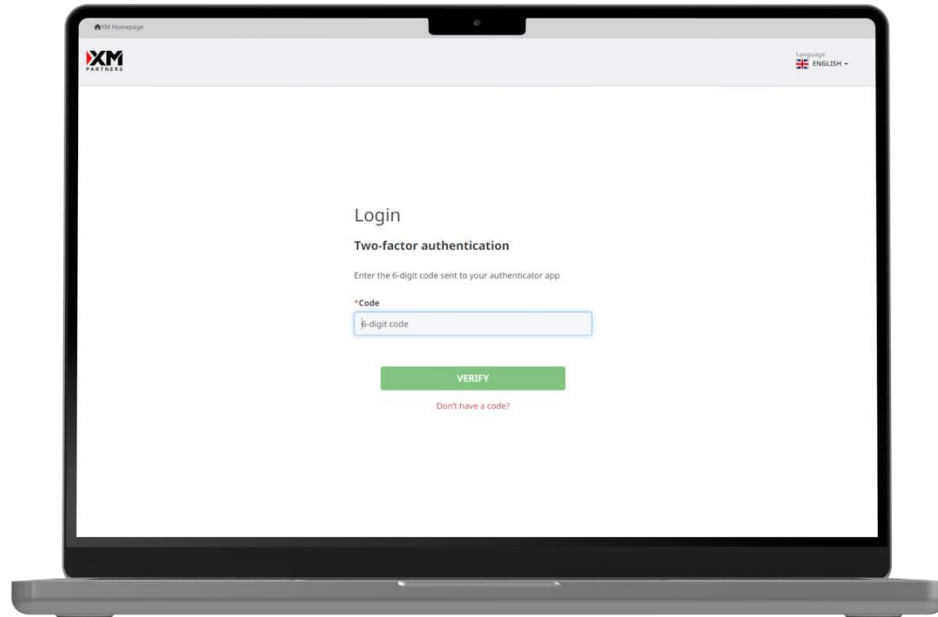
Use Key Instead of QR



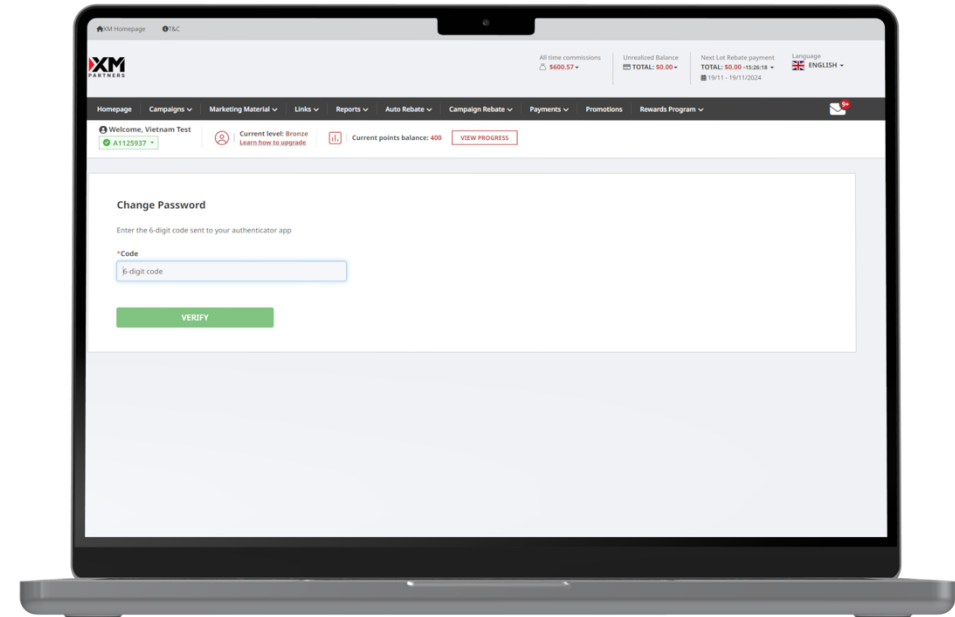
Click at the button under the QR Scan, copy paste long code from the platform and paste it to the app, you can name how you want

Click "+" on the main page, then click at the button "Enter a setup key", copy paste long code from the platform and paste it to the app, you can name how you want

Where We Need 2FA



1. Login to the Affiliates platform



2. Change password



Thank You