

MFA INSTRUCTIONS FOR SMS (PHONE)

The purpose of this document is to help our users with this transition by providing a step-by-step guide to enable MFA using SMS for user accounts.

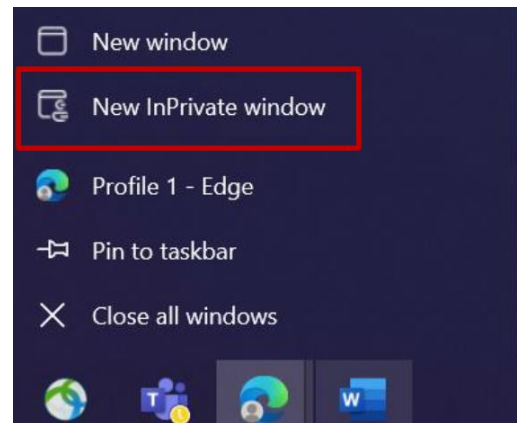
SETUP SMS FOR MULTI-FACTOR AUTHENTICATION



1. Log into your system and close all browser windows.

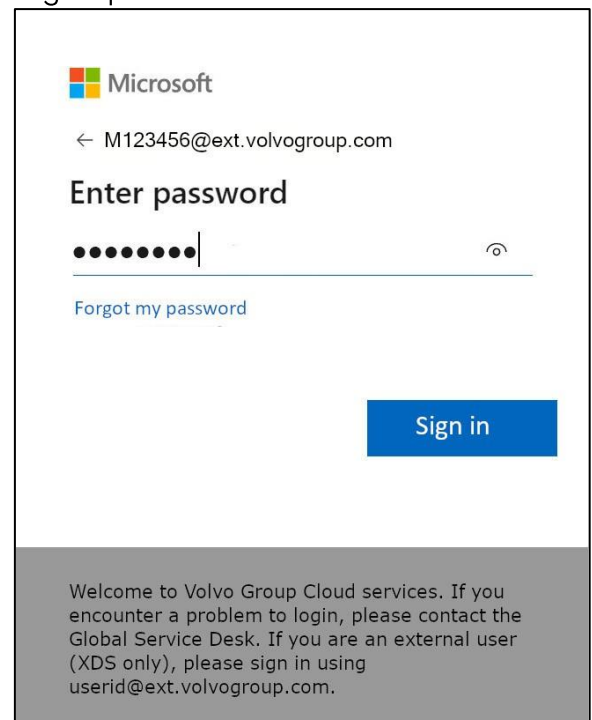
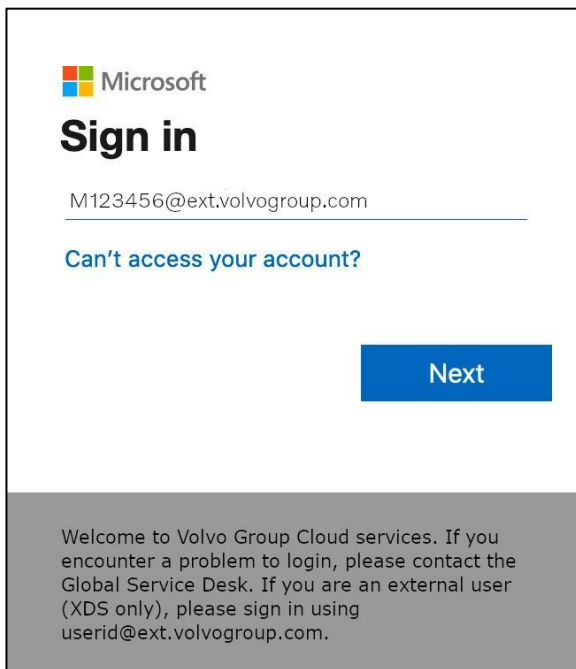
For Win: Open a new InPrivate Incognito browser session with right-click on the Edge browser icon and select “New InPrivate Window”

For MAC: Open your Edge or Chrome browser; Press Command/Cmd and shift and then press the N key



2. In the address field of the browser enter the URL: <https://myaccount.microsoft.com>

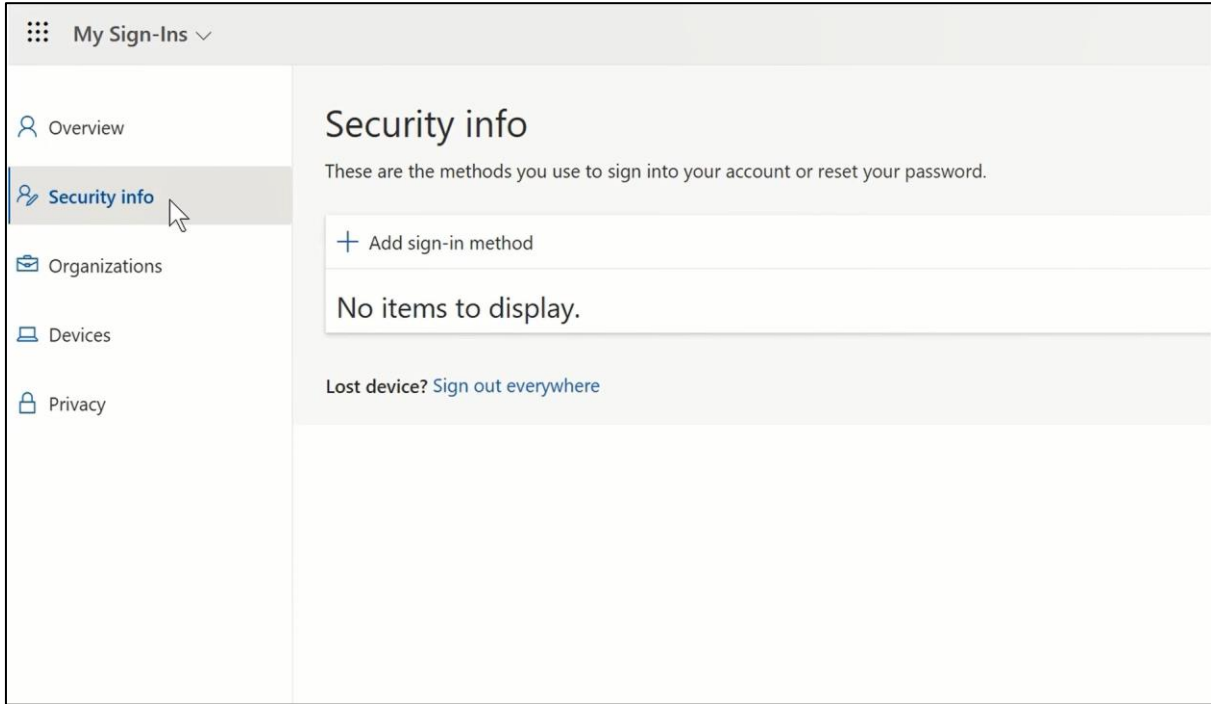
Enter your User ID plus the extension “@ext.volvogroup.com” and click on “Next”



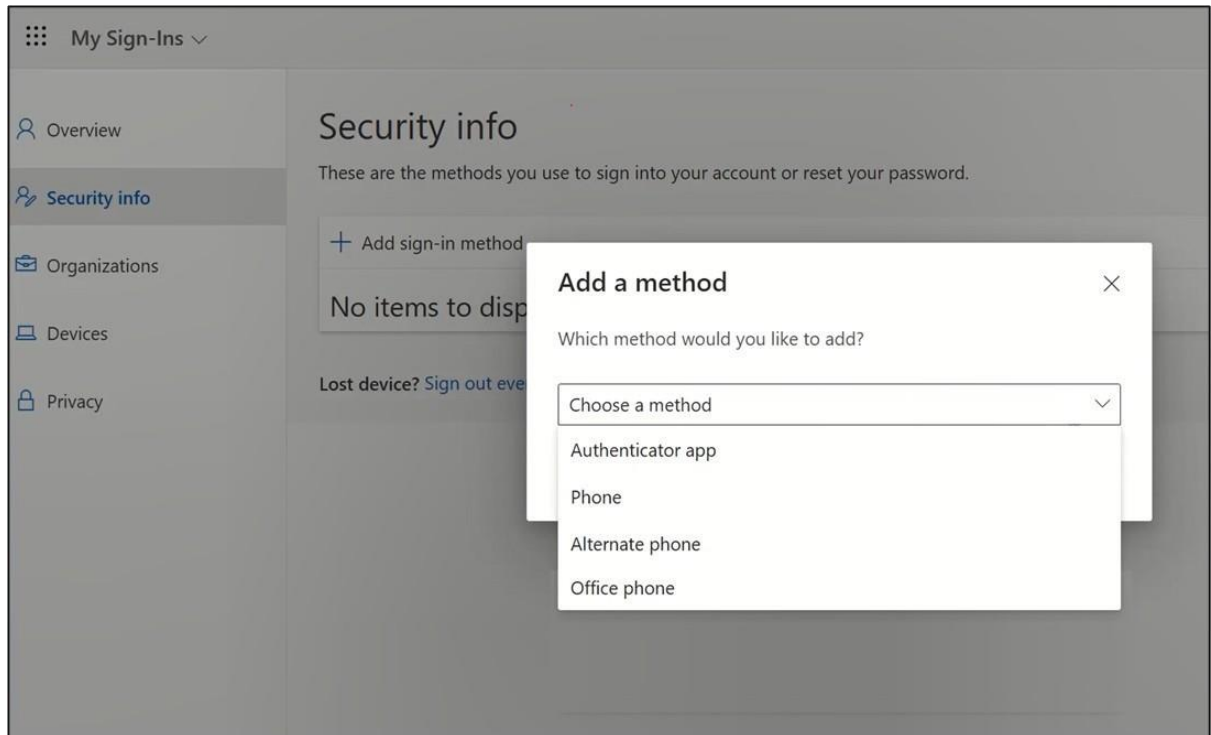
3. Enter the password by using the same password you use for our portals (example: Trucks Dealer Portal, Trucks Customer Portal) or Tech Tool.
4. Click “Sign in”

You will be forwarded to Microsoft’s Security Info page

5. On the next page click on “Add sign-in method”



6. In the pop-up, expand the dropdown-menu “Choose a method” and select “Phone” as your preferred MFA method



7. Enter your phone number by choosing your country code and using the specified formatting, select "Text me a code" and click on "Next".

Phone [Close]

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Sweden (+46) [Dropdown] 0707xxxxxx [Input]

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Cancel] [Next]

You will be sent a code by SMS to the phone number you specified to validate the phone number.

8. Enter the code in the corresponding field

Phone [Close]

We just sent a 6 digit code to +46 707xxxxxx. Enter the code below.

383351 [Input]

[Resend code](#)

[Back] [Next]

14:21 [Signal] [Battery]

Microsoft [Profile]

Use verification code 593042 for Microsoft authentication.

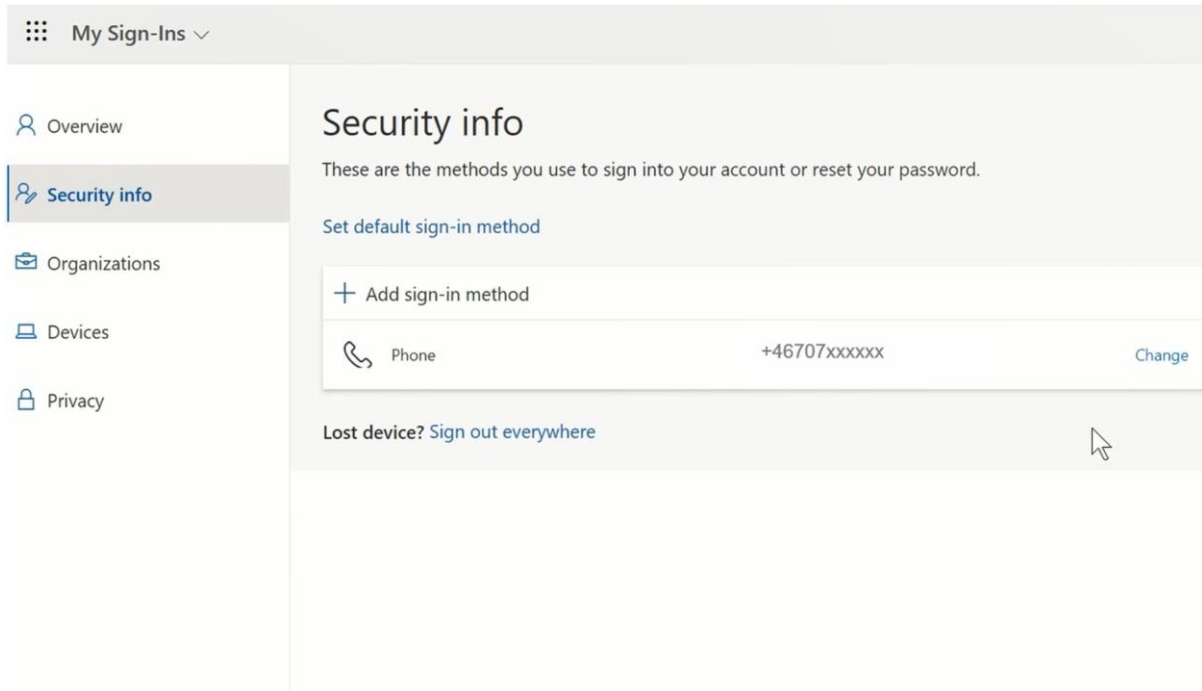
Use verification code 126994 for Microsoft authentication.

Use verification code 634583 for Microsoft authentication.

idag 13:13

Use verification code 383351 for Microsoft authentication.

9. Click on "Next"



Now you have enabled MFA by "SMS" to your user account

You are done.

Note: Two MFA Methods should be selected for each user to minimize support required to access Volvo Applications