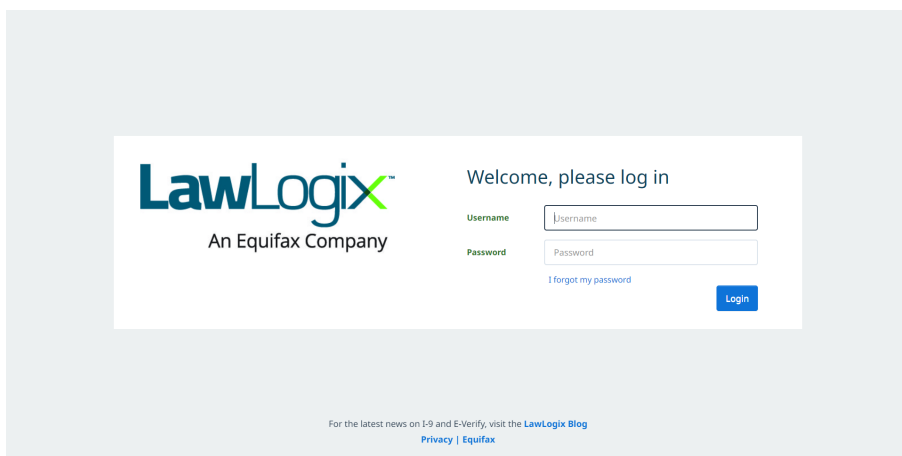


Guardian Two-Factor Authentication

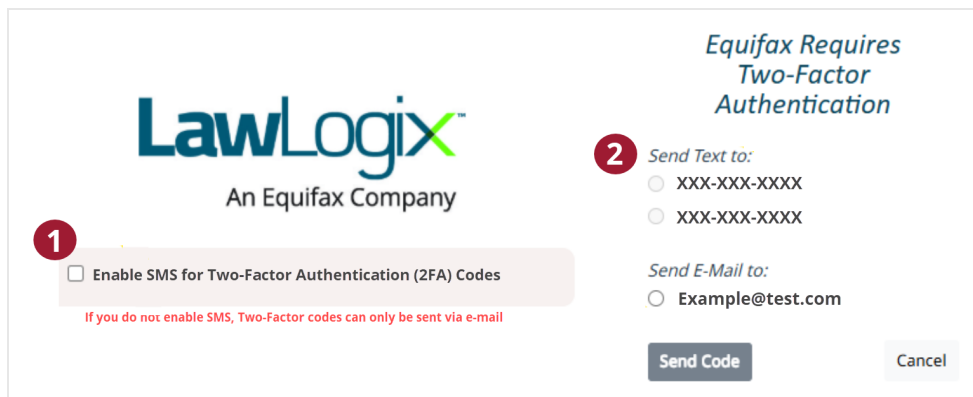
Credentialed Users

Two-Factor Authentication (2FA) is a process impacting credentialed users. A credentialed user is one that has a login and a password, and uses that information to log in to Guardian. The Guardian administrative settings may also be configured to align 2FA access methods for new hires or current employees who use the system for Form I-9. (Where **user** is mentioned throughout this document, it may also apply to new hires or employees). The login screen will appear for users:



SMS Text Code Method

Once the user logs in to Guardian from the initial login screen, this screen appears:



Images are examples and for information purposes only. They may vary across platforms and are subject to change.

All of the user's phone numbers and emails listed in the user profile are presented on the screen.

- 1) The **Enable SMS for Two-Factor Authentication (2FA) Codes** checkbox must be selected to opt-in to receiving SMS text messages. This affirmation is saved in the user details, and after affirming, on all subsequent confirmations, that checkbox will be pre-checked. If the user ever wants to revoke this permission to receive SMS text messages, they can simply uncheck the box and use the e-mail option to login in.
- 2) Once Enable SMS for Two-Factor Authentication (2FA) Codes is checked, the radio buttons for the phone numbers will become available. The user will then click the radio button next to the phone number that will receive the code.

Note: The phone number that is opting in to receive SMS text messages must be chosen.

The user selects the desired phone device and clicks the **Send Code** button.

E-mail Code Method

The user will select the **Send E-Mail to:** radio button if they prefer to receive the code via email.

The screenshot shows the LawLogix login interface. On the left is the LawLogix logo with the tagline 'An Equifax Company'. On the right, the heading 'Equifax Requires Two-Factor Authentication' is displayed. Below this, there are two sections: 'Send Text to:' with two radio button options (both labeled 'XXX-XXX-XXXX') and 'Send E-Mail to:' with a selected radio button and the email address 'Example@test.com'. A checkbox labeled 'Enable SMS for Two-Factor Authentication (2FA) Codes' is currently unchecked. A red note below the checkbox states: 'If you do not enable SMS, Two-Factor codes can only be sent via e-mail'. At the bottom right are 'Send Code' and 'Cancel' buttons.

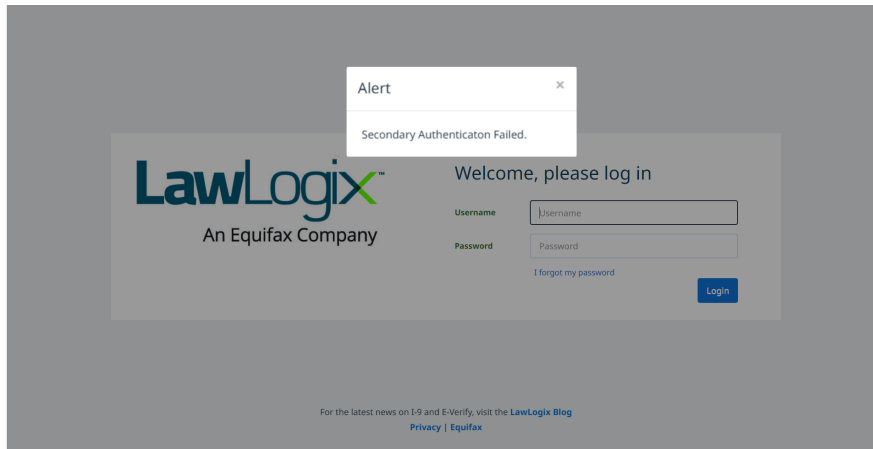
Once received, the user will enter the code received into the field and click the **Verify** button. Once clicked, the user will be logged into Guardian.

The screenshot shows the verification step of the LawLogix login process. It features the LawLogix logo and the heading 'Check your Inbox'. The instruction 'Enter the the code that was just sent to your specified account.' is shown. Below this is a text input field containing 'XXXXXX' and a blue 'Verify' button.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

Incorrect Code Entry

If the 2FA code is not entered correctly, the user is taken back to the login/password screen and will repeat the process.



More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.

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