

How to set up multi-factor authentication for the HBCF Builder Self-Service Portal



01



Download Okta

Download the Okta Verify App for your iOS device from the **Apple App Store**. For Android, download the app from the **Google Play Store**. Simply, search 'Okta Verify' or click on the following links to download directly **Apple App Store** or **Google Play Store**.

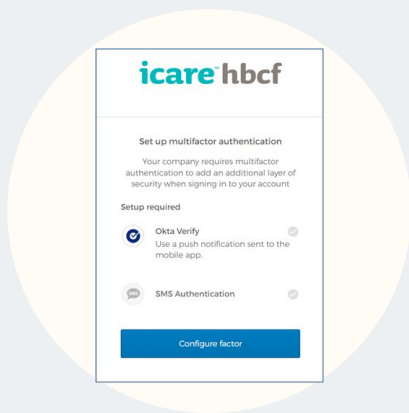
02



Log in to BSSP

On a Laptop or Desktop computer, open an internet browser and log in to the HBCF Builder Self-Service Portal (BSSP) as normal.

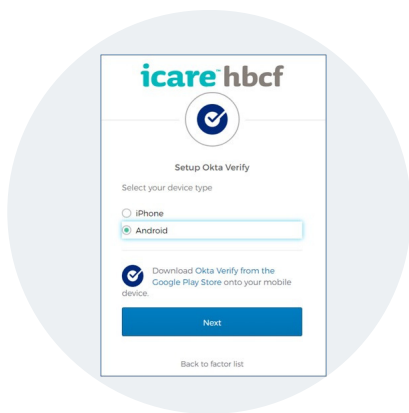
03



Set up MFA

Once logged in you will be prompted to set up multifactor authentication with Okta Verify. Select 'Configure Factor'.

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Select device

Select your device/phone type, and then select the 'Next' button.

05



Okta Verify QR code

When you select the 'Next' button, an Okta Verify QR code will open on your browser screen. You will need the QR code to add an account to your Okta Verify App.

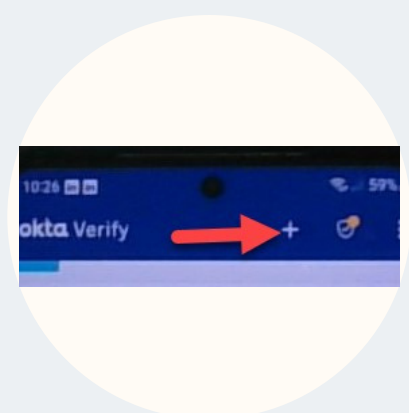
06



Open the Okta Verify

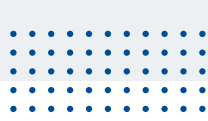
Open the Okta Verify app on your device. If using the Okta Verify App on iPhone for the first time, scan the QR code (skip steps 7 - 9 and go to step 10).

07



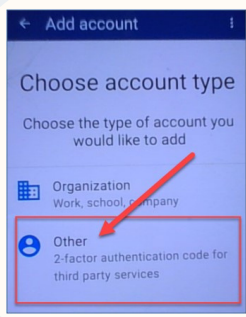
Add an account

Add an account by selecting the + button.





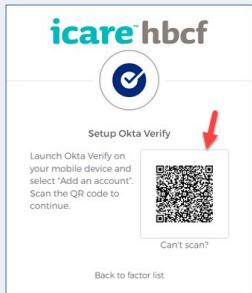
08



Choose 'Other' Account

Choose Account Type - Other. Accept 'Push Notifications' if prompted.

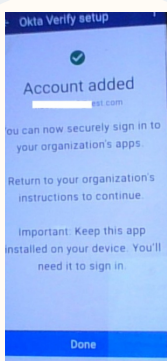
09



Scan QR code

Use the Okta app on your phone to scan the Okta verify QR code that should be on your laptop screen.

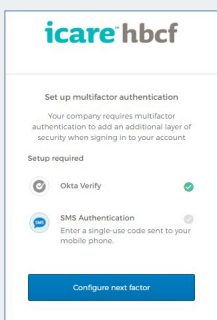
10



Select 'Done'

Select Done on the Okta Verify App.

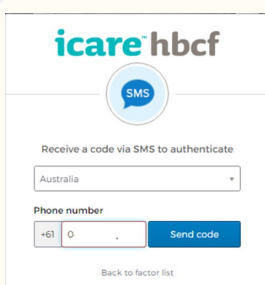
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Configure Factor

When you scan the QR Code with the Okta Verify App you will be prompted to set up SMS Authentication. Select 'Configure Factor' to set up multi-factor authentication via SMS.

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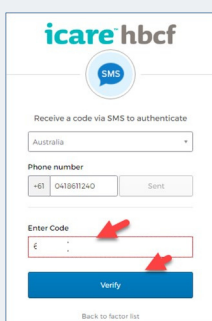


Set phone verification

Set up your phone to receive the verification code via SMS:

- Select region - Australia
- Add the mobile phone number of the phone you are using for Okta Verify
- Select 'Send Code'

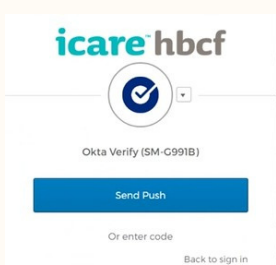
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Enter code and verify

Check your mobile phone and 'Enter Code' and select 'Verify'.

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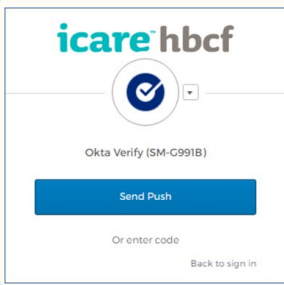
Logging in

When you log in to the BSSP you will be prompted to authenticate/verify it is you. You will get prompted to verify with either Okta or SMS depending on what you last verified with on login.





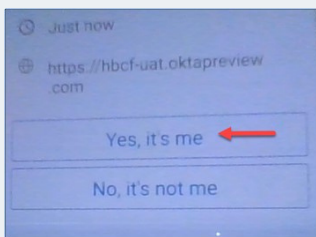
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Okta verification

Select 'Send Push'.

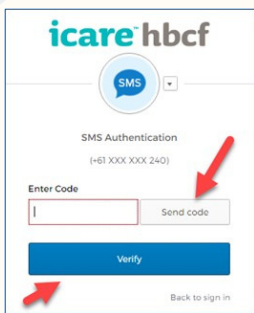
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Confirm Okta push

You will receive an Okta verification prompt on your phone. Select 'Yes, it's me' to verify your identity. Once done, you should now have access to your account on the BSSP.

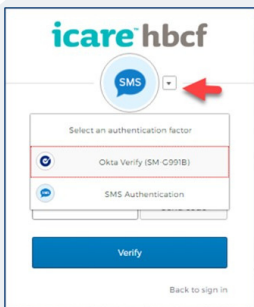
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SMS verification

- Send Code
- Check phone for SMS with code
- Enter code
- Verify

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Okta or SMS

You can choose to authenticate with Okta or SMS by selecting the drop-down arrow.

