

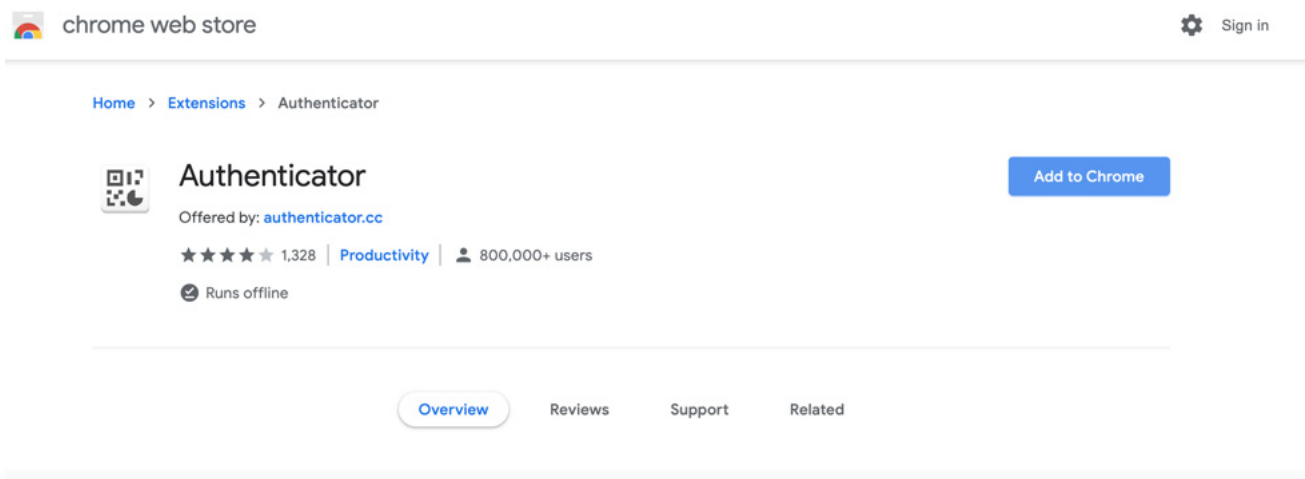
### Authenticator Configuration Steps

Please note the example below is using the Google Chrome Browser Plugin, however you can use any authenticator application.

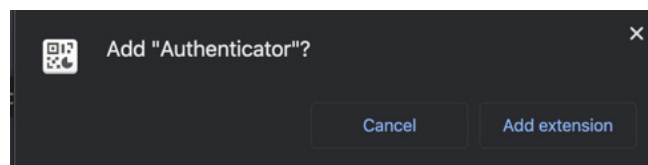
1. Please open this Link:

<https://chrome.google.com/webstore/detail/authenticator/bhghoamapcdpbohphigoooaddinpkbai>

2. Select Add to chrome:



3. Select Add Extension:

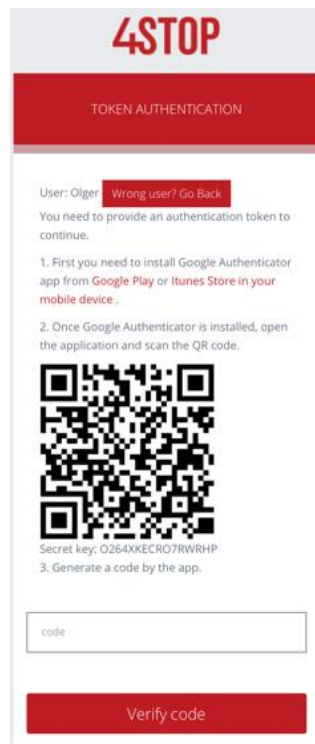


The Authenticator icon will appear the top right of the browser screen (Chrome)

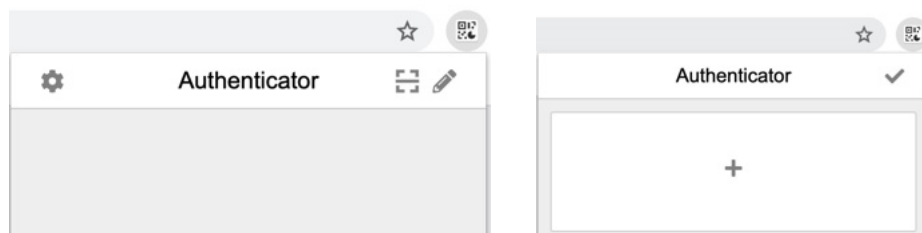


4. Please Log In into to 4Stop Backoffice platform.

After entering the Backoffice credentials a QR code will appear at the screen:



5. Now open the Authenticator app on your browser and at the top, you will see a pen icon at the top right. Tap on that.
6. Then Tap on the plus symbol:



At the bottom of the Authenticator screen, you will see two options – Scan QR code and Manual entry.

7. Please choose Scan QR Code:

Scan QR Code

Manual Entry

The water mark will display and indicate you how to select the Scan QR Code.

8. Please proceed to scan the code with the mouse pointer as indicates the image.

4STOP

TOKEN AUTHENTICATION

User: Olger Wrong user? Go Back

You need to provide an authentication token to continue.

1. You need to install Google Authenticator app from [Google Play](#) or [App Store](#) on your mobile device.

2. Once installed, open the app and click on "Add account".

3. Generate a code by the app.



Secret key: SGHKKKDUZNSU6U55

code

Verify code

9. Once completed the 2FA number will now appear on your Authenticator screen. This code needs to be added to the "code" section in the bottom of Token Authentication screen.

⚙
**Authenticator**
📄 ✎

code

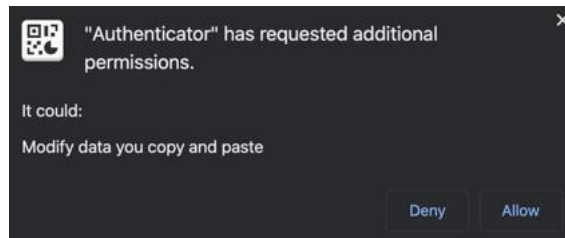
218013

verify\_global\_risk

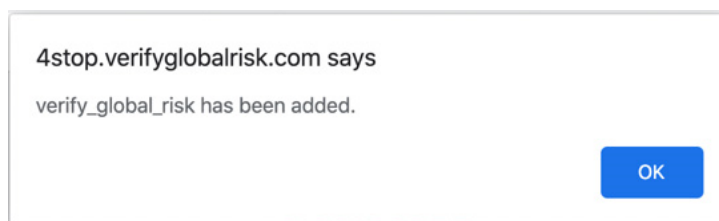
🔄

Verify code

By clicking on the 2FA number in the Authenticator app you can automatically setup the copy/paste option by providing additional permissions as below:



Once you selected Verify Code the Backoffice will notify you the steps are completed, and the Authentication is ready to be used.



- 10.** Moving forward every time you enter your Backoffice credential the platform will request you to enter the new code displaying in the Authenticator app.

