

Registration Global MFA - Quick Start

Mobile app with push notification

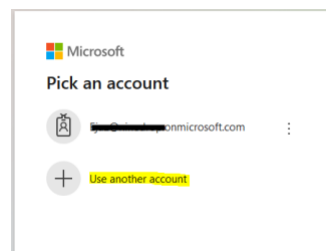
Important: You need to be connected to the Ahold Delhaize (company) network, either directly or via a VPN, to (re)register for MFA.

Step Action

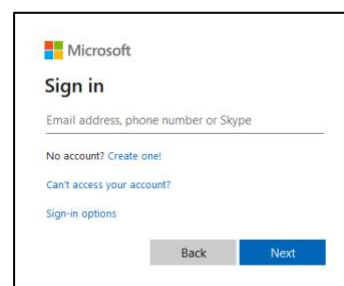
1. Download the Microsoft Authenticator app on your smartphone if you do not have it already.



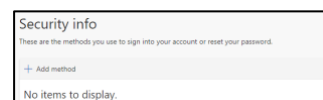
2. Open Google Chrome on your desktop and go to <https://aka.ms/mysecurityinfo> to start to register for the new MFA.
3. If you see “Pick an account” click on “Use another account” first.



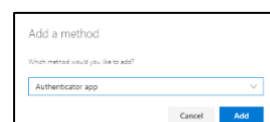
4. Sign in with your email or UPN (examples are xyz@eu.delhaize.com or xyz@delhaize.be).



5. Click Add method in “My sign-ins” screen.



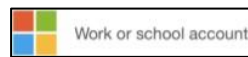
6. Select “Authenticator app” and click Add.



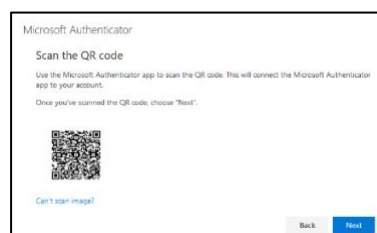
7. Click Next in the following screen. The next page will show a QR code needed in step 10.
8. Open the Microsoft Authenticator app on your phone, **first time users must skip all options offered to get to the Accounts overview.**

Please Do Not “Enable phone sign-In” at any time and all options must be skipped until you get to the Accounts overview. The option to “Sign-in with your phone” is not supported.

9. Use the Microsoft Authenticator app and add an account (select top right ++ symbol), then select Work or school account.



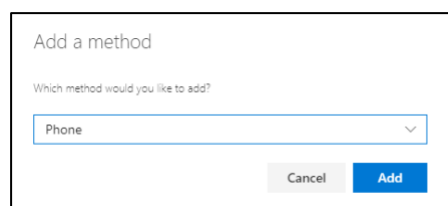
10. Use the Microsoft Authenticator app and have the camera of your phone ready to scan the QR code from the screen on your computer and click Next.



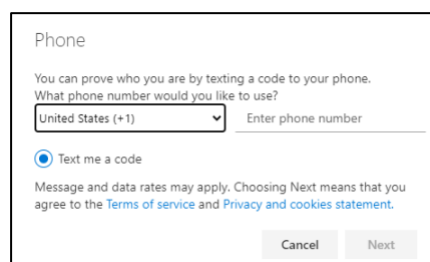
11. Select Approve in the Microsoft Authenticator app on your smartphone, and click Next on your computer screen.



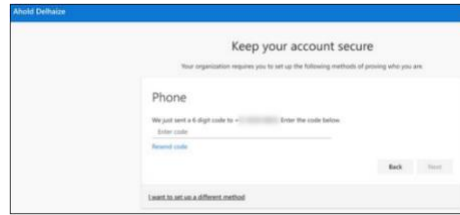
12. Now repeat the step 5 from the above list to add the Phone as the second authentication verification method and follow the on-screen instructions.



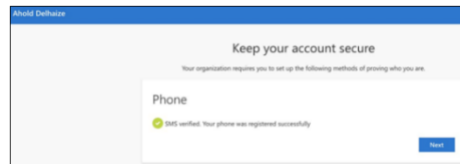
13. Select your **country or region** from the drop-down list, and then enter your **mobile phone number**. After that, **select “Text me a code”**, and then click **Next**.



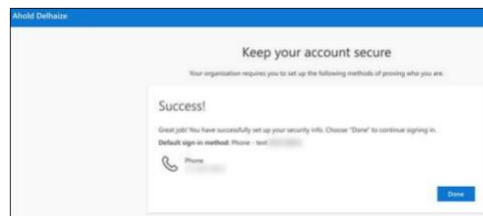
14. A text message (SMS) will now be sent to your mobile phone. Enter the **verification code** from the text message sent by Microsoft in the field on your computer screen (see screenshot below), and then click **Next**.



15. After you clicked Next, the following screen will appear. Please click Next again.



16. You have successfully completed your MFA registration to use a text message (SMS) as your verification method. You can now close your registration by clicking **Done**.



Registration is completed

You will receive an email when you can use your new MFA tool.

For registration of additional methods you are referred to the complete [user manual](#)