



SHINE BRIGHT

TWO STEP VERIFICATION: HELPING YOU TO PROTECT YOUR EMAIL ACCOUNTS FROM FRAUD

We're all familiar with using a four digit PIN when using an automated teller to deposit or withdraw cash. Why not treat the important and personal information in your email account in the same way by securing it with a "PIN-like" number?

The two-step verification is offered by many e-mail service providers and is a simple process put in place to validate that the device (laptop, tablet, cell phone, etc.) being used to access your email is one that you have authorized. If someone had your debit card and incorrectly guessed your PIN, your account could not be accessed. Similarly, even if a hacker has your username and password, if they input your verification code incorrectly after multiple tries, you will be notified and they will not gain access.

HOW TWO-STEP VERIFICATION PROTECTS YOU

- The two-step method provides an added layer of protection for your email accounts. However, there are no actual or implied guarantees.
- Someone trying to access your email from a different device will be prompted to confirm with a security code, but unless they have access to your preferred method of contact, they would not be able to receive this information.

HOW DOES TWO-STEP VERIFICATION WORK?

1. Enter your email and password as you typically would when logging into your email.
2. You will be prompted to enter a code, which has been sent to your phone via text, voice call, mobile app or security key.
3. After being prompted to enter the verification code from your device, you have the option to mark this device as "trusted" (meaning that you do not have to use the two-step process each time). In the future, the log in process will be automatic for this device.

NOTE: These codes are for a one time use. This means that you never have to remember them. Each time you log in, you will be sent a new one (unless you've marked that device as "trusted").

To get started, consult your email provider's website for more information on how to set up the two-step verification process.

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