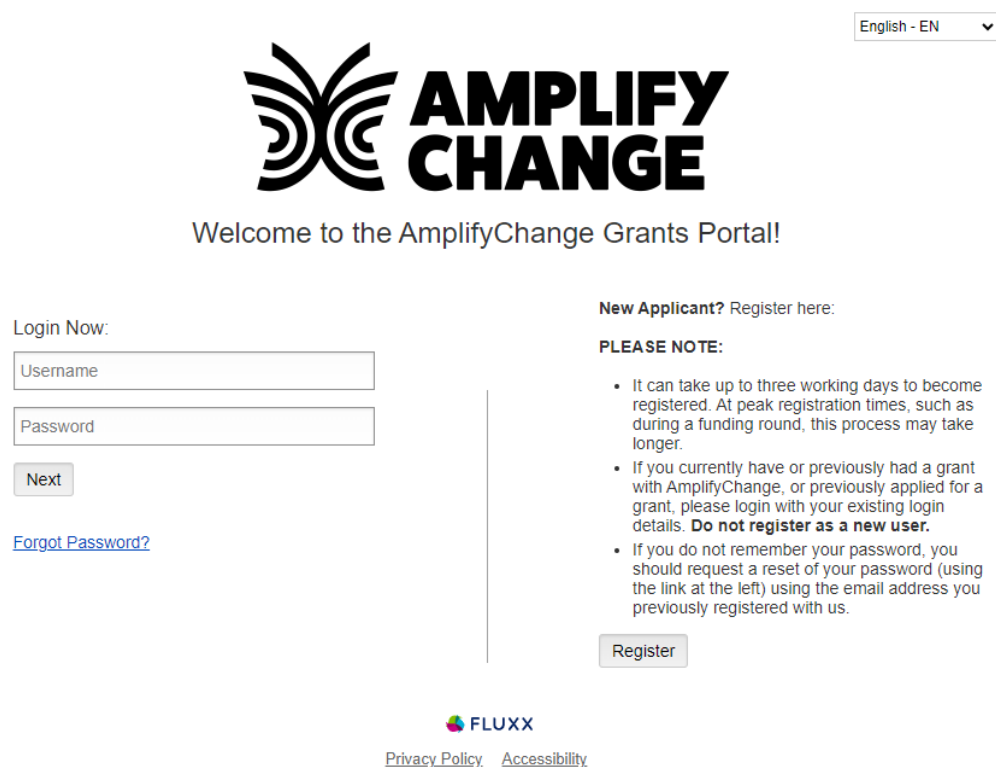


# How to activate Multi-factor authentication (MFA) in the Grants Portal

1. Login to the Grants Portal with your user email and password.



The screenshot shows the AmplifyChange Grants Portal login page. At the top right, there is a language dropdown menu set to "English - EN". The AmplifyChange logo is centered, with the text "Welcome to the AmplifyChange Grants Portal!" below it. On the left, under "Login Now:", there are input fields for "Username" and "Password", a "Next" button, and a "[Forgot Password?](#)" link. On the right, under "New Applicant? Register here:", there is a "PLEASE NOTE:" section with three bullet points: "It can take up to three working days to become registered. At peak registration times, such as during a funding round, this process may take longer.", "If you currently have or previously had a grant with AmplifyChange, or previously applied for a grant, please login with your existing login details. **Do not register as a new user.**", and "If you do not remember your password, you should request a reset of your password (using the link at the left) using the email address you previously registered with us." Below this is a "Register" button. At the bottom center, there is a "FLUXX" logo and links for "Privacy Policy" and "Accessibility".

2. You will land on a page that offers two options available for enabling MFA on the Grants Portal - SMS (Text Message) or Smartphone app (Authenticator app). You will only need to activate one option. Read below for instructions on how to set up either option.



Option 1: SMS (Text Message): This option will send a code via text message (SMS) to your phone.

**AMPLIFY CHANGE**

### Configure Multi-Factor Authentication

AmplifyChange requires that you use Multi-Factor Authentication to access your account.

Select MFA Method

SMS Smartphone App

Mobile Phone Number

+1 555-555-5555

Send SMS

1. Input your phone number including the country code.
2. Click 'Send SMS'.
3. You will receive a text message on your phone with a one-time use code. Type the code into the text box on the webpage.

**AMPLIFY CHANGE**

### Enter MFA Token

Token sent via SMS to \*\*\*\*\*0729

[Resend SMS](#)

Back Log In

Lost your phone or need help? Contact your administrator.

4. Click 'Log In'
5. Your MFA has now been set up. You will need to input a code each time you login to your account going forward. Each time you login, you will receive a code via text message to your phone. Type in the code that appears.

Option 2: Smartphone App: This option requires you to download an app on your smartphone (usually called an Authenticator app).



### Configure Multi-Factor Authentication

AmplifyChange requires that you use Multi-Factor Authentication to access your account.

Select MFA Method

SMS	Smartphone App
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Smartphone App MFA requires that you download an authenticator application to your smartphone.

[iOS / Android](#)

Once you have installed the application, click below to generate a QR Code to scan.

[Scan QR Code](#)

1. Download an Authenticator app to your smartphone. Some examples are Google Authenticator or Authy.
2. Once you have downloaded an app, click 'Scan QR code'
3. A QR code will generate on the screen. In the Authenticator app, you will need to scan the QR code to add the Grants Portal to your app.



Scan MFA Code



Back	Next
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Lost your phone or need help? Contact your administrator.

4. Click 'Next' once you have done so.
5. You will then see a code generated for the AmplifyChange Grants Portal. Type in the code into the box on the webpage.



### Enter MFA Token

Token can be found in your mobile application

Back

Log In

Lost your phone or need help? Contact your administrator.

6. Click 'Log In'
7. Your MFA has now been set up. You will need to input a code each time you login to your account going forward. Open your Authenticator app each time you login and and type in the code that appears.