MY PASSPORT | End-User Job Aid

Enrolling in Two-Step Verification

Login to MyPassport
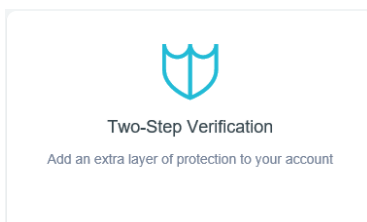
- Navigate to https://mypassport.wba.com
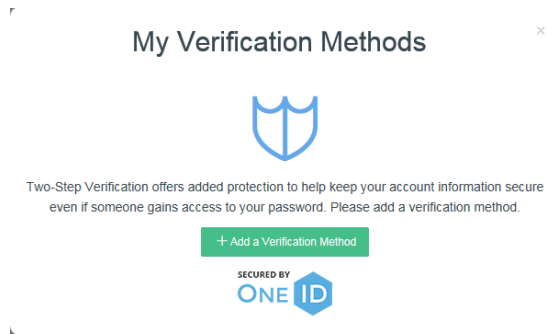- Enter your OneID and Password

- Click **Log in**

Enroll in Two-Step Verification
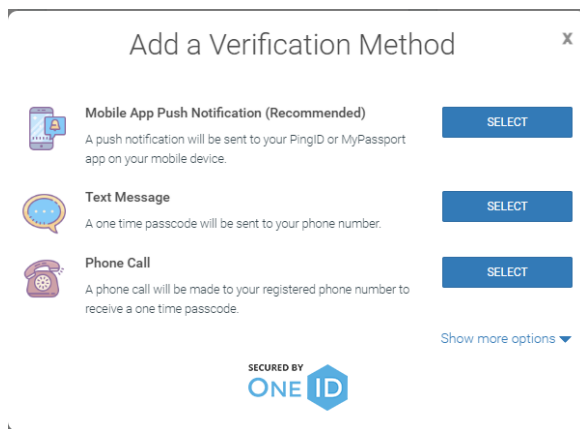
- Click the **Two-Step Verification** tile

  - If you don't currently have any Verification Methods enrolled, you will see the following screen:

My Verification Methods

Two-Step Verification offers added protection to help keep your account information secure even if someone gains access to your password. Please add a verification method.

+ Add a Verification Method

SECURED BY
ONE ID

- o If you have already enrolled at least one (1) Verification Method, you will see the following screen:

Help ?

My Verification Methods

+ ADD A VERIFICATION METHOD   Primary

Mobile 1 ✏
(*)-********12   DELETE

SECURED BY
ONE ID
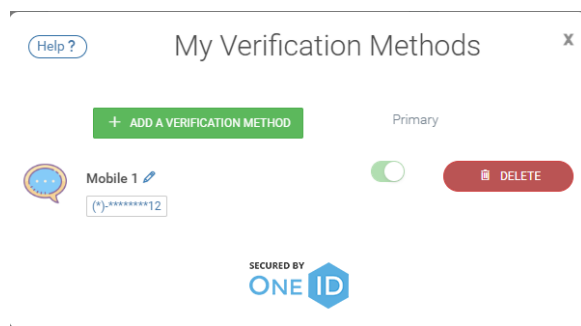
- To enroll or add another Verification Method, click **Add a Verification Method**.

Add a Verification Method

Mobile App Push Notification (Recommended)
A push notification will be sent to your PingID or MyPassport app on your mobile device.   SELECT

Text Message
A one time passcode will be sent to your phone number.   SELECT

Phone Call
A phone call will be made to your registered phone number to receive a one time passcode.   SELECT

Show more options ▼

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- o **Mobile App Push Notification** (the recommended method) will require you to download the PingID app on your mobile device and will utilize your mobile phone for authentication.
- o **Text Message** will require you to provide your mobile phone number in order to receive and then input a one-time passcode.
- o **Phone Call** will require you to provide your phone number, in order to receive and then input a one-time passcode.

- Once you have determined which Verification Method you would like to start with, click on it below to continue with the appropriate steps:

Mobile App Push Notification	Text Message	Phone Call

Mobile App Push Notification

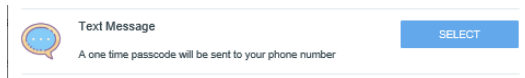- Click the **Select** button in the **Mobile App Push Notification** section
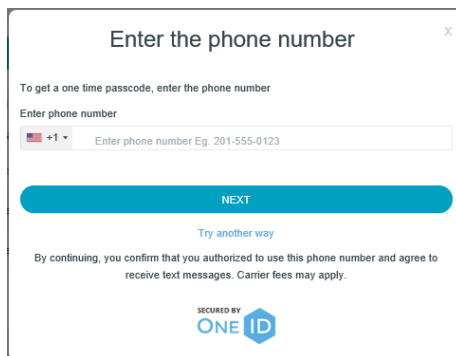

- You will be provided a QR Code and Pairing Key

- Click here and follow the instructions to download the PingID App and use the QR Code/Pairing Key.
  - Once you have completed the linked instructions, you will have enrolled in Two-Step Verification. Click here to see how you can view or edit existing Verification methods or return to the top of this document to add additional Verification Methods. It is highly recommended that each user enroll with at least two (2) Verification Methods.

Text Message
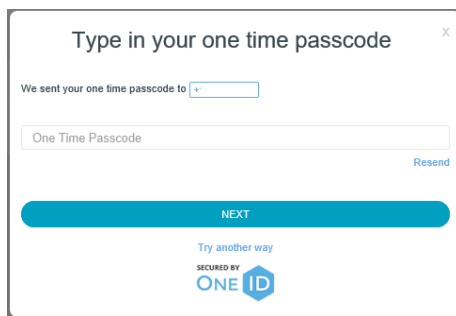
- Click the **Select** button in the **Text Message** section

- Enter your mobile phone number and click **Next**

- Enter the one time passcode that you receive via text message and click **Next**
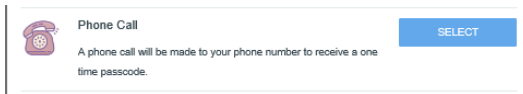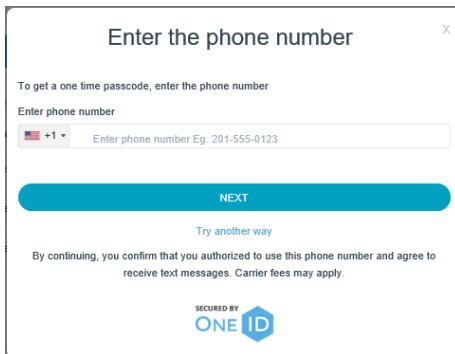

- In the confirmation pop-up box, click **Next**

  - You have now enrolled in Two-Step Verification. Click here to see how you can view or edit existing Verification methods, or return to the top of this document to add additional Verification Methods. It is highly recommended that each user enroll with at least two (2) Verification Methods.
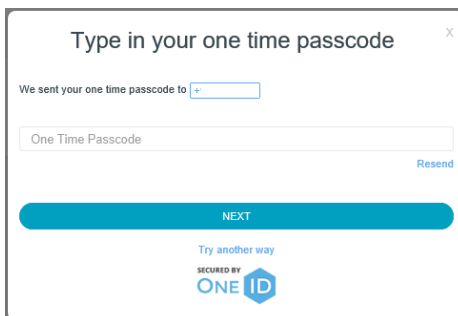
Phone Call

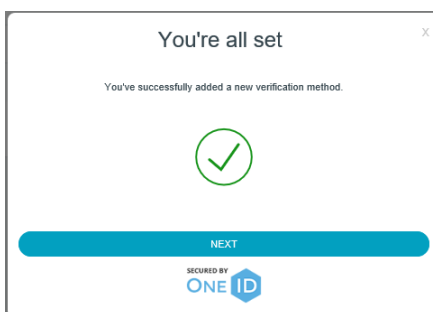- Click the **Select** button in the **Phone Call** section

- Enter your phone number and click **Next**

- Enter the one time passcode you receive via phone call and click **Next**


- In the confirmation pop-up box, click **Next**

  o You have now enrolled in Two-Step Verification. Click here to see how you can view or edit existing Verification methods, or return to the top of this document to add additional Verification Methods. It is highly recommended that each user enroll with at least two (2) Verification Methods.

View/Edit Existing Verification Methods

- Once you have selected and enrolled with your Verification Method, you can then view which ones that you have set up by navigating to **MyPassport** and clicking on the **Two-Step Verification** tile.
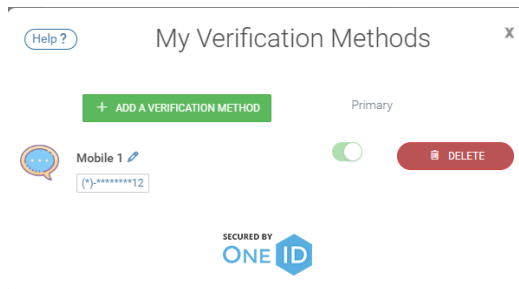
- From this screen, you can add additional methods, edit the name of your Two-Step Verification method, change the selection for your Primary method, or delete an existing method.
- It is highly recommended that each user enroll with at least two (2) Verification Methods.