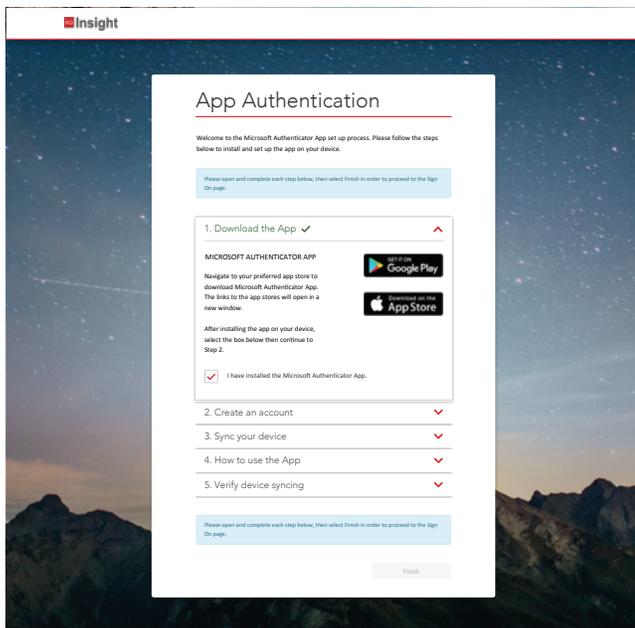


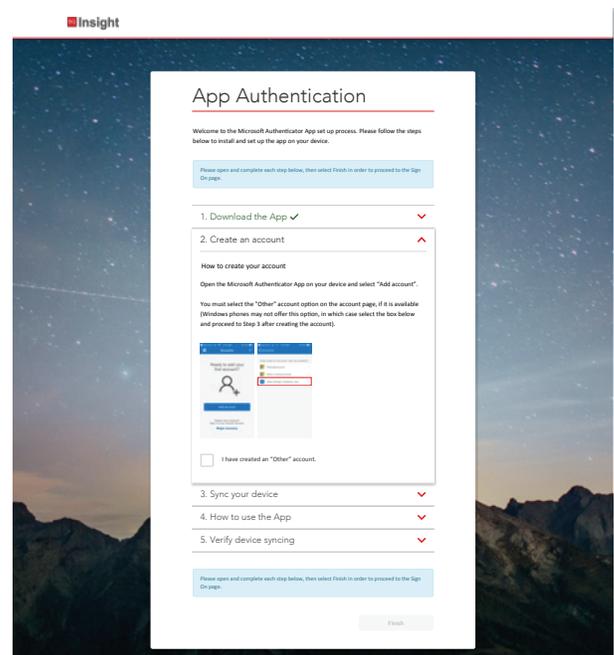
Guide to two-factor authentication

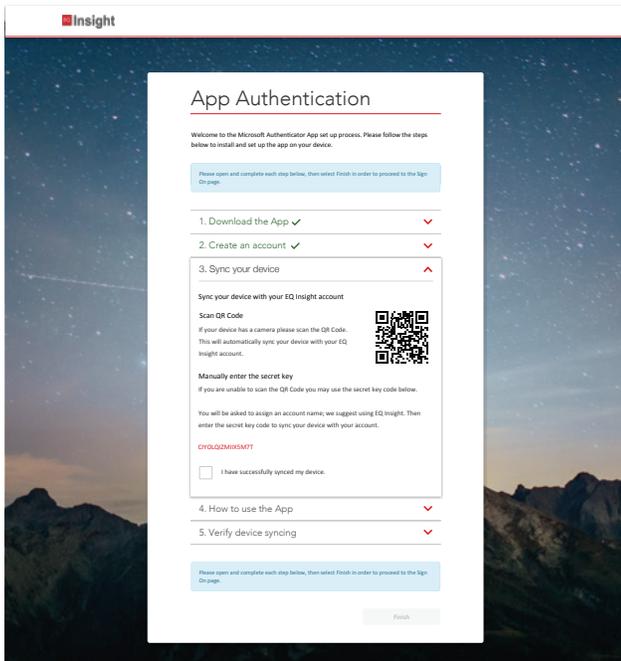
We're here to assist you through setting up your 2 step verification. To get started, you'll need your mobile phone and activation email. Once you've clicked on the link in the activation email, you'll be directed to our terms and conditions page. Make sure you read them before you accept and continue. On the login page, you will see your corporate email address as your username. Create a password of your choice and continue.



1. Now it's time to get your mobile phone and download the MS Authenticator app from your app store.

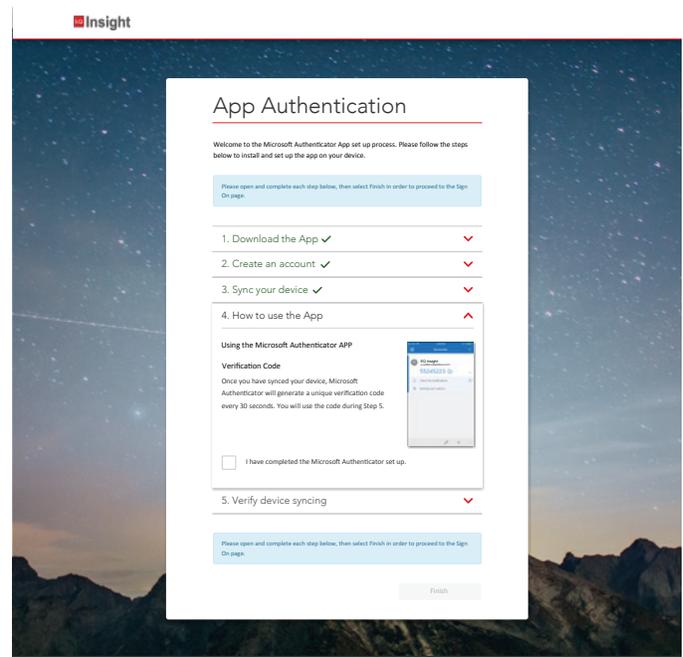
2. Once it's downloaded, create your account by selecting the 'other' option under 'add account'.

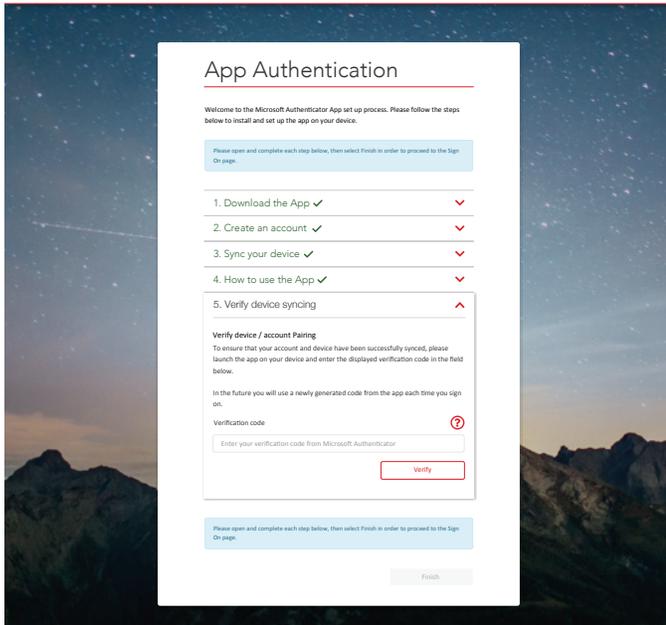




3. To sync your device with your EQ account, with your mobile phone, either scan the QR code or select Enter Code Manually to use the secret key within the app.

4. Once you're synced, a verification code will be displayed on your phone.





5. Input this code into the verification box displayed onscreen.

6. And you're done! You can obtain your verification code from your MS Authenticator app each time you sign onto EQ Insight.

