

SETTING UP YOUR MULTI-FACTOR AUTHENTICATION LOGIN ACCOUNT

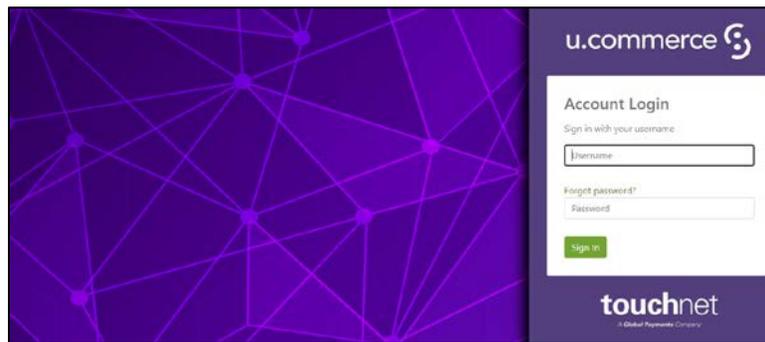
With the implementation of Multi-Factor Authentication (MFA), when you sign into U.Commerce for the first time, you will be prompted to set up an authentication account by entering your email and phone number. This email and phone number will be used to send you a unique verification code that you will enter when logging into U.Commerce.

Once your MFA account is set up, you enter your U.Commerce username and password, select your verification method (email or phone), and you will receive a verification code. Enter the code on the Account Login screen and you're logged into U.Commerce.

MFA Account Setup

Follow these steps to set up your MFA account.

1. Select your institution's link to U.Commerce Central. The U.Commerce Account Login appears.



U.Commerce Account Login screen

2. Enter your U.Commerce username and password. Your username will contain your institution's customer number, followed by a period and your username. For example: C123456.jsmith.
3. Click the Sign In button.

u.commerce

Account Login

Sign in with your username

C123456 jsmith

Forgot password?

Sign In

touchnet
A Global Payments Company

Enter Username and Password

4. The first Multi-Factor Authentication (MFA) screen appears. On the next few screens, you will be prompted to enter an authentication email and phone number to establish your MFA account. Click the Continue button.

u.commerce

Account Login

Please provide the following details.

Click continue to set up an authentication email and phone number.

Continue

touchnet
A Global Payments Company

MFA Account Login

5. Enter the desired email to receive the MFA verification code and click the Send Verification button.

u.commerce

Account Login

Please provide the following details.

John.smith@anycollege.com

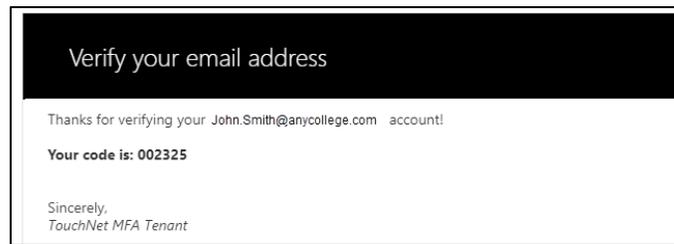
Send verification code

Continue

touchnet
A Global Payments Company

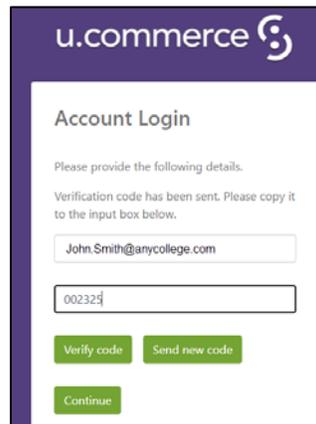
MFA email address

- The verification code is sent to your email. Check your email inbox and make note of the applicable verification code.



MFA verification code email

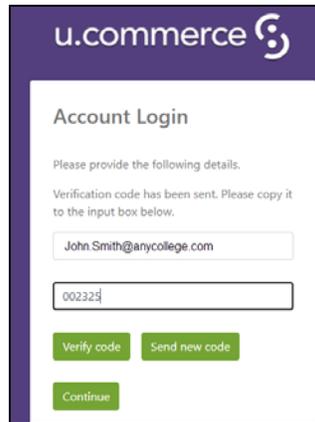
- Navigate back to the MFA Account Login screen and enter the verification code in the field provided.
- Click the Verify code button.



Verification code screen

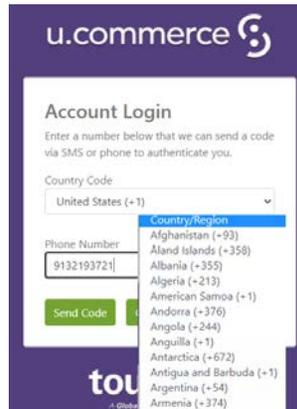
Note: If you did not receive an email in your inbox, please check your spam folder. If you do not receive the verification code email in 20 minutes, you will need to request another verification code be sent to you. **To resend a new verification code**, click the Send new code button. Once you have received the email with the new code, go back to Step 7.

- The Account Login screen displays your email address, if this is correct click the Continue button.



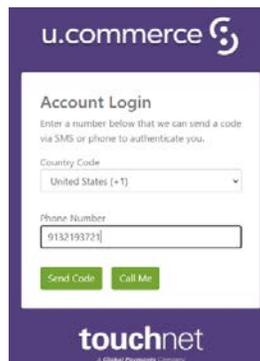
Verification code screen

10. Next, you will need to enter a valid phone number that can be used to send a verification code or receive a phone call.
11. Select the applicable country code from the dropdown menu.



Country code dropdown menu

12. Enter your phone number.

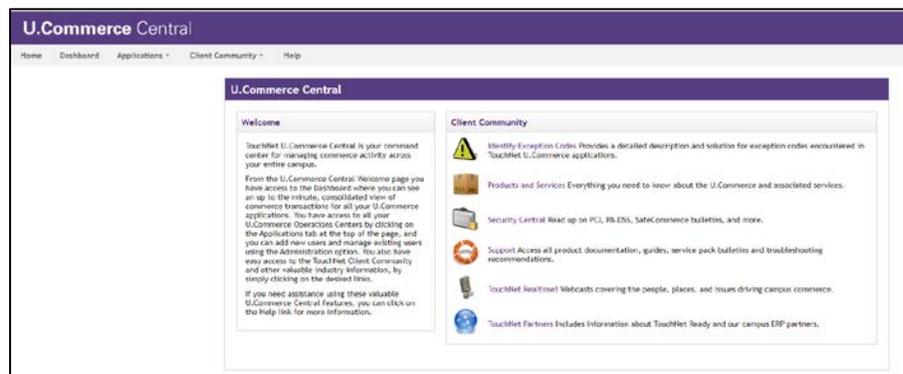


Phone number field

13. Click the Send code button to receive a code via text message (SMS), or if you prefer to receive a call, click the Call Me button.

14. Once you have received the verification code on your phone, enter the verification code and click Continue.

The U.Commerce Central Welcome page appears.



The U.Commerce Central Welcome page

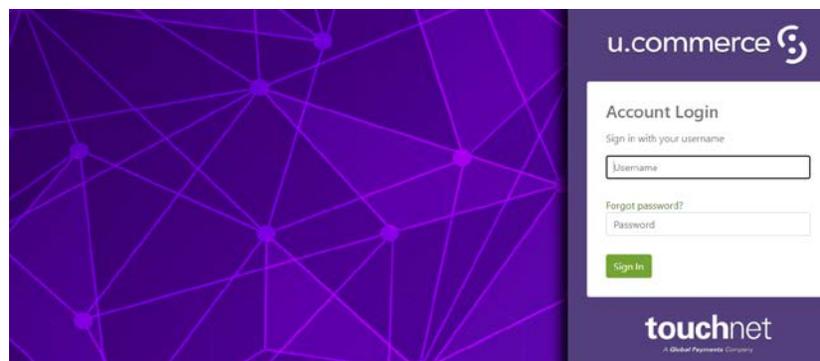
From the Welcome screen you can access any of the TouchNet applications that your institution has licensed. Hover over the Applications tab to display the dropdown navigation menu for the TouchNet licensed applications and select the desired application.

Reminder: Once you've logged in and authenticated, you will not be required to re-authenticate as you log in to your other TouchNet applications, during the same session.

Logging into U.Commerce Central Using MFA (After Your MFA Account is Setup)

After your MFA account is set up, each time you log in to U.Commerce Central you will authenticate your login credentials by entering a unique verification code that is sent to you using your verification method. Follow these steps to login:

1. Select your institution's link to U.Commerce Central, enter your U.Commerce username and password on the Account Login screen, and click Sign In.



U.Commerce Account Login screen

2. On the Account Login screen, select the method you would like to use to receive your verification code.

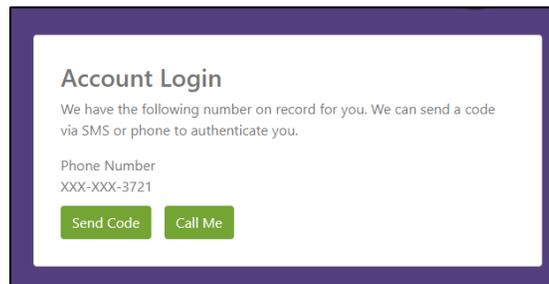
Note: If it has been less than 24 hours since you completed MFA, you will bypass this step.



MFA authentication method

Note: From this screen you can also update the phone number or email address that you previously entered when establishing your MFA account. *(Follow the instructions on the screens.)*

3. **PHONE** - If you selected Phone to receive your verification code, the Account Login screen appears for you to verify the phone number, click Send Code to have the code sent via an SMS (text message) to your phone, or click Call Me to receive a voice phone call with the code.



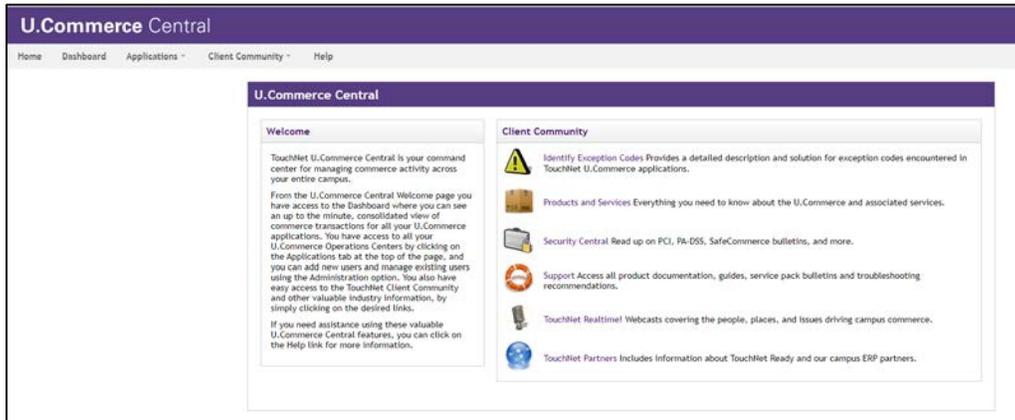
Phone verification code method

OR

EMAIL - If you selected Email, your verification code is sent to you via an email message.

4. Once your verification code is received, enter it on the Account Login screen and click Verify code.
5. The Account Login screen displays the email address or phone number where the code was sent, click Continue.

6. The U.Commerce Central Welcome page appears.



The U.Commerce Central Welcome screen