

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.



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|-----------------------------|---|
| Account Login | |
| C123456.jsmith | |
| Forgot password? | |
| Sign In | |
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| 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.



MFA Account Login

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



MFA email address



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



MFA verification code email

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

| Account Login Please provide the following details. Verification code has been sent. Please copy it to the input box below. John.Smith@anycollege.com | u.cor | nmerce 😏 |
|---|------------------------------------|---|
| Please provide the following details. Verification code has been sent. Please copy it to the input box below. John.Smith@anycollege.com 002325 Verify code Send new code | Account | Login |
| Verification code has been sent. Please copy it to the input box below. John.Smith@anycollege.com 002325 Verify code Send new code Continue | Please provide | the following details. |
| John.Smith@anycollege.com 002325 Verify.code Send new.code Continue | Verification co to the input be | de has been sent. Please copy it ox below. |
| 002325 | John.Smith@ | ganycollege.com |
| Verify code Send new code | 002325 | |
| Continue | Verify code | Send new code |
| | Continue | |

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.

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



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| Account Login |
| Please provide the following details. |
| Verification code has been sent. Please copy it to the input box below. |
| John.Smith@anycollege.com |
| 002325 |
| Verify code Send new code |
| Continue |
| Continue |

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.

| Account Login Enter a number below that we can send a code via SMS or phone to authenticate you. Country (Acgion Vointed States (+1) Vointed States (+1) Algenia (+23) Algenia (+23) Angola (+244) Angola (+24) Anguela (+37) Angentina (+37) | u.com | merce 😏 |
|---|---|--|
| Country Code United States (+1) | Account Lo | ogin low that we can send a code |
| United States (+1) Phone Number 9132193721 Send Code Adphanistan (+33) Albania (+353) Algeria (+213) American Samos (+1) Andors (+376) Angola (+244) Angula (+1) Antarctica (+572) Artigua ad Barbuda (+1) Artarctica (+572) Artigua ad Barbuda (+1) Artarctica (+572) Artigua ad Barbuda (+1) Artarctica (+572) | Country Code | a ann ann ann fear |
| Country/Begion Afghanistan (+3) Algnanistan (+3) Jand Islands (-356) Algenia (+213) American Samoa (+1) Andoral (+1) Angola (+243) Angola (+244) Angola (+242) Antarctica (+572) Antarctica (+572) Antarctica (+572) | United States (+ | 1) 🗸 |
| Additional (+374) | Phone Number 9132193721 Send Code | Country/Region Alghanistan (+33) Alghanistan (+358) Albania (+358) Algeria (+213) American Samoa (+1) Andora (+376) Angola (+244) Anguilla (+1) Antarctica (+672) Antigua and Barbuda (+1) Arrenia (+374) |

12. Enter your phone number.

| Account Login | |
|---|-----------------------------|
| Enter a number below that we via SMS or phone to authentic | can send a code ate you. |
| Country Code | |
| United States (+1) | ~ |
| Phone Number | |
| 9132193721 | |
| Send Code Call Me | |

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.

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|------|-----------|----------------|-------------------------|--|
| Home | Dashboard | Applications * | Client Community * Help | |
| | | | U.Commerce Central | |

The U.Commerce Central Welcome page appears.

| Welcome | Client Community | |
|--|--|--|
| TeachNet U. Commerce Central is your command center for managing commerce activity across your entire campus. | Identify Exception Codes Provides a detailed description and solution for exception codes encountered in Touchilet U.Commerce applications. | |
| From the U.Commarce Central Welcome page you have access to the Dashbaard where you can see an up to the minute, consolidated view of | Products and Services Everything you need to know about the U.Commerce and associated services. | |
| applications. You have acress to all your U.Commerce Operations Centers by clicking on the Apolications tab at the top of the page, and | Security Central Read up on PCL RE-CSS, SafeCommerce bulletins, and more. | |
| you can add new users and manage exiting elem using the administration option. You also have easy access to the TouchNet Client Community and other valuable industry information, by steply clicking on the deshed thrin. | Support Access all product documentation, guides, service pack bulleties and troubleshooting recommendations. | |
| If you need assistance using these valuable U.Commerce Central features, you can click on the Help link for more information. | Couchliet Real-time! Webcasts covering the people, places, and issues driving campus commerce. | |
| 23 | Touchtiet Fartners Includes information about Touchtiet Ready and our campus ERP partners. | |

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.





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.

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| Account Login Select an authentication factor |
| Phone |
| Email |
| Update Phone |
| Update Email |
| touchnet A Global Payments Company |

MFA authentication method

Note: From this screen you can also update the phone number or email address that you previous 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.

| e Dashboard Applications - Client (| Community - Help | |
|-------------------------------------|---|---|
| | U.Commerce Central | |
| | Welcome | Client Community |
| | TouchNet U.Commerce Central is your command center for managing commerce activity across your entire campus. | Identify Exception Codes Provides a detailed description and solution for exception codes encountered in TouchNet U.Commerce applications. |
| | From the U.Commerce Central Welcome page you have access to the Dashboard where you can see an up to the minute, consolidated view of | Products and Services Everything you need to know about the U.Commerce and associated services. |
| | applications. You have access to all your U.Commerce Operations Centers by clicking on the Applications tab at the top of the page, and | Security Central Read up on PCI, PA-DSS, SafeCommerce builtetins, and more. |
| | you can add new users and manage existing users using the Administration option. You also have easy access to the Touchiket Client Community and other valuable industry information, by | Support Access all product documentation, guides, service pack bulletins and troubleshooting recommendations. |
| | simply clicking on the desired links. If you need assistance using these valuable U.Commerce Central features, you can click on | TouchNet Realtime! Webcasts covering the people, places, and issues driving campus commerce. |
| | the Help link for more information. | Touchilet Partners Includes Information about Touchilet Ready and our campus ERP partners. |

The U.Commerce Central Welcome screen