How to log in to the portal using multi-factor authentication
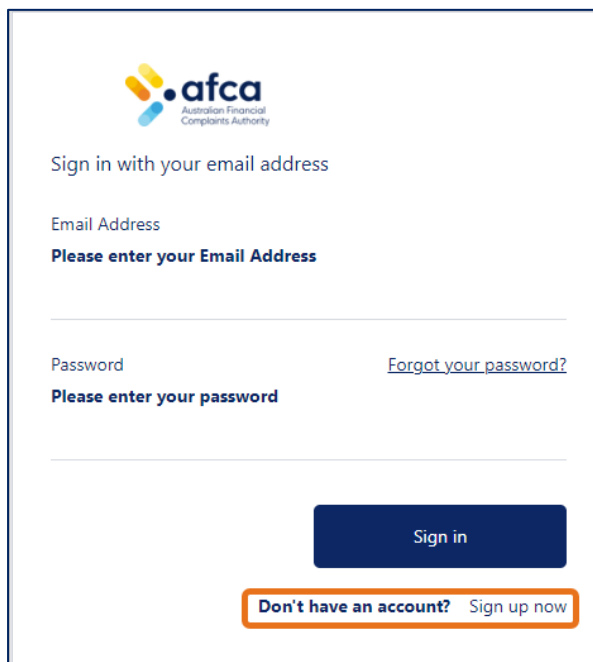
This is a guide to logging in to the portal using multi-factor authentication.

> Easily create a new portal account.
>
> To protect your information, multi-factor authentication is required each time you log into the portal.

Creating a new portal account

1. Open the portal in your web browser.
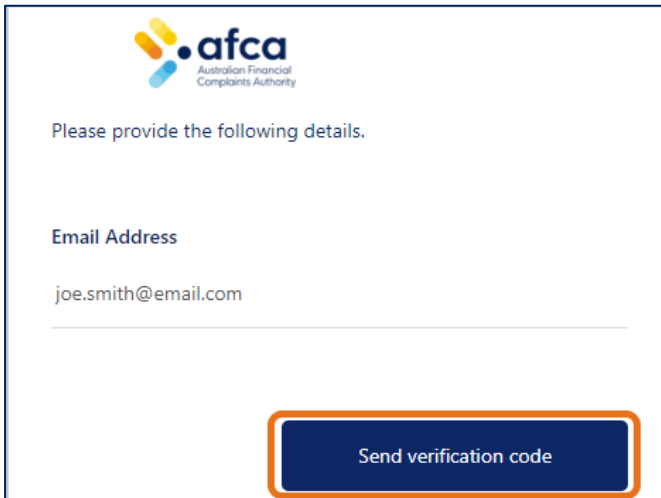
2. Click **Sign up now**.

3. Follow the prompts to set up a new portal account.
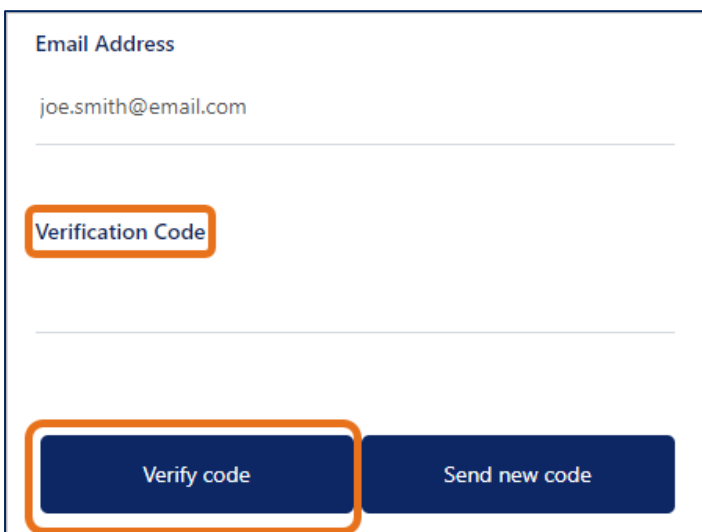
Logging into the portal

1. If you have just signed up for a new account, or you are logging into your new account, enter your email address when prompted.

2.   Click **Send verification code**. An email will be sent to you with a verification code.

3.   Check your email inbox for the six-digit verification code.

4.   Enter the verification code in the **Verification code** box and click **Verify code**.

5.   Click **Continue**, and you will have now logged into your portal account.

You will be taken to your profile page where you can update your contact emails and other information. If you need assistance logging in, please refer to our guide to resetting your email address and password.