

Setting up your Mobile Authenticator App



Go to www.recordtokens.co.uk/trade to see this guide as a video

If you have not already downloaded an Authenticator App you need to do this now.

You can use all major Authenticator Apps, including Google and Microsoft, or you can use the FIS App.

Links can be found here: www.recordtokens.co.uk/trade

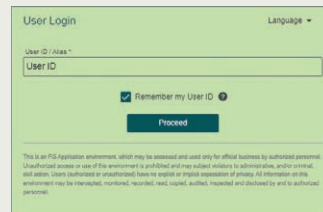
NOTE: if you have multiple users who log into your account, each user should download the App to their phone.

1 Logging into the NBT site with MFA:

Enter your User ID and tick **“Remember my User ID”** then click **“Proceed”**.

Then enter your Password and click **“Sign In”**.

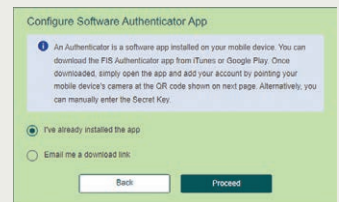
(Please note you cannot copy and paste your password; we advise that you select the eye icon before typing your password)



2 You will be notified that you must now use a One-Time PIN. Click **“Proceed”**.



3 Once your Authenticator App is installed, click **“Proceed”**. Make sure your mobile app is installed before proceeding.



4 Your PC will display the Authenticator Secret Key QR code.

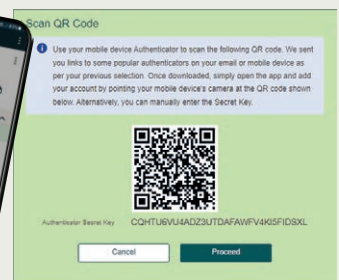
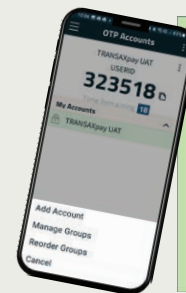
DO NOT click “Proceed” until you have scanned this QR with your Authenticator App

Depending on which mobile App you are using you may need to **select +** or **press the 3 dots** in the top right and then select **“Add Account”**. Then select the QR option.

Using the Authenticator App on your phone, scan the QR code.

If you wish to set up the App on multiple people's phones, scan the QR with each phone before proceeding, or take a screenshot of the QR for later use.

(We suggest you also **copy the “secret key”** and save this).



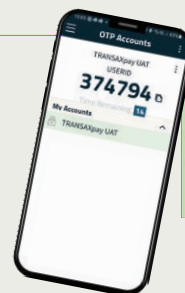
5 Next, **enter the 6-digit PIN Code** shown in the App into the website

NOTE: this changes every 30 seconds, if the countdown is on less than 10, wait until the next PIN Code appears.

Then click **“Validate OTP”**.

Finally, select **“Yes, this is my computer”**.

You have now completed the set up.



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