1) **DECIDE WHICH MULTI-FACTOR AUTHENTICATION (MFA) METHOD YOU WOULD LIKE TO USE FOR THE PORTAL** – https://tws.fluxx.io/:

Text Message (SMS)

The MFA token (code) will be texted to you on your cell phone. Standard text messaging rates may apply.

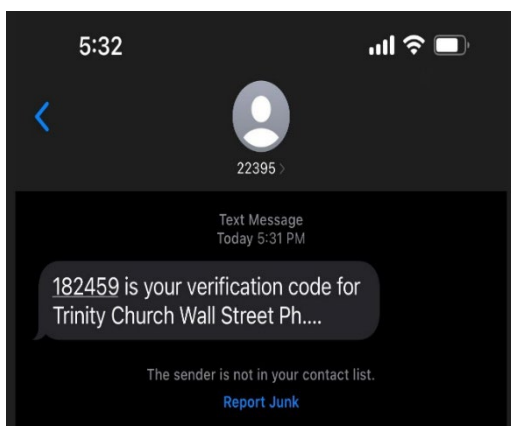**Smartphone (e.g., iPhone, Android) Authenticator App**

The MFA token (code) will be sent to you through an Authenticator application that you need to have downloaded and set up on your smartphone. We recommend Google Authenticator, but you can use other free authentication apps like Microsoft Authenticator or Authy by Twilio.

For individuals living and working outside of the United States of America, we recommend you use the Smartphone Authenticator App option.

Questions? Support is available at FluxxMFAsupport@trinitywallstreet.org. Please note that the method you select will be the one you will use every time you log into the TCWS Philanthropies Grantee Portal. If you need to change or reset your MFA method, send an email to the support mailbox.

2A) SETTING UP TEXT MESSAGES AS YOUR MFA METHOD

A. Log into the Trinity Church Wall Street Philanthropies Grantee Portal with your assigned username and password.

B. Select SMS as your MFA Method.

C. Enter the cell phone number where you want the MFA token sent.

D. Click SEND SMS.

E. You should receive a text on your cell phone with a 6-digit token.
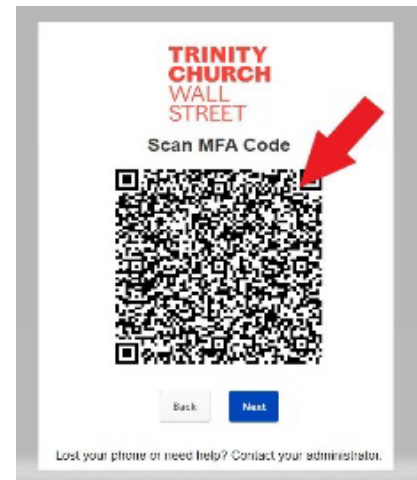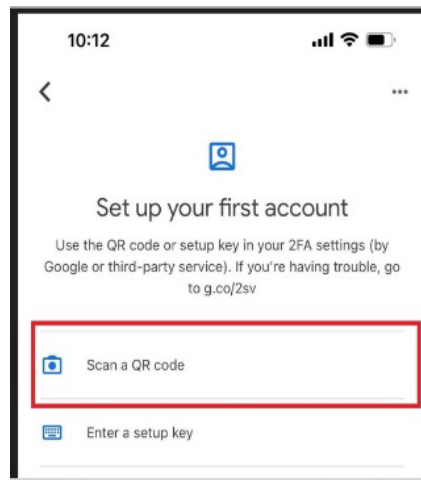
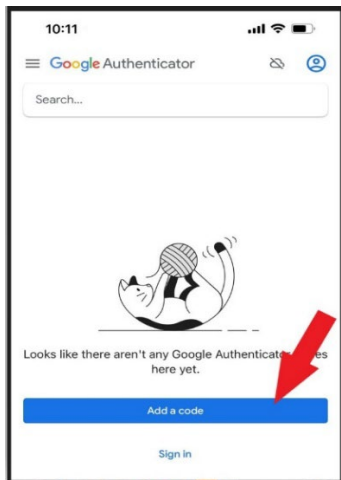F. Enter the token on the MFA screen and click LOG IN.

SUCCESS! You Have Set up MFA

**2B) SETTING UP A SMARTPHONE APP AS YOUR MFA METHOD**

To set up Multi-factor Authentication (MFA) using a smartphone (e.g., iPhone, Android) application, you'll need to download a free authenticator app like Google Authenticator or Microsoft Authenticator, etc. to your phone.

A. Download and complete the set-up process for the authenticator app.

B. Select Smartphone App as your MFA Method and click SCAN QR CODE.

C. On your smartphone, open the application you will use for authentication and follow the instructions for adding a new account (e.g., clicking "Add a code" to add a new account). This example uses Google Authenticator, but the process should be similar for Microsoft Authenticator or Authy. Select SCAN A QR CODE when prompted and use your phone's camera to scan the QR code on your computer screen. Click NEXT on the computer screen after scanning.

D. In your smartphone app, you should see a new account for Trinity Church Wall Street Philanthropies and an MFA token attached. Enter the token on the MFA screen and Click LOG IN.

NOTE: The 6-digit token changes in the app every 30 seconds. If the token times out while you are entering it on the screen, you will not be able to log in. You will have to enter the new token instead.
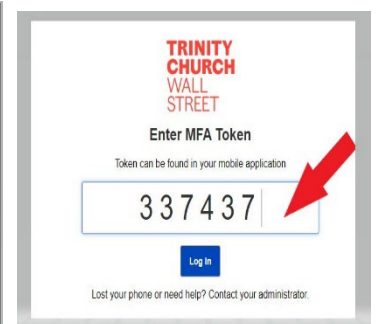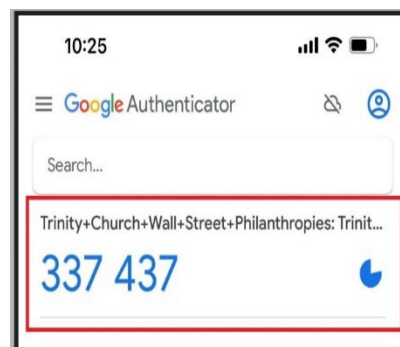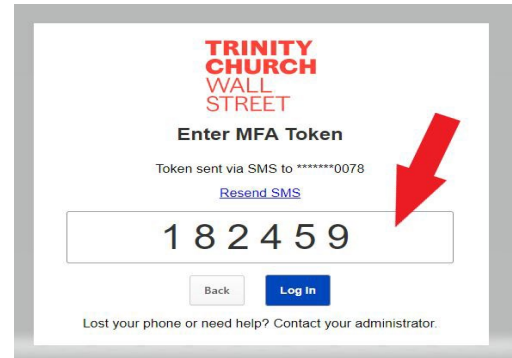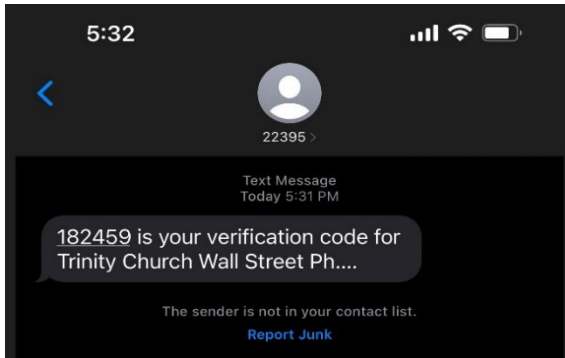

 SUCCESS! You have set up MFA

3) SUBSEQUENT LOG INS WITH MULTI-FACTOR AUTHENTICATION

Text Message (SMS)

A. Log into the Trinity Church Wall Street Philanthropies Grantee Portal.

B. You will receive a text message on your phone with the 6-digit MFA token.

C. Input the MFA token when prompted and click LOG IN.

Smartphone (e.g., iPhone, Android) Authenticator App

A. Log into the Trinity Church Wall Street Philanthropies Grantee Portal.

B. Open the authenticator app on your phone and look for the 6-digit token in your Trinity Church Wall Street Philanthropies account.

C. Input the MFA token from the authenticator app when prompted and click LOG IN.

NOTE: The 6-digit token changes in the app every 30 seconds. If the token times out while you are entering it on the screen, you will not be able to log in. You will have to enter the new token instead.