

Employee Portal NetClient CS

Multi-factor Authentication Instructions



Your Guide to navigating the **NetClient CS** App and Portal.

This booklet will help you navigate adding multi-factor authentication (MFA) for your **NetClient CS App** and **Online Portal.** An update is going out soon that will require multi-factor authentication for each time you access the program to view your pay stub or view your W-2, for example.

To learn more about using multi-factor authentification, watch this link.

For the NetClient CS App:

First, open or download the app on your phone.

Search		<u> </u>		
	NetClient CS Tax & Accountin	ng, a Thomson Re >	NETCLIENT CS THOMSON REUTERS TAX & ACCOUNTING	
-		([↑] OPEN	password	
Details	Reviews	Related	Remember Me	
iPhone	Car	nier 🗢 2:20 PM	Sign In	
Period:11/3/13 - 11/9/13 Location:Dexter Payroll Item:Hourly rate	Check:11/11/13 Department:Hourly	VV-2S Z013 VV2 grg 0-5 to R74et WB Employee's main Training Table State WB Employee's main Training Table State State State Training Table State State State Training State Training State Sta		
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Monday 11/4/13 Reg: 8.00 OT: 2.00	10.00 >	Control number 1 Enclovers asses, abilities, and DP such ELLEN SANDERS 1224 MAIN	Tour the App	
Tuesday 11/5/13	8.00	CHELSEA MI 481		

For the **Online Portal:**

Then, from your desktop, click on the link below to access the site. To set up multi-factor authentication, you will need to be logged on to the online portal via a desktop computer.

Miller Management
5921 NW Barry Rd, Ste 100 - Kansas City, MO 64154
Please log in.
Login Password Log In-

https://secure.netlinksolution.com/nextgen/?firm=362519

1. Once logged in, click on your name, then click on manage multi-factor authentication, if you are not prompted to add one right away.



2. Click add options

Manage Multi-factor Authentication
Multi-factor authentication is optional for your account. Learn more about multi-factor authentication.
Options
You have not set up any multi-factor options.
Add Option

3. Enter your password you normally use for this app.

Confirm Change	×
Please confirm	m this change by entering your password.
Password:	
	Enter Cancel

4. Click on the "Get Started" button.

Increase	security for your a	account		
Password of securit	ds can be hacked ty to your account	, but using multi-fa t.	ctor authentication adds anoth	ner layer
How long A few mi	g will it take to se nutes.	t up?		
How will You will i with this	this affect me? need to approve e account.	ach sign-in reques	t on your device each time you	sign in
	CANCEL		CET STARTED	

- 5. You have a few options to choose from in this next step.
 - a. Download the Thomson Reuters "Authentication" app (available for Android or Apple), which is additional to the NetClient CS app, or





b. Download another authentication app from Microsoft, Google, Symantec, Due, Last Pass, etc. This option would be most helpful if you already use one of these applications and want to add your Thomson Reuters authentication to your list. See the note at the end of this document for more information.

Mul	ti-Factor Authentication Setup	×
	Choose multi-factor option	
You mu	u can use Thomson Reuters Authenticator (recommended), or a different Iti-factor app.	
Lea	arn which MFA option is right for you	
	USE A THIRD-PARTY MULTI-FACTOR APP	
	This option requires you to enter a code each time you sign in.	
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	ВАСК	

Note: There is also a third option presented, but MM doesn't recommend purchasing the card. If you do not have a smartphone and are unable to do one of the first two options, contact your Payroll Manager at your organization. If they need additional assistance, they can contact Miller Management for another option.



- 6. If you choose the Thomson Reuters Authentication App, follow the steps below.
 - a. Download the app for either Apple or Android on your smartphone. There will be the normal approval process for downloading a new app to your phone.
 - b. Once that app is open, scan the QR code you are given (not the example below) and your MFA is complete.
 - c. The next time you want to login, you simply click on the green checkmark inside of your Authentication app for instant access.





7. For the last step, save or print the Emergency Access Codes you are given. This type of multi-factor authentication is phone specific, so if you don't have access to your smart phone or were to lose, damage, or change phones, you will need to use your list of codes to access your account until you re-setup your MFA on the new device. Each code can only be used once. Alternatively, the Payroll Manager from your organization can send you a one-time code that is available for a 24-hour time frame.

Save Emergency Access Codes Save or print these codes to a secure location for use when your primary MFA device is unavailable (e.g., if you get a new phone). You can use each code only once, but you can generate more codes in your account profile These codes are like the key to your office - keep them in a safe place only you can access! Learn more about Emergency Access Codes BLACK COMM PROBA DESIGN Design - April 10 and the second Annual Ventor star max Internal Advances and the second 101 401 man man сору or PRINT

Multi-Factor Authentication Setup

Note: if you are already using the Authenticator app, or one like it, you can simply click on the + sign in the top right of the screen to add another access to your list. That screen is when you would scan the QR code you were given. This is also helpful if you have two different logins, for instance, as an Employee and the Payroll Manager of your company.

The next time you want to open your NetClient CS / Thomson Reuters app, you can use the code providedfor that specific login.

