



Employee Portal

NetClient CS

Multi-factor Authentication Instructions



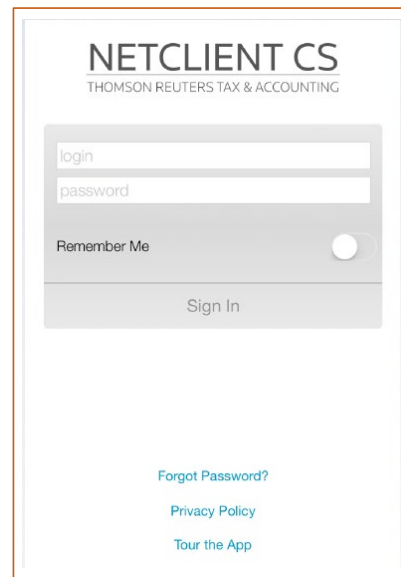
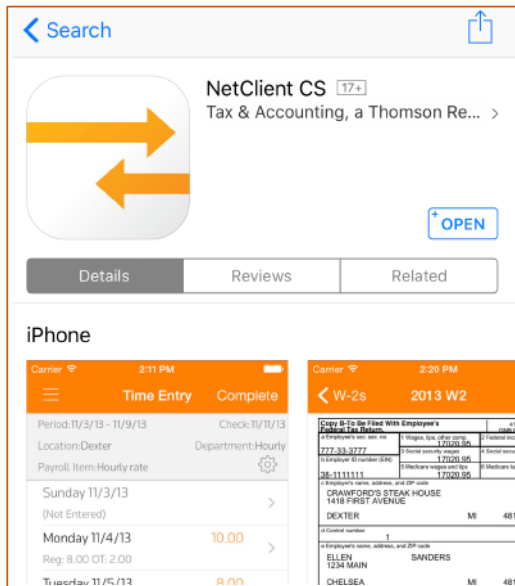
Your Guide to navigating the **NetClient CS** App and Portal.

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 authentication, watch [this link](#).

For the NetClient CS App:

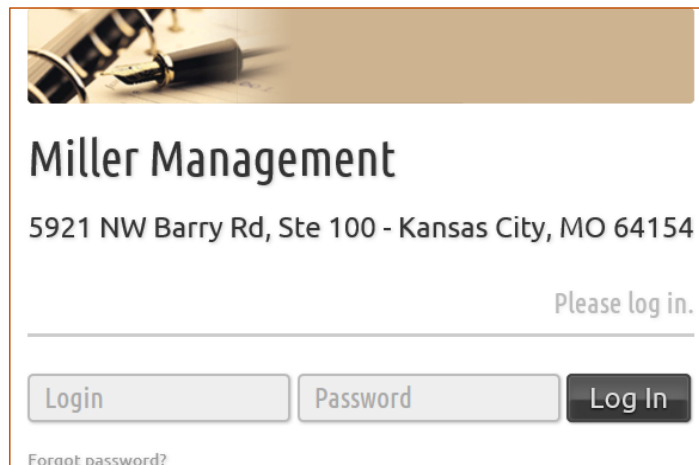
First, open or download the app on your phone.



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.

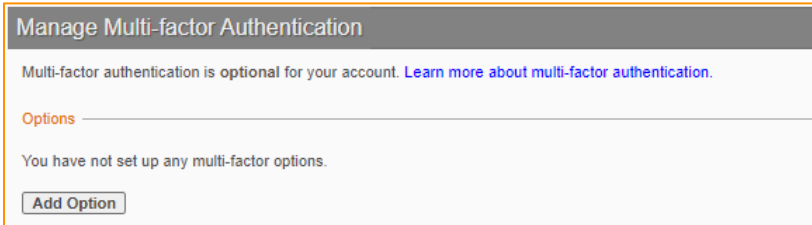
<https://secure.netlinksolution.com/nextgen/?firm=362519>



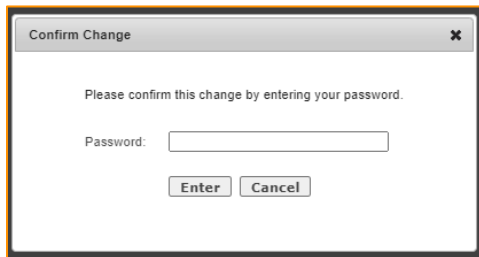
1. Once logged in, click on your name, then click on manage multi-factor authentication, if you are not prompted to add one right away.



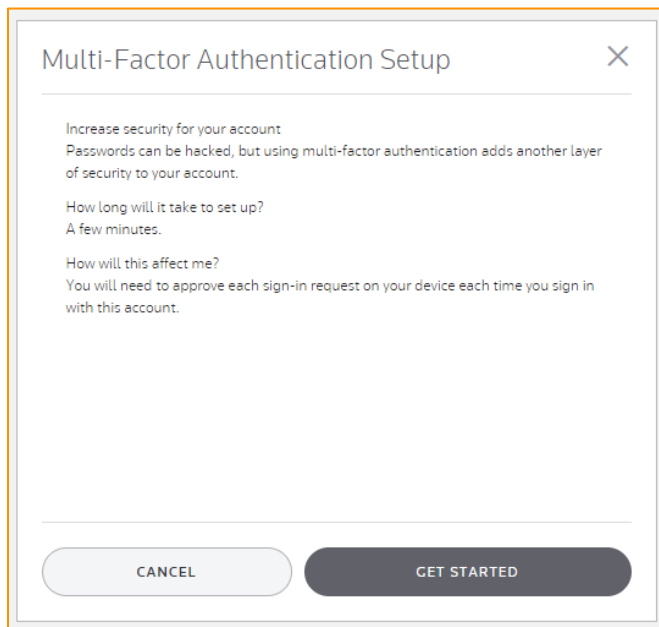
2. Click add options



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

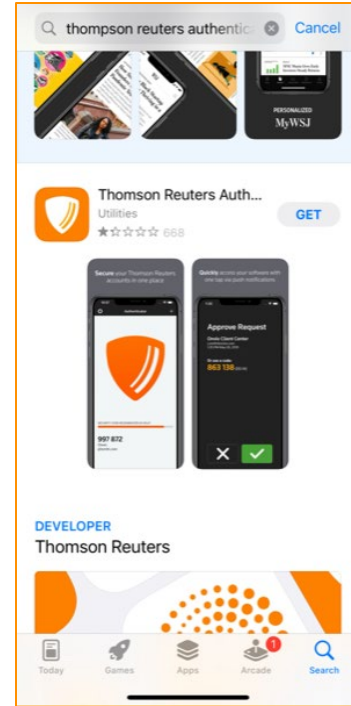
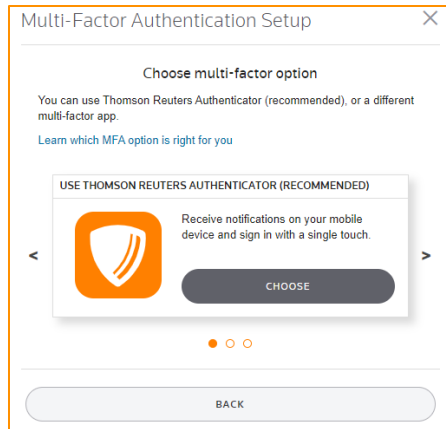


4. Click on the "Get Started" button.

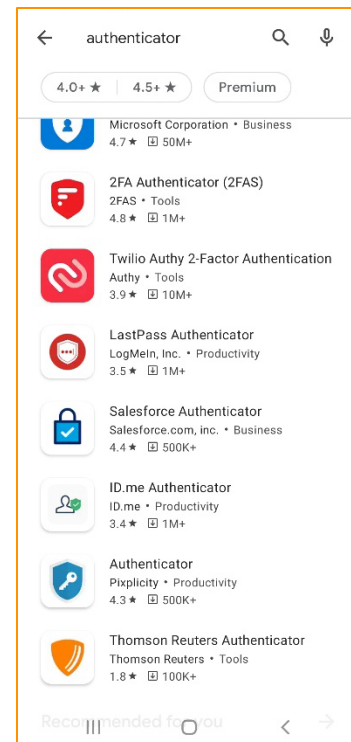
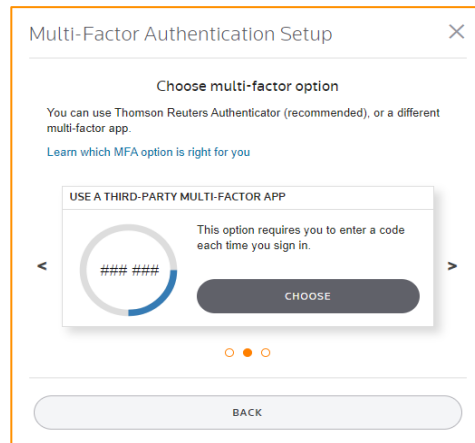


5. You have a few options to choose from in this next step.

- a. Download the Thomson Reuters “Authentication” app (available for Android or Apple), which is additional to the NetClient CS app, or



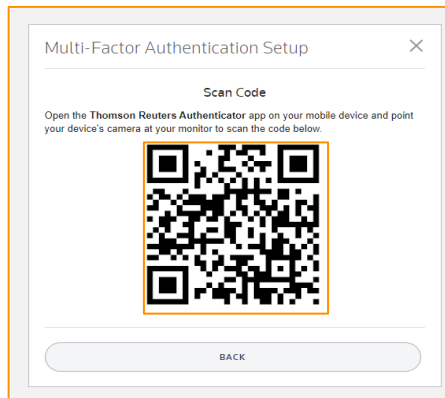
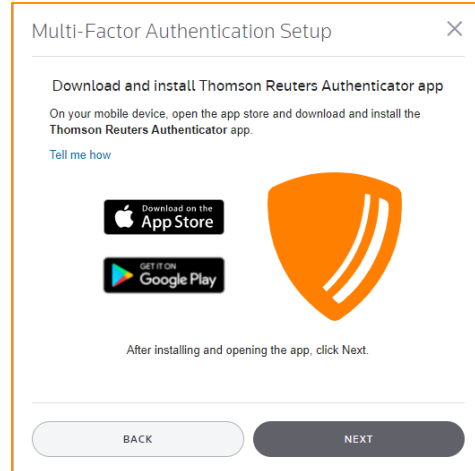
- b. Download another authentication app from Microsoft, Google, Symantec, Due, Last Pass, etc. This option would be most helpful if you already use one of these applications and want to add your Thomson Reuters authentication to your list. See the note at the end of this document for more information.



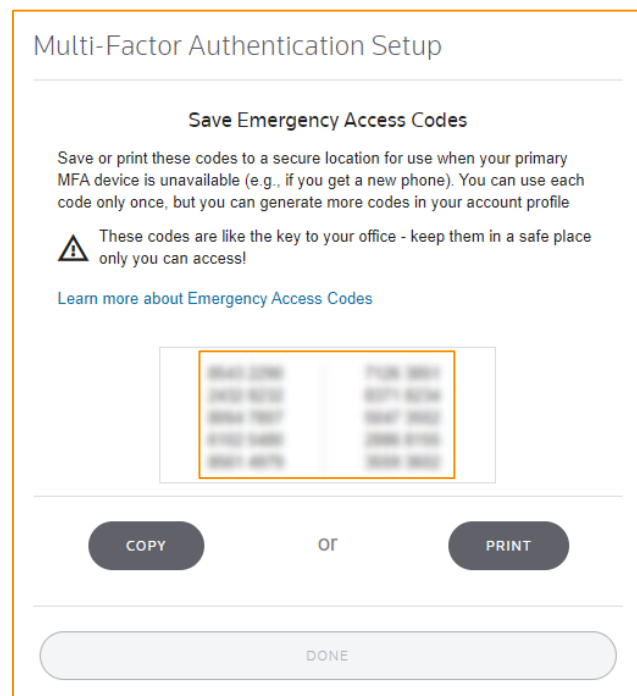
Note: There is also a third option presented, but MM doesn't recommend purchasing the card. If you do not have a smartphone and are unable to do one of the first two options, contact your Payroll Manager at your organization. If they need additional assistance, they can contact Miller Management for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



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 provided for that specific login.

