# Xero 2 Step Authentication
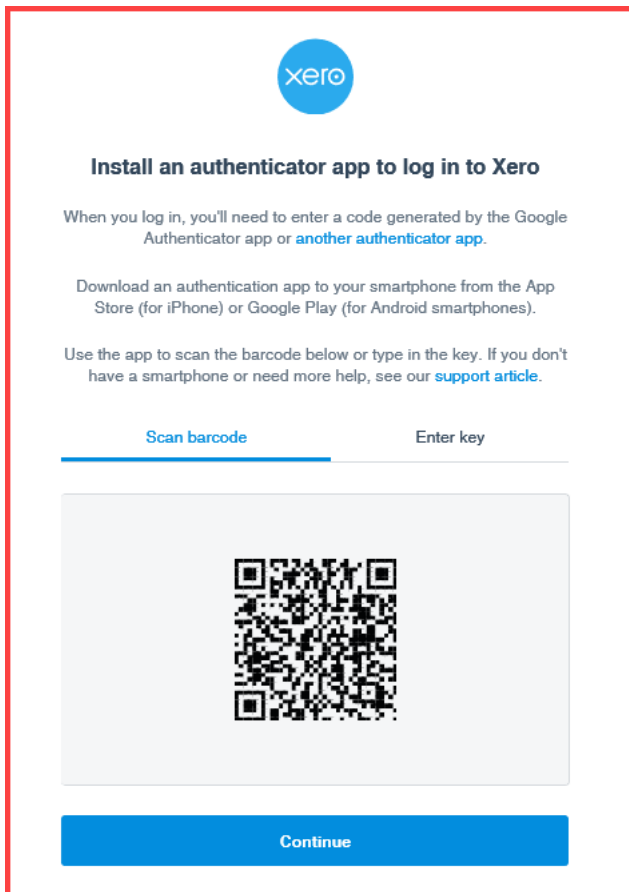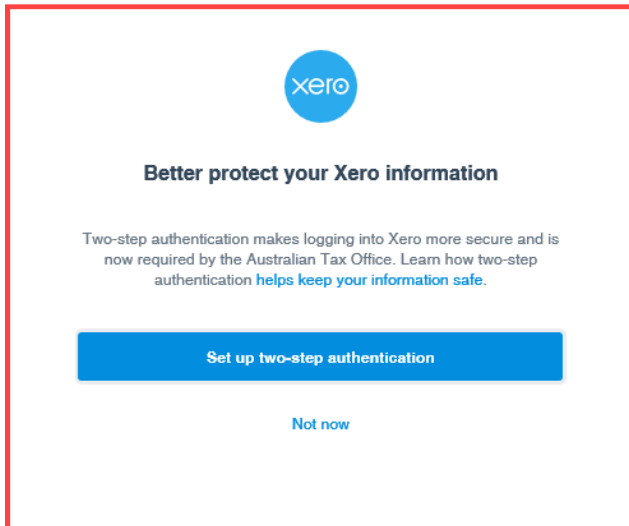
Before you begin, ensure you have done the following to make it simpler for you:

**Ensure each person that has access to your file has their own login!**

Download and install the google authenticator app from your preferred app store onto your smart phone

Ensure you have access to 2 email addresses, firstly the one you sign into xero with and a secondary one

Read through all the steps below so you can be prepared for what you need to do



**TIP:**

Either take a screenshot of the QR code or take note of the key code from the "Enter key" tab next to the "Scan barcode" tab.

If you ever loose, break or replace your current phone there is no backup for the Google Authenticator, you will need to set them all up again. If you have taken note, then all you need to do is rescan the QR codes or enter the keys.

If you don't then you will have to reset all your authenticators through the various programs from scratch.

**xero**

### Enter code from authenticator app

Enter the 6-digit code provided by the authenticator app. If you have problems entering the code, see the troubleshooting guide.

[                    ]

**Continue**

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### Security questions help verify your identity

Select and answer 3 security questions below. As a backup to the authenticator app, we can verify your identity using these questions.

| Select a question ▼ |
| Answer |

| Select a question ▼ |
| Answer |

| Select a question ▼ |
| Answer |

**Continue**

Learn more about security questions

TIP:

Either take a screenshot of your answers or write them down! these *will* be needed to verify you in case you need to reset your Authentication and did not follow the tip above or you do not have access to your phone.

**Add another email address as backup**

As a backup to the authenticator app, we can verify your identity using an alternative email address. This address needs to be different to the one you use to log in to Xero.

**Continue**

Not now        Why add an alternative address?

**Confirm alternative email address**

Enter the 6-letter code that was sent to your alternative email address.

**Confirm email**

**Two-step authentication enabled**

You're all set up. From now on, you'll need both your password and an additional authentication method to log in to Xero.

**Finish**

If you have any further questions please call the office on 07 3207 1030