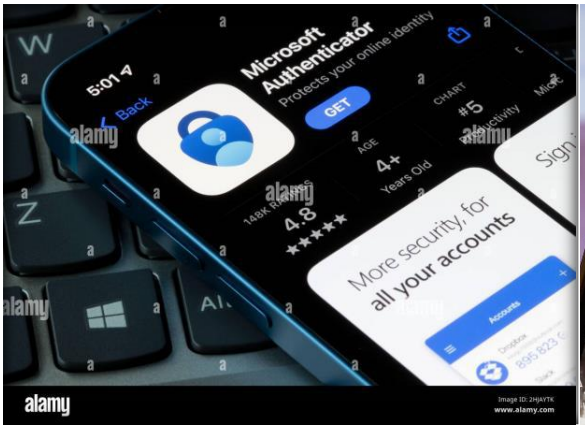
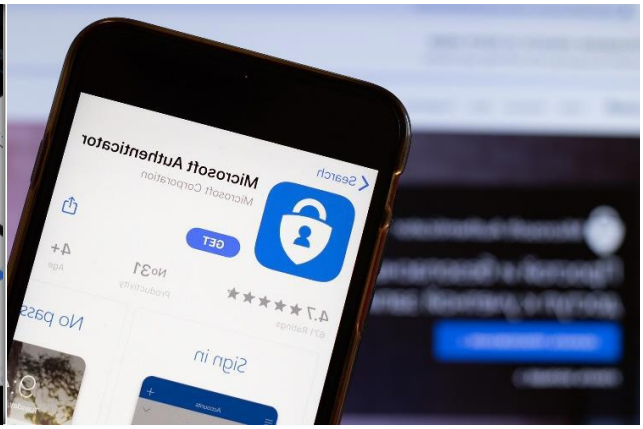
MFA CONFIGURATION GUIDE

1. REGISTER MFA MULTIFACTOR AUTHENTICATION TOKEN

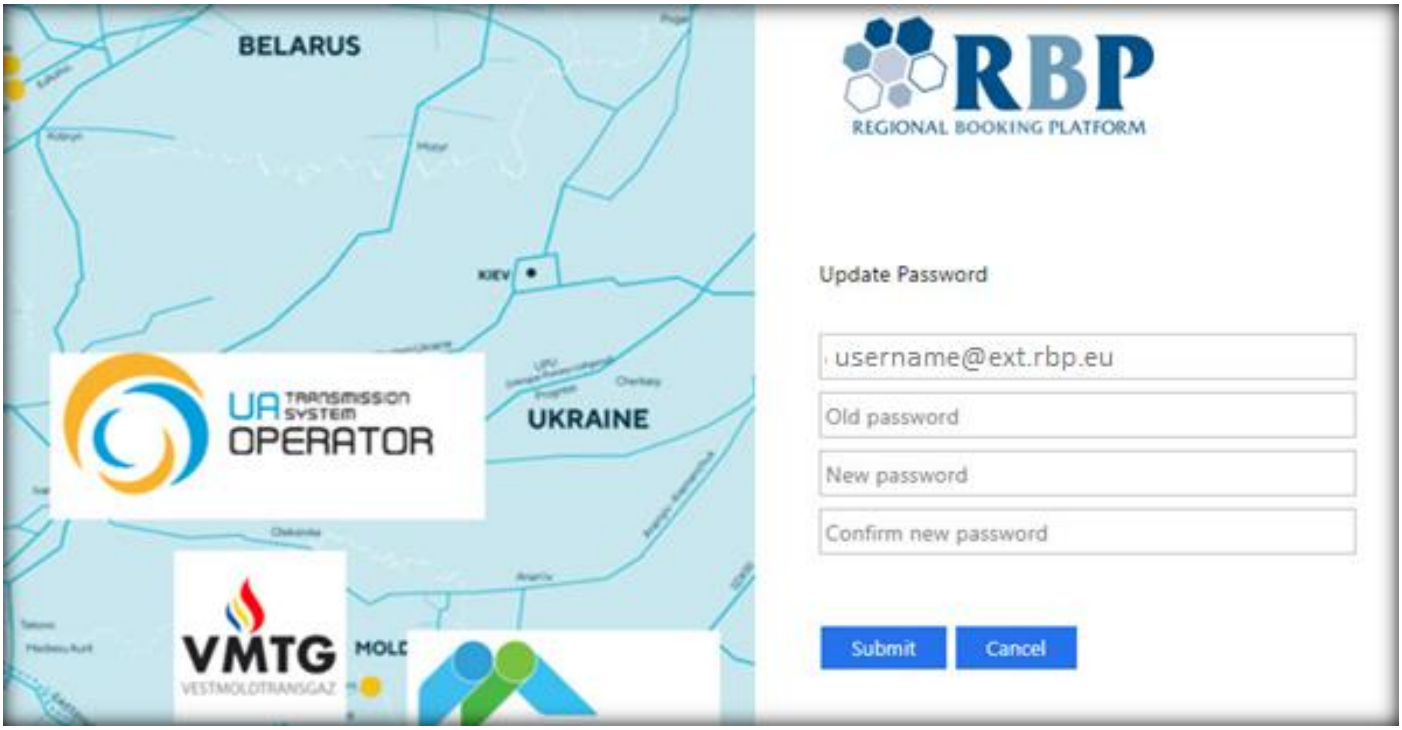
1.1. Install the **Microsoft Authenticator** app from Apple AppStore or Google Play store.





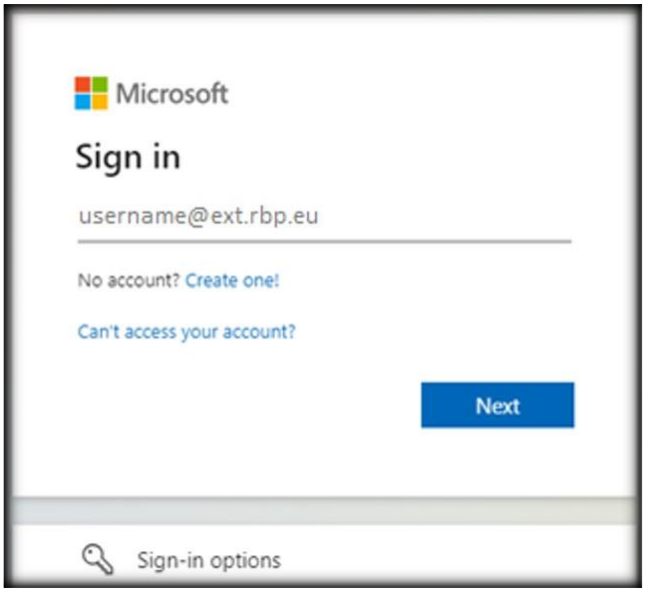
1.2. At the first login attempt please **change your old password**

https://sts.rbp.eu/adfs/portal/updatepassword

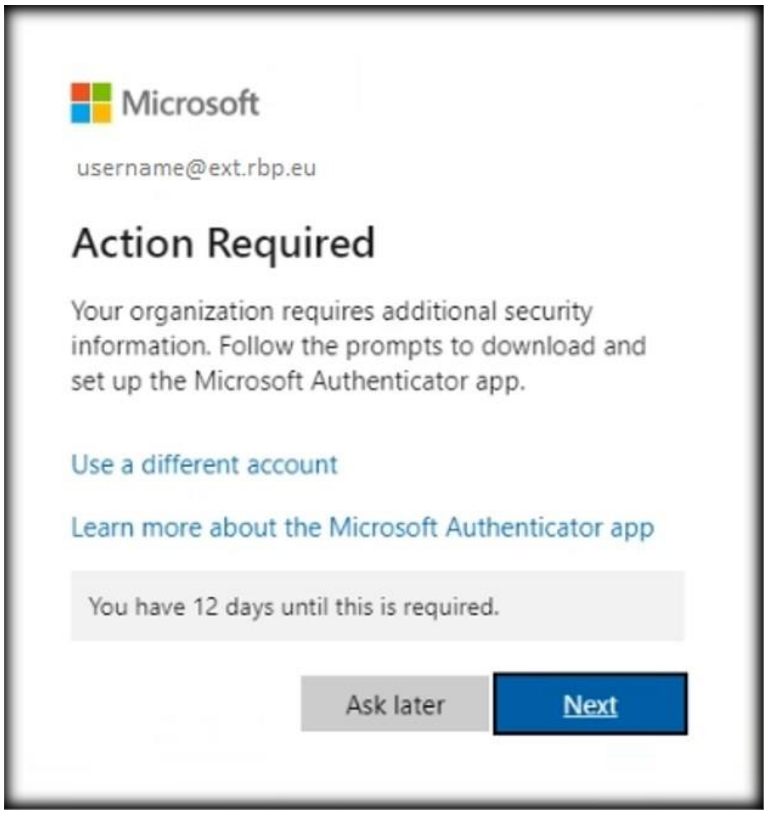


Please note **new password activation might take a couple of minutes**, furthermore username is key sensitive.

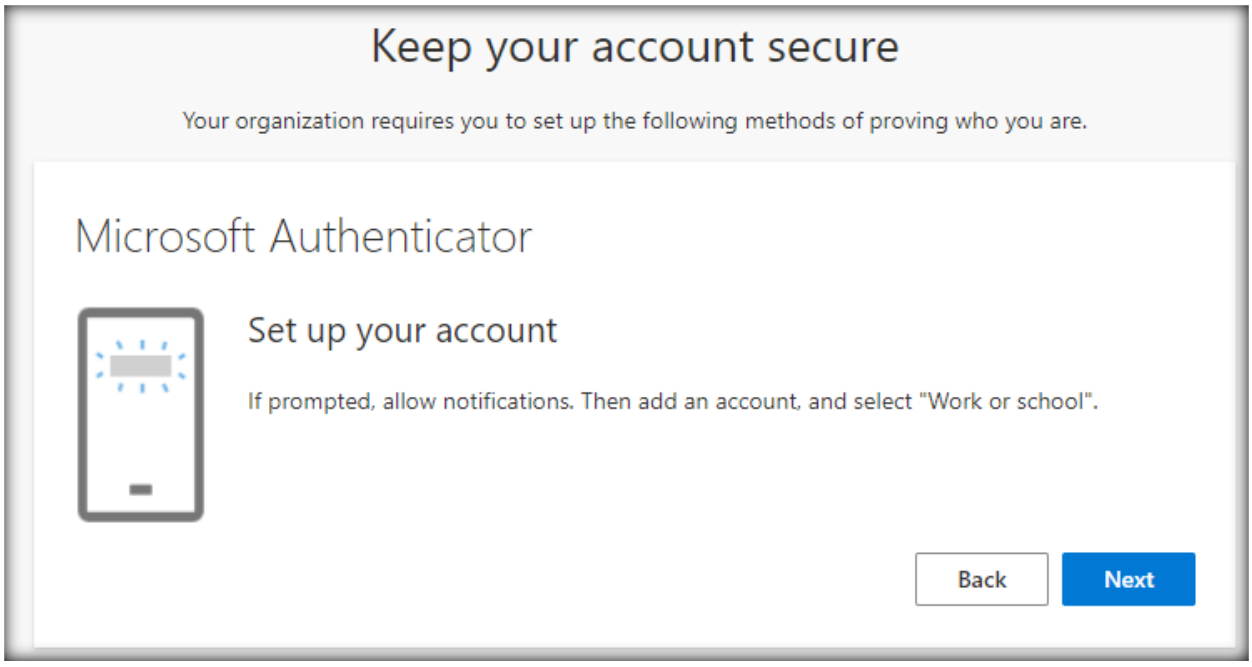
1.3. Browse to [Microsoft MFA Setup Portal] and login with the user ID and password received.



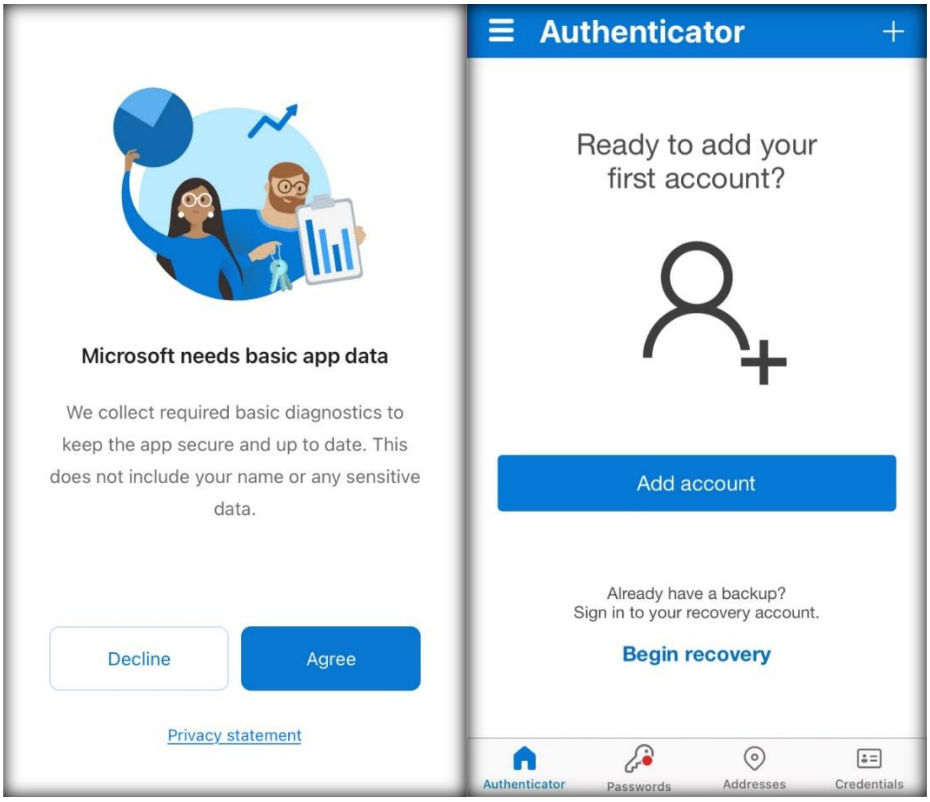
1.4. On the screen where it states *Action required* click **Next**



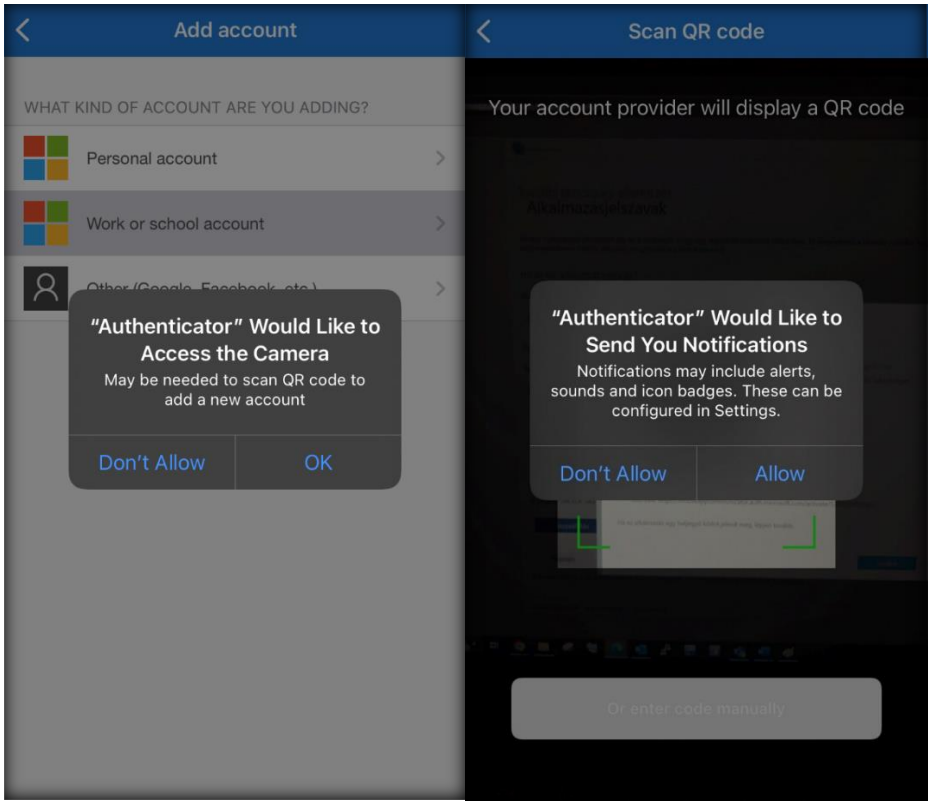
1.5. As the next step download Microsoft Authenticator **Mobile App** on your phone and click **Next**.



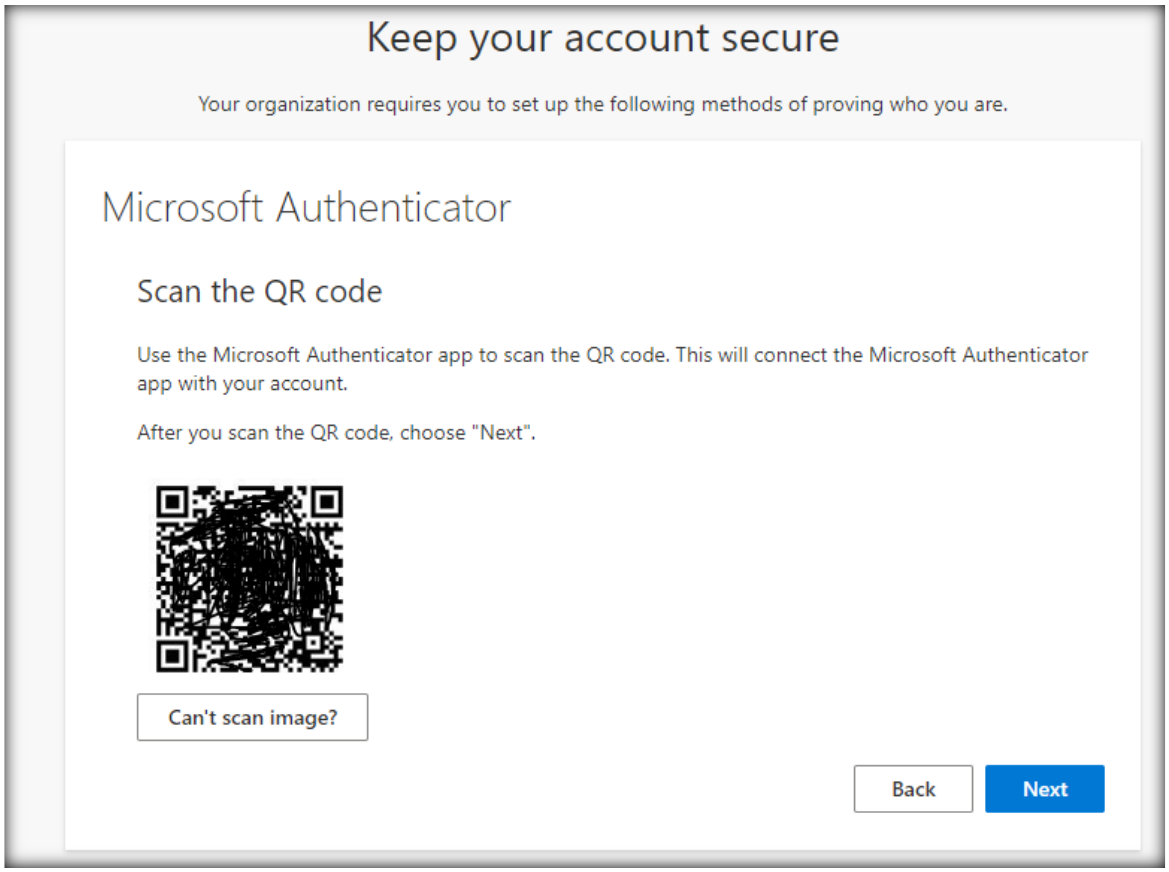
1.6. Open **Microsoft Authenticator** on your phone. On the initial screen click **Agree** and tap **Add account** in the middle.



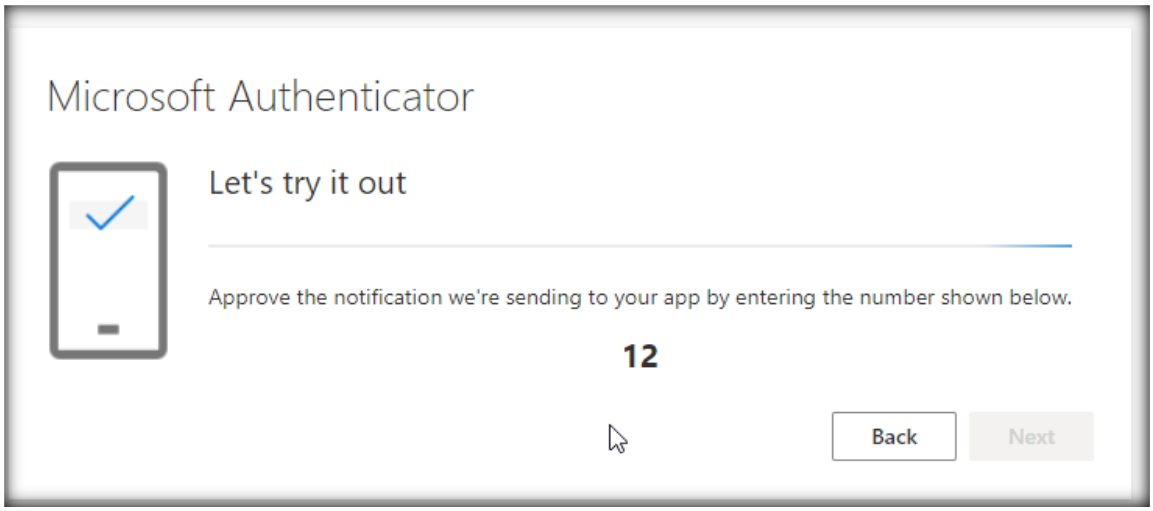
1.7. Choose **work or school** account and **allow notifications** in the next step.



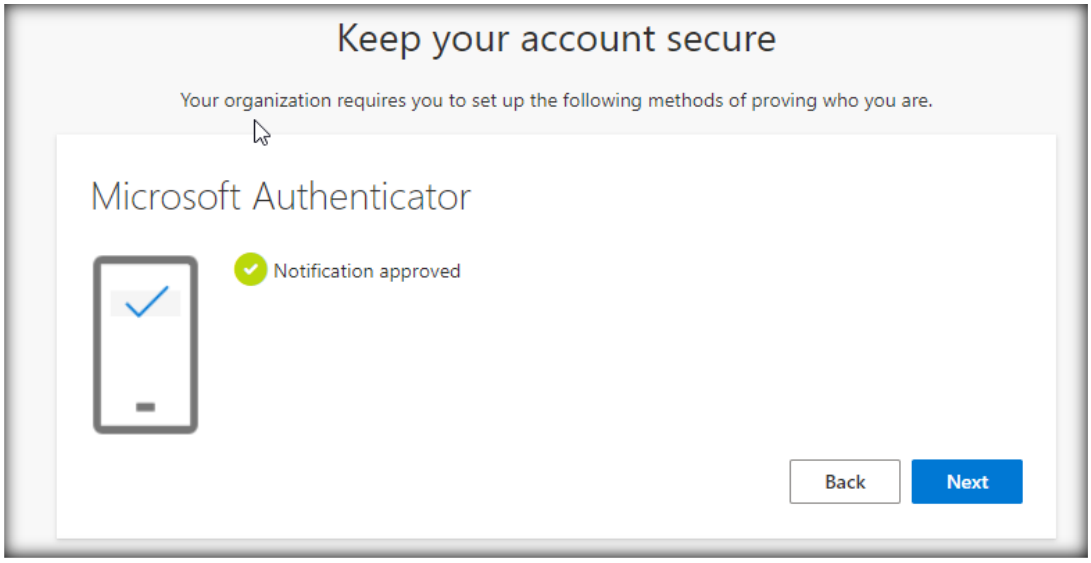
1.8. **Scan the QR code** on the following screen with Microsoft Authenticator app on your mobile and click next.

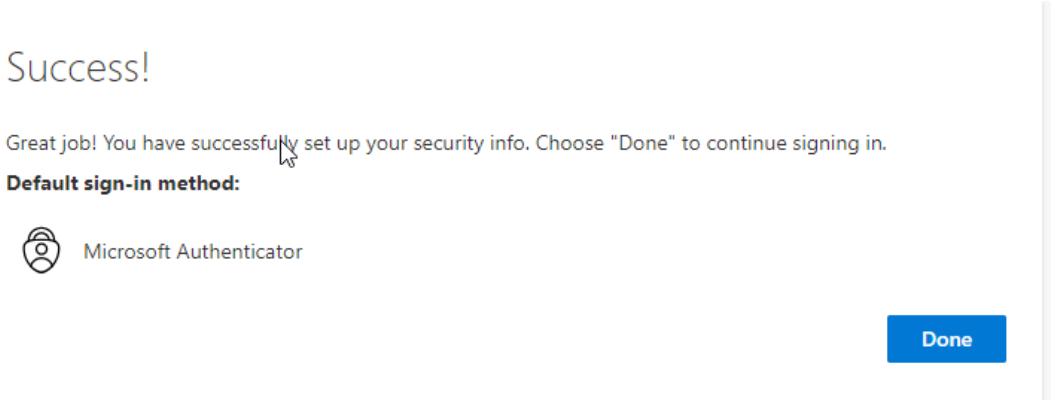


1.9. A verification code is displayed on your PC, please **enter** that **code in your phone** so Microsoft can verify the successful setup



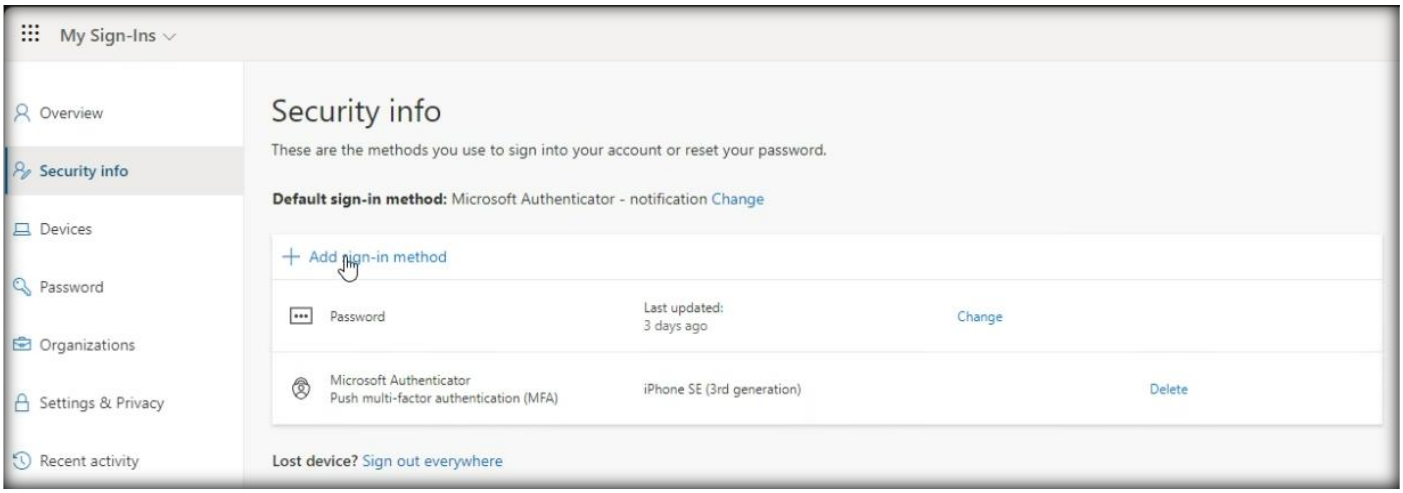
1.10. After entering the correct verification data, you will see the following windows



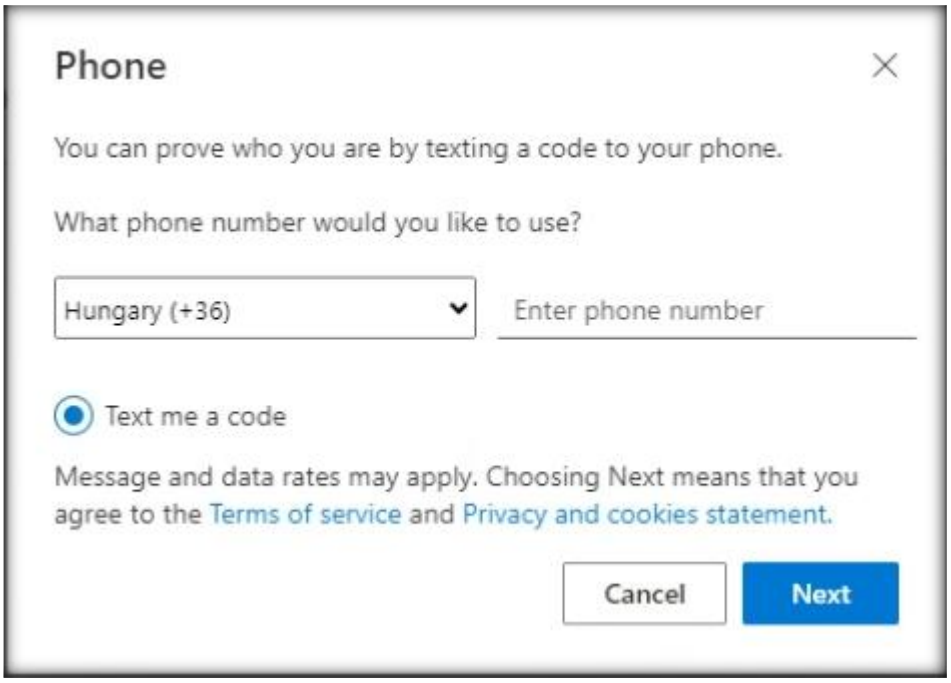


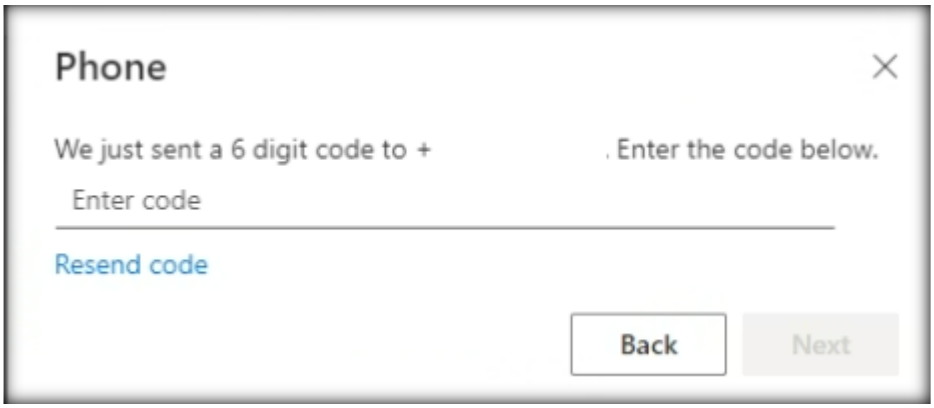
1.11. Recommended settings

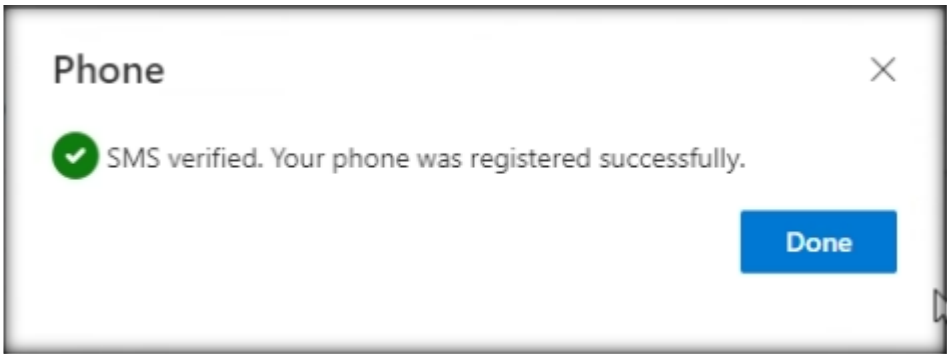
We also recommend the following settings (e.g. in case you lose your phone)



Add a method
Which method would you like to add?
Phone
Cancel
Add

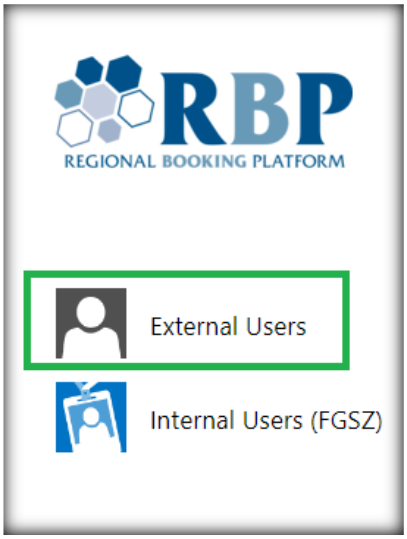

Phone
You can prove who you are by texting a code to your phone.
What phone number would you like to use?
Hungary (+36)
Enter phone number
Text me a code
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.
Cancel
Next


Phone
We just sent a 6 digit code to +
. Enter the code below.
Enter code
Resend code
Back
Next

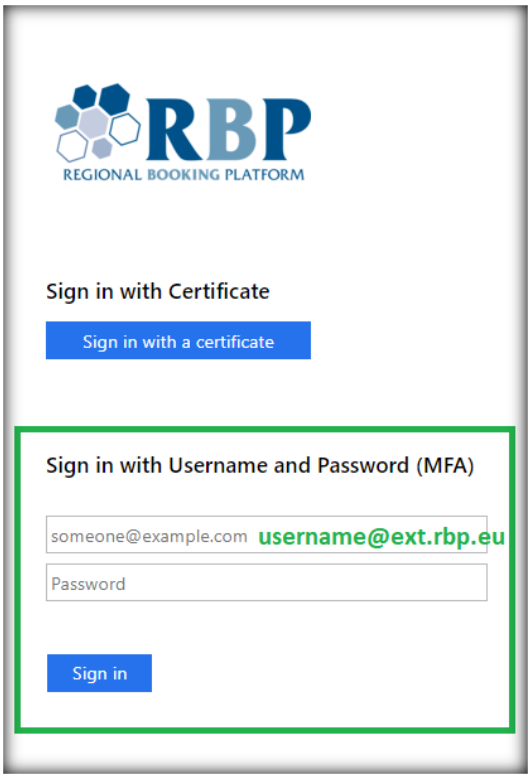

Phone
SMS verified. Your phone was registered successfully.
Done

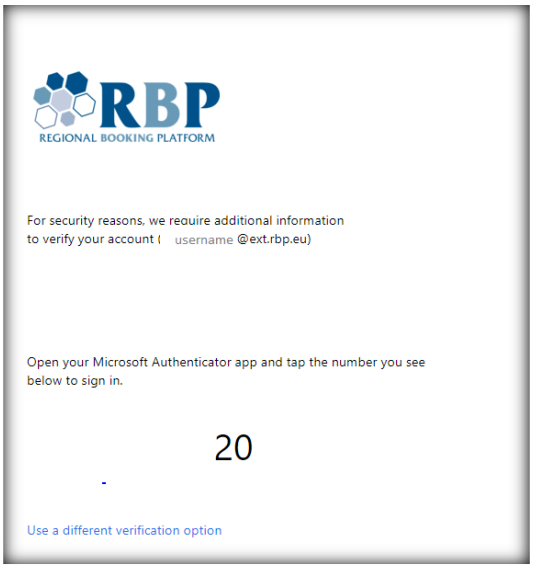
2. LOGIN TO RBP USING MULTIFACTOR AUTHENTICATION

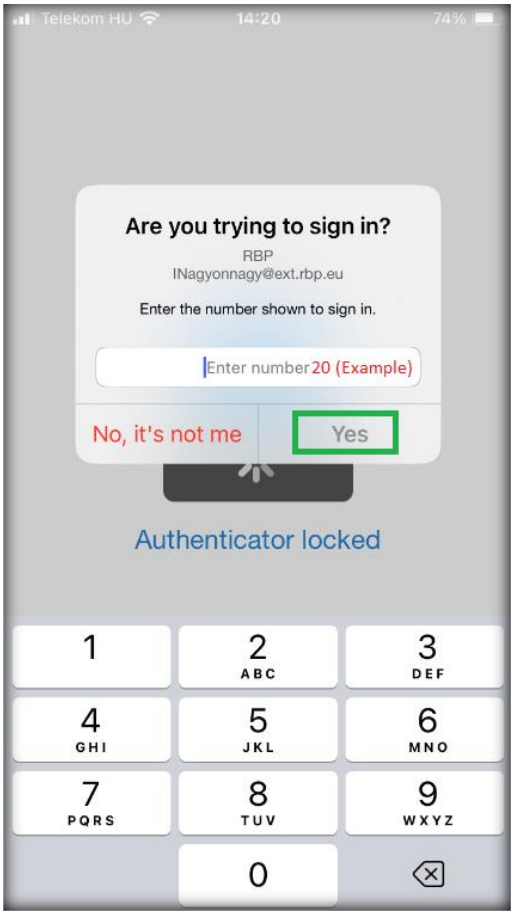
2.1 Open a new private window in your Chrome or Edge browser with **Ctrl+Shift+N** (Windows or Linux) or ⌘**+Shift+N** (Mac) key combination and go to RBP Test or RBP Production website. On the opening page, select **External Users**.



2.2 On the next screen add your username (Username@ext.rbp.eu) and the password you set, then click **Sign in**.



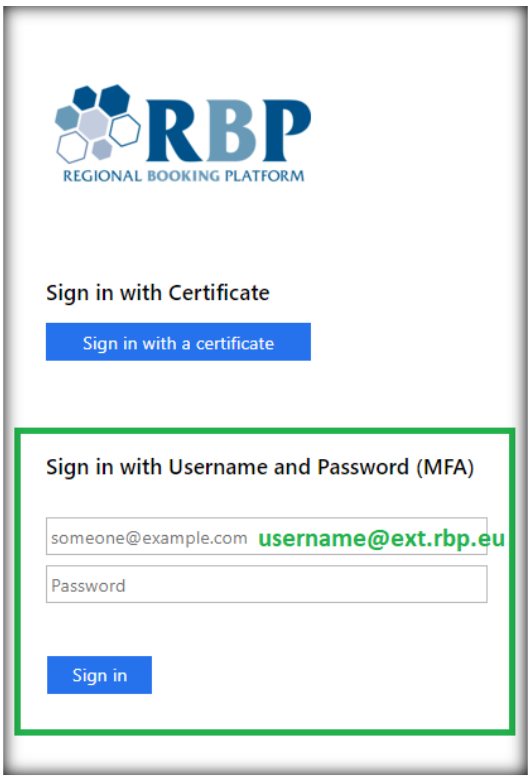

RBP
REGIONAL BOOKING PLATFORM
For security reasons, we require additional information
to verify your account (username @ext.rbp.eu)
Open your Microsoft Authenticator app and tap the number you see
below to sign in.
20
Use a different verification option

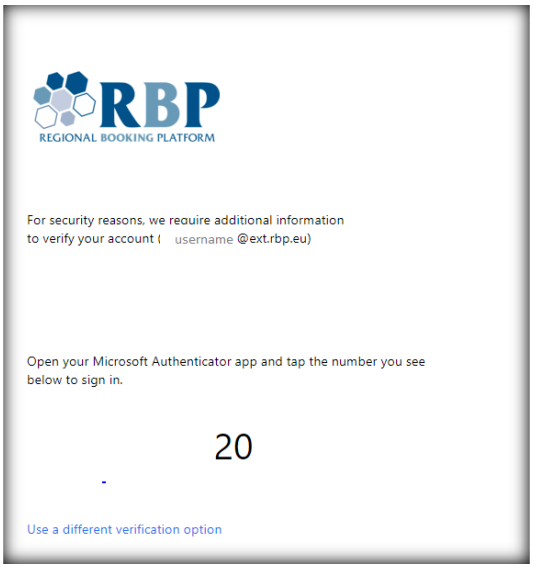

Telekom HU
14:20
74%
Are you trying to sign in?
RBP
INagyonnagy@ext.rbp.eu
Enter the number shown to sign in.
Enter number 20 (Example)
No, it's not me
Yes
Authenticator locked
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
0

3. LOGIN TO IP USING MULTIFACTOR AUTHENTICATION

3.1 Open a new private window in your Chrome or Edge browser with **Ctrl+Shift+N** (Windows or Linux) or ⌘**+Shift+N** (Mac) key combination and go to IP Test or IP Production website. On the opening page, select **External Users**.

3.2 On the next screen add your username (Username@ext.rbp.eu) and the password you set, then click **Sign in**.




RBP
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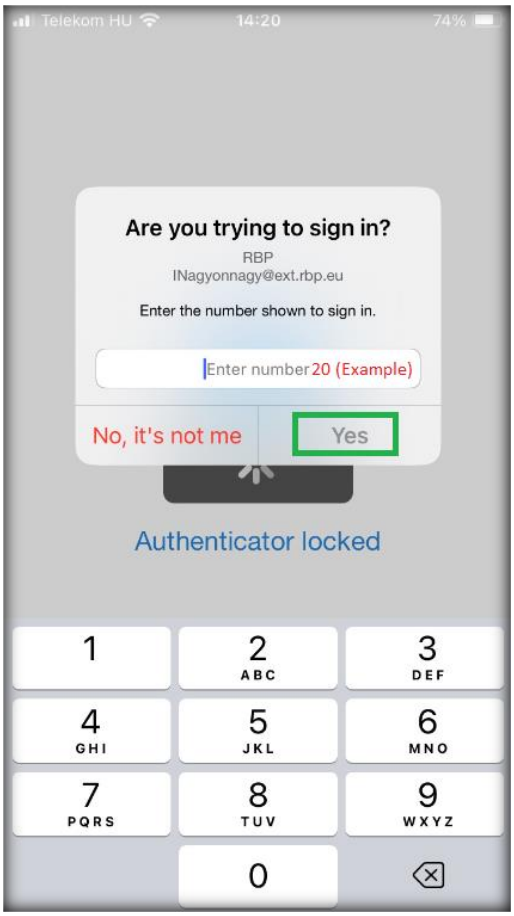
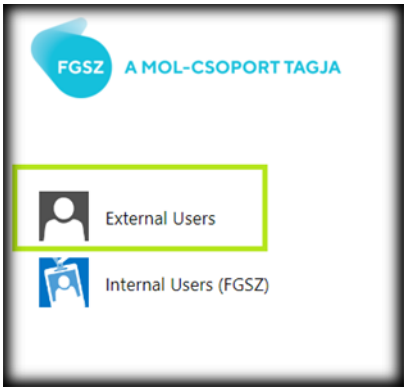
Use a different verification option


Telekom HU
14:20
74%
Are you trying to sign in?
RBP
INagyonnagy@ext.rbp.eu
Enter the number shown to sign in.
Enter number 20 (Example)
No, it's not me
Yes
Authenticator locked
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
0

4. LOGIN TO IP USING MULTIFACTOR AUTHENTICATION

4.1 Open a new private window in your Chrome or Edge browser with **Ctrl+Shift+N** (Windows or Linux) or ⌘**+Shift+N** (Mac) key combination and go to TP Test or TP Production website. On the opening page, select **External Users**.



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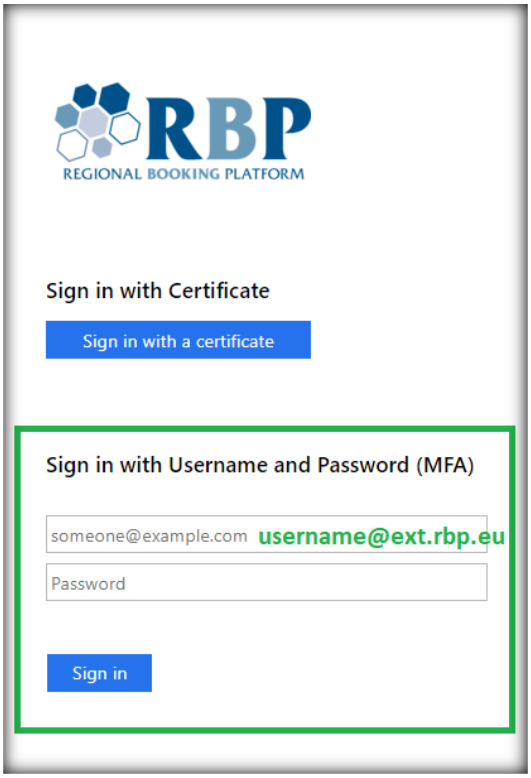

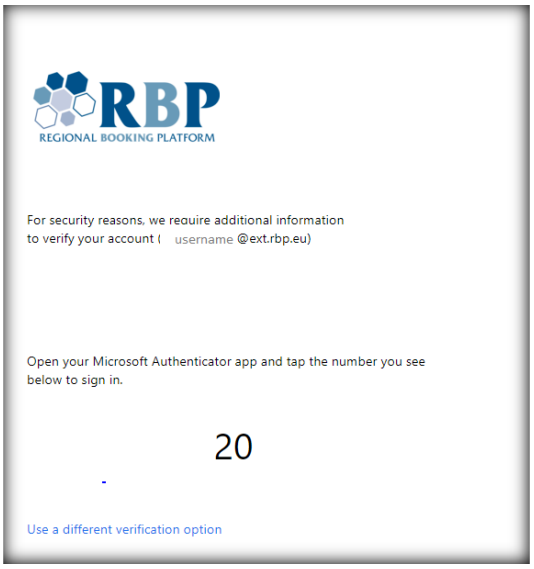
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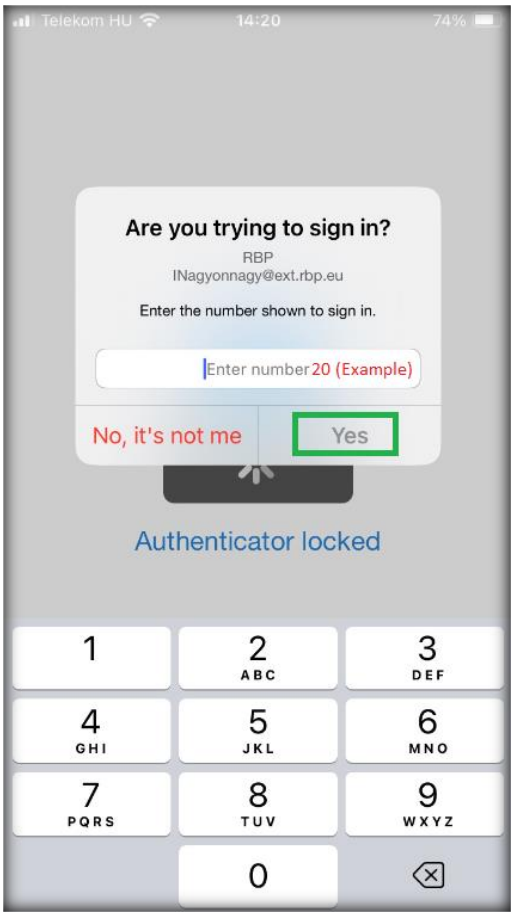
Telekom HU
14:20
74%
Are you trying to sign in?
RBP
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Enter the number shown to sign in.
Enter number 20 (Example)
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Yes
Authenticator locked
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
0