Two-factor Authentication

Require two-factor authentication for all users to add an extra layer of security to your company's account.

Who Can Do This? Master admins can require two-factor authentication.

To require two-factor authentication company-wide:

1. **Go to Admin / Settings** by clicking your name in the upper right corner, then [Admin / Settings].

2. Scroll down to the *Feature Settings* section.

3. **Check [Require two-factor authentication].**
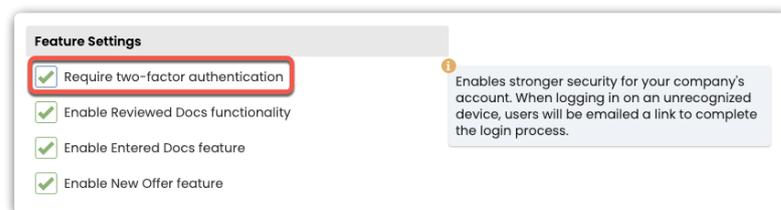
4. **Click [Save Settings].** From now on, all your company's users (who are not opted out) will need to provide the two-factor security code before they can successfully log into Pipeline.

Opt Yourself Out of Two-factor Authentication

Opt yourself out of two-factor authentication when it's required company-wide.

Who Can Do This? Master admins can opt out of two-factor authentication.

To opt yourself out of two-factor authentication:

1. **Go to your Personal Profile** by clicking your name in the upper right corner, then [Personal Profile].

2 **Check [Opt-out of two-factor authentication].**
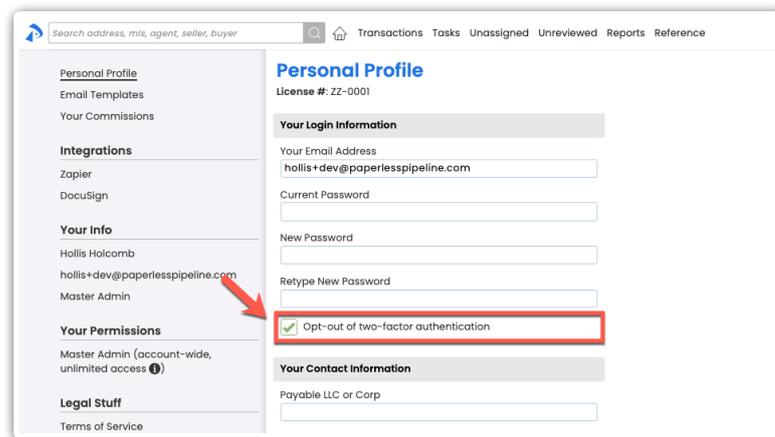
3 **Click [Save Settings].**

Opt Individual Users Out of Two-factor Authentication

Opt individual users out of two-factor authentication when it's required company-wide.

Who Can Do This? Master admins can opt individual users (except other master admins) out of two-factor authentication.

To opt an individual user out of two-factor authentication:

1 **Edit the user's profile.** Learn how to Edit a User Profile →

2 **Check [Opt-out of two-factor authentication].**

③ **Click [Update User].**

Log In Using Two-factor Authentication

Log into Paperless Pipeline using two-factor authentication when your company requires it.

Who Can Do This? Anyone whose company requires it must log in using two-factor authentication (unless they are opted out).

To log into Pipeline when two-factor authentication is turned on:

① **Log into Paperless Pipeline as normal.** Here's how →

   After logging in, you will be prompted to enter a security code. The security code will be sent to your Pipeline login email address.

2 **Open the email** you receive, then either:

- **Click the link at the bottom of the email to continue logging in.**
- Or **return to Pipeline** and **enter the security code** from the email.
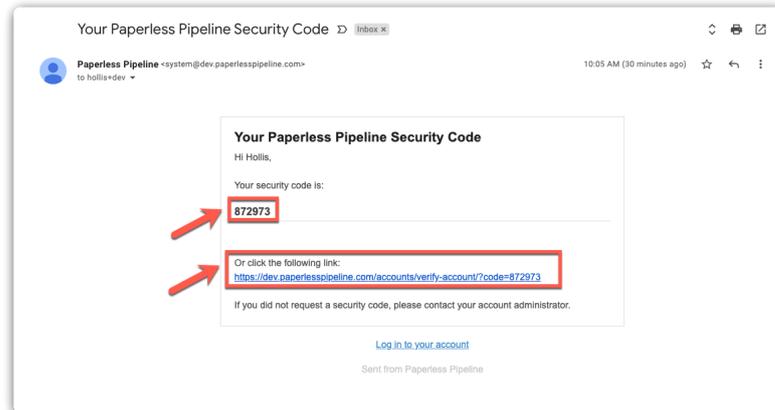
3 Optionally, check [Remember this device for 30 days] to log in from this device without entering a security code for 30 days.

4 **Click [Continue] to log in.**