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].

Search address, mis, agent, seller, buyer	C (n) Transactions Tasks Unassigned Unreviewed Reports Re	ference
Personal Profile Email Templates	Personal Profile License #: 22-0001	
Your Commissions	Your Login Information	
Integrations	Your Email Address	
Zapier	hollis+dev@paperlesspipeline.com	
DocuSign	Current Password	
Your Info	New Password	
Hollis Holcomb hollis+dev@paperlesspipeline.com	Retype New Password	
Master Admin		
Your Permissions	Opt-out of two-factor authentication	
Master Admin (account-wide, unlimited access ())	Your Contact Information	
Legal Stuff	Payable LLC or Corp	
Terms of Service		

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].

Search address, mls, agent, seller, buye	v Q m Transactions Tasks Unassigned Unreviewed Reports Reference
← Go back to Manage Users	Edit User Robert Zimmerman
	Unassigned docs maildrop address for Robert: 1237051-999864-x@docs.paperlesspipeline.com
– People	User Information Connec
Manage Locations	User information
Manage Users	First Name *
5	Robert
- Customize	Last Name*
Company Settings	Zimmerman
Transaction Statuses	Email Address*
Transaction Labels	hollis+agentrz@paperlesspipeline.com
Document Labels	Phone
Document Names	202-555-0183
Lead Sources	Primary Location*
	Paperless Real Estate
– Templates	Role *
Business Holidays	Agent
Checklists	
Break Apart Docs	Make this user the primary administrator for this location
	Send daily email with upcoming tasks to this user
– Financials	Include this user in the staff recipients section of Notes
Agent Fees	
Client Fees	Opt-out of two-factor authentication
Deductions	+ License # and Other Info
Commission Basis	
	Commission Percent, Cap, & Notes, Payable Corp, Start
+ Backups	Date
– Billing	User Status
Libarade / Downarade	Active

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 \rightarrow

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.

Paperless Pipeline <system@dev.pa to hollis+dev +</system@dev.pa 	perlesspipeline.com>	10:05 AM (30 minutes ago)	ជ	¢	
7	Your Paperless Pipeline Security Code Hi Holls, Your security code is: 872973 Or click the following line: https://dev.paperlesspipeline.com/accounts/vent/s-account/?code=872973				
	If you did not request a security code, please contact your account administrator.				
	Log in to your account				

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.