



MFA – Microsoft Authenticator Guide

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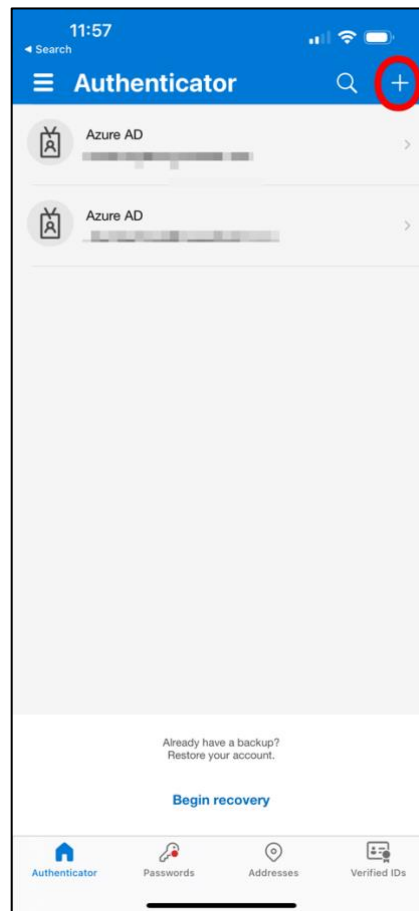
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Introduction

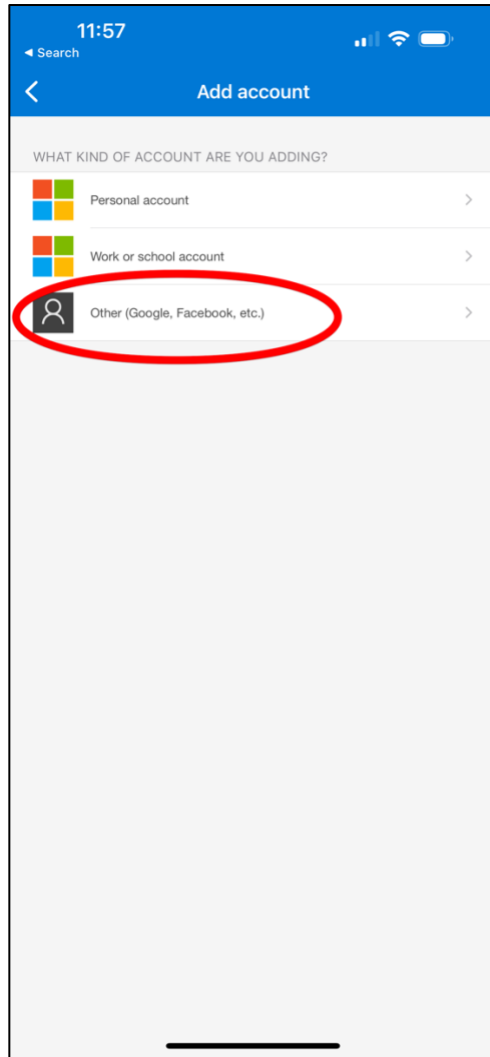
Microsoft Authenticator is a mobile app that can be used as a second factor for multi-factor authentication (MFA) to access DealerBuilt. We have created a short guide on how to use it when enrolling in MFA but please consult Microsoft's support pages for Microsoft Authenticator if you need additional detail or if something in this guide does not appear to be up-to-date.

Steps

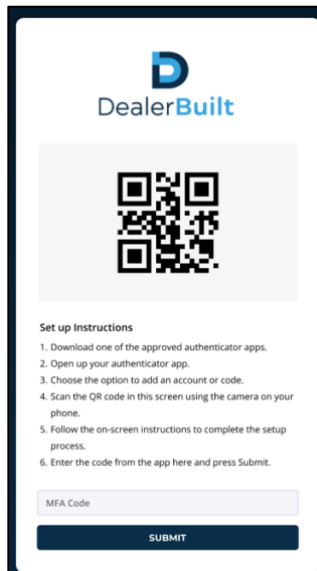
1. If you are on an Android phone, [download the Microsoft Authenticator app from Google Play](#). If you are on an iPhone, [use the Apple App Store](#) to download the Microsoft Authenticator app.
2. Open the app and you will see this screen, click the plus sign in the upper right to add an account:



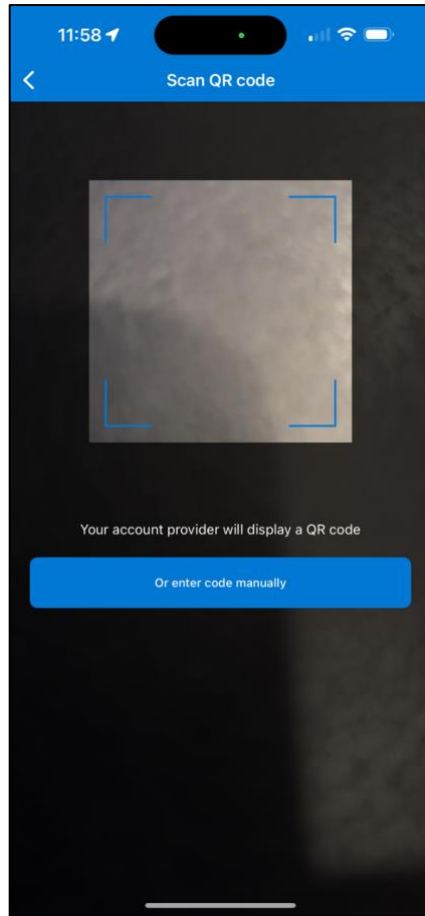
3. Choose the option for "Other" account:



4. Login to DealerBuilt and you will see the QR code you need to scan after entering your username, password, and Dealer ID.



Use the phone on your camera, like you are taking a picture of the barcode on the screen in DealerBuilt, within the Microsoft Authenticator app:



(The screenshot just shows the screen you will see in the Microsoft Authenticator app, make sure you point it at the QR code on your computer screen!!)

5. Follow the on-screen instructions to complete the process and enter the code you receive in the MFA code box and hit Submit:

