



sprintax

Multi-factor
authentication
guide



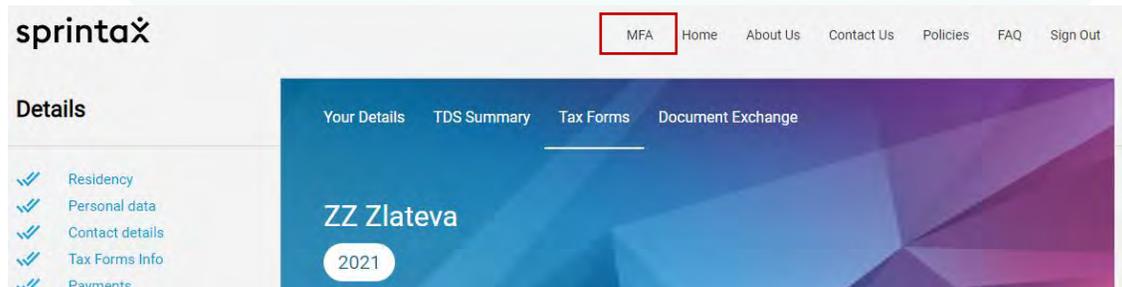
We are delighted to announce that Multi-Factor Authentication has officially gone live on Sprintax. We recommend activating MFA in order to secure your account and prevent sensitive data from being accessed by an unauthorised third party. MFA will also be required if you wish to e-sign any forms on Sprintax.



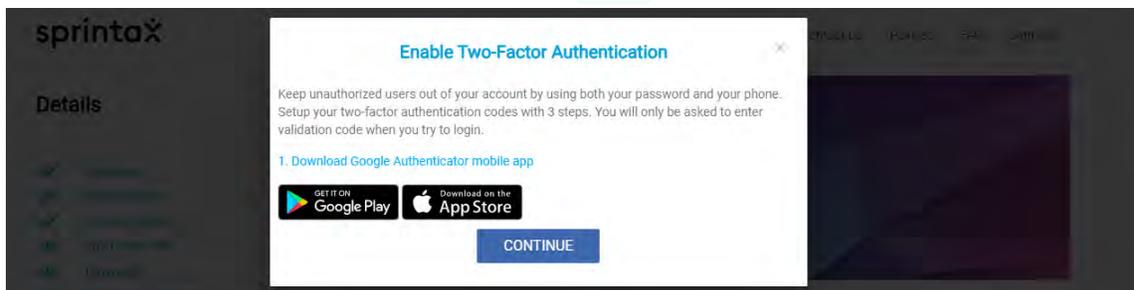
Getting Started

Step 1

You can activate MFA from the MFA menu on the top of your screen at any time, even before your file is complete:



Or you will be requested to activate MFA if you choose to sign the document electronically:



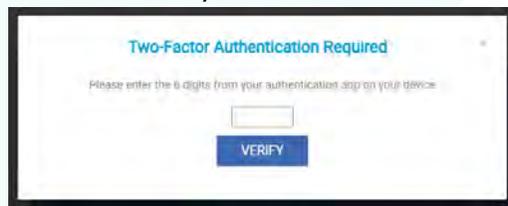
Step 2

Multi-factor authentication process

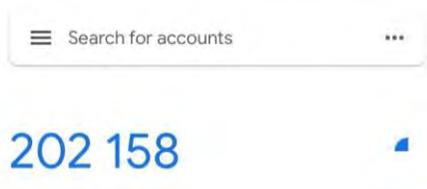
1. Press 'Continue' on the screen in Step 2 in your browser
2. You will see a QR code on your screen



3. Download an authenticator application on your mobile (MS Authenticator or Google Authenticator)
4. Go to Settings/Add new account in the authenticator application
5. Scan the QR code on the screen in your browser (point 2)
6. Check if your new account with the name "Sprintax Identity" is created on the authenticator app on your mobile
7. Go back to your browser and press the "Verify" button



8. You will then see this screen:
9. Go back into your mobile authenticator app and select "Sprintax Identity" in order to receive a one-time 6-digit code



10. Enter the 6-digit code into the screen from point 8

Now your account is secured and the next time you login into Sprintax, you will be prompted for the 6-digit code generated in your Authenticator application.

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