

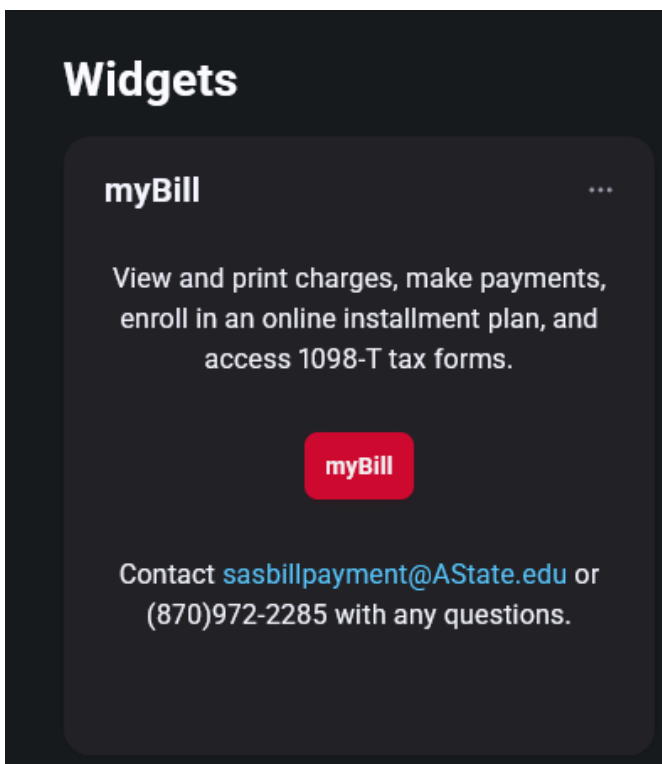
Enroll in Multi-factor Authentication in myBill

Students can setup multi-factor authentication during onboarding in myBill. Multi-factor authentication must be in place before setting up a direct deposit account for refunds.

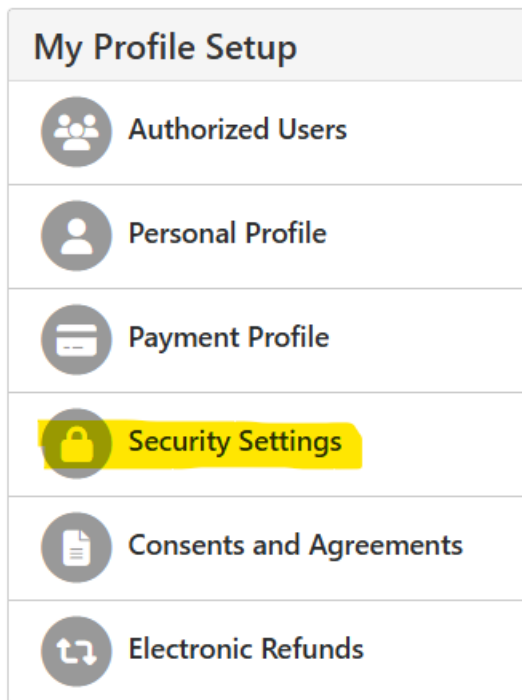
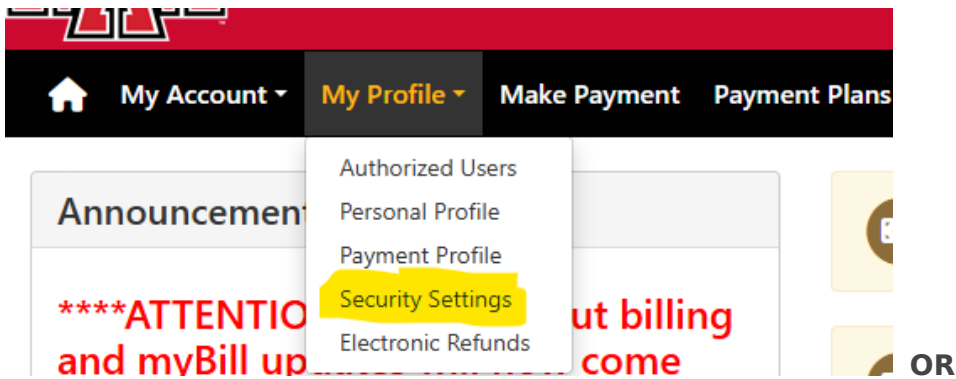
1. Login to [Pack Portal](#)



2. Click on the myBill button within the myBill widget in your Dashboard



3. Click on Security Settings under Personal Profile.



4. Choose which primary method you want and follow the steps.

- If you choose the Authenticator, it will have you scan the QR code from your authenticator app to complete the process.
- If you choose Text Message, it will have you enter your phone number.
- If you choose Email Message, it will have you enter your personal email address. Note: Email Message option cannot be setup using your student email. It must be a personal email address.

Note: It will have you test it before being able to complete the setup. For example if you choose text message, then it will send you a code to enter and verify before the setup process is complete.

My Profile

- Personal Profile
- Payment Profile
- Security Settings

Multi-Factor Authentication

Multi-factor authentication (MFA) enhances security by requiring multiple proofs of identity.
Select your preferred method for one-time passcode (OTP) delivery.

Primary Method

☐ Authenticator App (Preferred)
Suggested authenticator apps include Google Authenticator, Microsoft Authenticator, Authy, Duo and LastPass. Download one of these apps from the App Store or Google Play to get started!

Download on the App Store

GET IT ON Google Play

☐ Text message to existing or new mobile number

☐ Email message to existing or new email address

Backup Method (optional)

Adding a backup method allows a passcode to be obtained by way of an additional method.

Setup Method

5. Once complete, you do have the option of setting up a backup method if you choose or editing the current primary you have setup. Click the button option you want in order to setup a backup or edit the primary. The steps are similar to the initial setup shown above.

If you have any questions, then please contact the Treasurer's Office at 870-972-2285 or sasbillpayment@astate.edu.