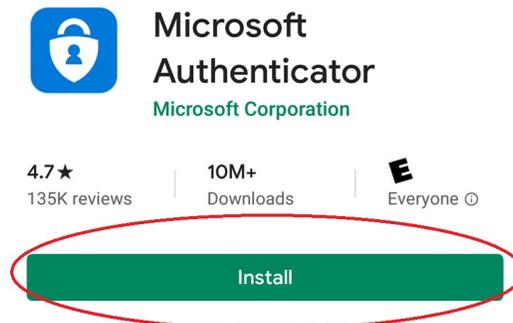


Authenticator App for OVERS – Setting Up The App

CHS is introducing a new option to certify death records using an authenticator phone application. This option will allow you to quickly and easily certify records and amendments from any computer without the need for a biometric device. This new process will work with both Android phones and iPhones.

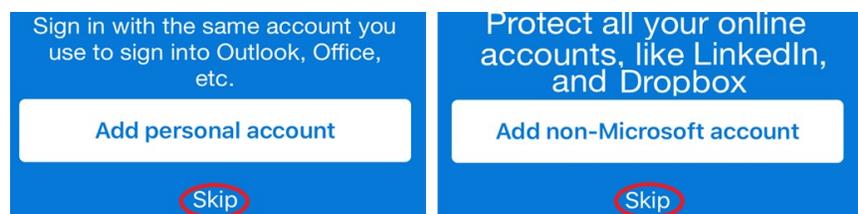
To set up an authenticator app:

1. Login to OVERS.
2. Search for an authenticator app on your phone. Authenticator apps can be found in the Google Play Store and the Apple App Store. In the app store, enter the word **Authenticator** in the search option and a list of authenticator apps will display. Select an app and tap Install. We recommend using Microsoft Authenticator. Apps from other companies will also work.

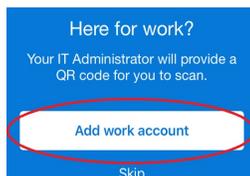


The steps below are for the Microsoft Authenticator App installation.

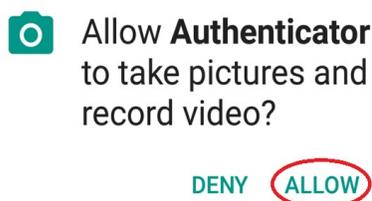
3. Tap to open the authenticator app after it has installed. A Data Privacy Notice may appear. Click OK.
4. Select Skip when asked to Add a personal account and select Skip to Add a non-Microsoft account.



5. Click the Add work account button on the Here for work? page.



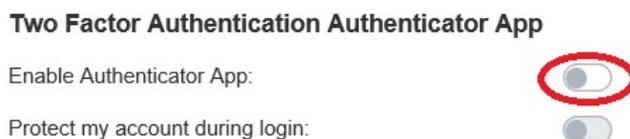
6. Allow the authenticator app access to your camera or video. This message may vary depending on your phone type.



7. Your phone camera will be activated in preparation to scan a QR code. A QR (Quick Response) code is a square bar code that your phone will read in OVERS to link your user information to the authenticator app.

8. In OVERS, click on Main and then User Profile.

9. In the Two Factor Authentication Authenticator App section, click on the **Enable Authenticator App** slide bar.



10. A new window will open that has a QR code. Using the authenticator app, point your phone camera toward the screen to scan the QR code.

Authenticator

Improve the security of your account by enabling Two Factor Authentication. Just follow the simple steps below.

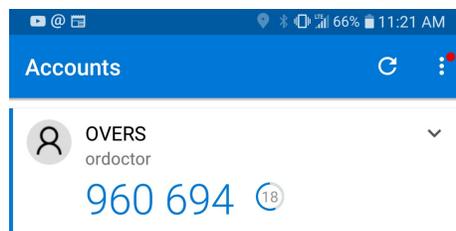
- 1. Install Authenticator App on your phone**
Install the Authenticator App on your mobile phone. The app is available on both Apple and Android phones and is published by either Microsoft or Google.
- 1. Add to Authenticator App**
Open Authenticator App and add by scanning the QR Code to the right.
- 1. Enter the 6 digit code that the Authenticator App generates**
Verify that it is added correctly in the Authenticator App by entering the 6 digit code which the Authenticator App generates, and then click Enable.

Code:



← QR Code

11. Once the code is successfully scanned, a 6-digit code will display in the app. Enter the code with no spaces and click Enable.



12. Click Close after receiving the Successfully configured message.

Enter the 6 digit code that the Authenticator App generates

Verify that it is added correctly in the Authenticator App by entering the 6 digit code which the Authenticator App generates, and then click Enable.

Code:

Successfully configured. Authenticator can now be used to secure your account during login and when affirming registrations.

13. Disable **Protect my account during login** by clicking on the slide bar. This ensures a code will not be required every time you login.

Two Factor Authentication Authenticator App

Enable Authenticator App:



Protect my account during login:



The one-time set up to use the authenticator app is now complete. The app can be closed until needed to limit data usage.

What to do if you get a new phone or need to re-install the App:

1. The authenticator app will need to be disabled and then re-enabled in OVERS. Login to OVERS and click on Main and then select User Profile.
2. Click on the slide bar for Enable Authenticator App to disable it. Then click OK on the Confirm message.

Two Factor Authentication Authenticator App

Enable Authenticator App:



Protect my account during login:



3. Click on the slide bar to re-enable the authenticator app. A new QR code will display.

Two Factor Authentication Authenticator App

Enable Authenticator App:



Protect my account during login:



4. Follow the instructions on the previous pages to install the authenticator app. Scan the new QR code with your phone camera using the authenticator app.