



TWO-FACTOR AUTHENTICATION (2FA)

1. We provide the ability for you to enable two-factor authentication (2FA) from our login page. During the first rollout of this feature, when you attempt to log in, you will receive the following pop-up:

Two Factor Authentication - ENROLL

Two-factor authentication(2FA) is a way of verifying a user's identity by using a combination of two different verification methods. It adds an extra layer of security to your account and protects from potential remote attacks or other threats.

Please confirm the email address `joe@email.com` on your account:

Confirm Email Address:

[Verify Email](#) [Don't Enable 2FA](#)

2. To ensure that we possess the correct email address for you, the pop-up asks for confirmation.
3. If you don't to enroll in 2FA, they have the option to click on a button that reads "Don't Enable 2FA." This button prevents you from seeing this pop-up for the next 30 days. After that 30-day period ends, the pop-up will appear again, as we highly encourage you to eventually enroll.
4. If you confirm the email on the account, then you will receive a one-time passcode (OTP) in a confirmation email.

2FA Authentication OTP

NO-REPLY@kressinc.com <NO-REPLY@kressinc.com>
to me ▾

The logo for KRESS Employment Screening features the word "KRESS" in a large, serif font, with a stylized green key icon integrated into the letter "K". Below "KRESS" is the text "Employment Screening" in a smaller, sans-serif font.

Phone: 713-880-3693
*TOLL FREE Phone: 888.636.3693

Hi Joe

Your OTP is 955358

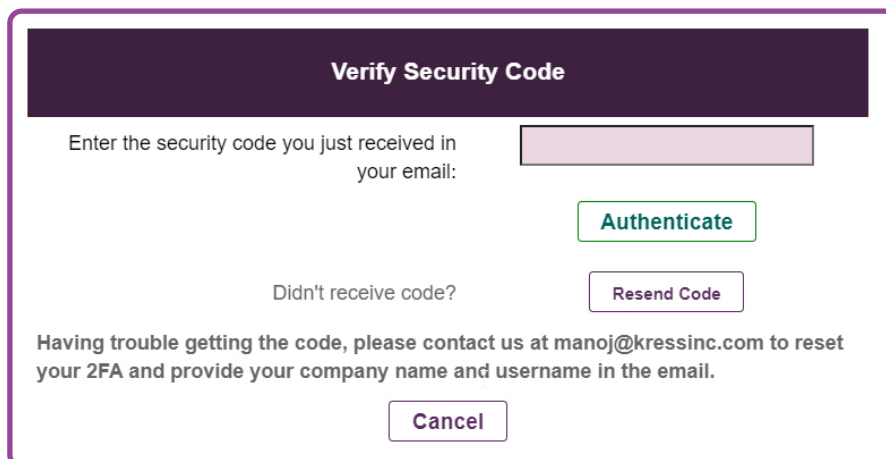
Please do not share OTP Code with anyone

Thank You,

KRESS Employment Screening, Inc.

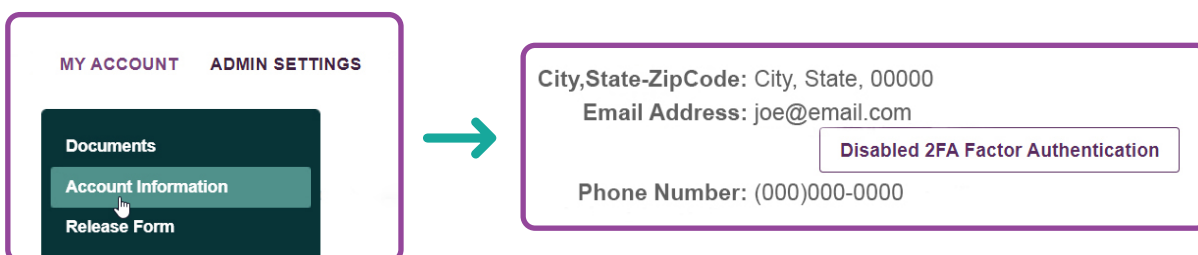
www.kressinc.com | 713-880-3693

5. Once the OTP is entered, you will then click on the button reading “Authenticate.” This completes the enrollment process, and you will be redirected to the home page for logged-in users.



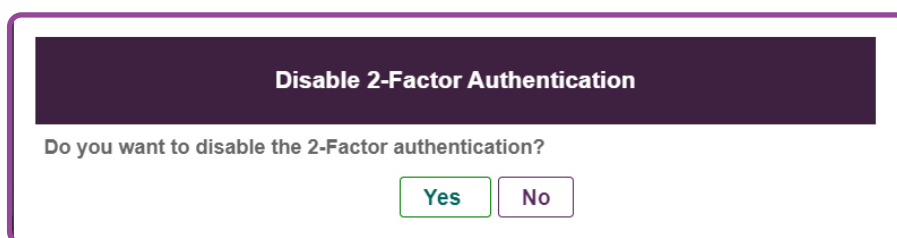
The form is titled "Verify Security Code" in a dark purple header. Below the header, it says "Enter the security code you just received in your email:" followed by a light purple input field. To the right of the input field is a green "Authenticate" button. Below the input field is a "Didn't receive code?" link and a purple "Resend Code" button. At the bottom, there is a line of text: "Having trouble getting the code, please contact us at manoj@kressinc.com to reset your 2FA and provide your company name and username in the email." and a purple "Cancel" button.

6. We included a “Resend Code” button to account for the circumstance that you did not receive the code and would like to request another code.
7. Once you are enrolled, you will be instructed to enter the OTP from your email to proceed during all future log-in attempts.
8. We added the ability to disable 2FA from the “Account Information” page, which is available to all logged-in users.



The image shows a transition from a sidebar menu to a main content area. The sidebar menu has two tabs: "MY ACCOUNT" and "ADMIN SETTINGS". Under "MY ACCOUNT", there are three items: "Documents", "Account Information" (which is highlighted with a green bar and a mouse cursor), and "Release Form". A green arrow points from the "Account Information" item to the main content area. The main content area displays user information: "City,State-ZipCode: City, State, 00000", "Email Address: joe@email.com", and "Phone Number: (000)000-0000". A purple button labeled "Disabled 2FA Factor Authentication" is positioned to the right of the email address.

9. You can disable the 2FA from this screen. When clicked, you will be asked to confirm your action.



The dialog has a dark purple header with the title "Disable 2-Factor Authentication". Below the header, it asks "Do you want to disable the 2-Factor authentication?". At the bottom, there are two buttons: a green "Yes" button and a purple "No" button.

- 10.** If you click “Yes”, the 2FA will be disabled. You will be able to reenable it from the same account profile screen.

City,State-ZipCode: City, State, 00000
Email Address: joe@email.com
Phone Number: (000)000-0000

[Enable 2FA Factor Authentication](#)

- 11.** To reenable 2FA, this process will begin again from step 1.

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Confirm Email Address:

[Verify Email](#) [Don't Enable 2FA](#)