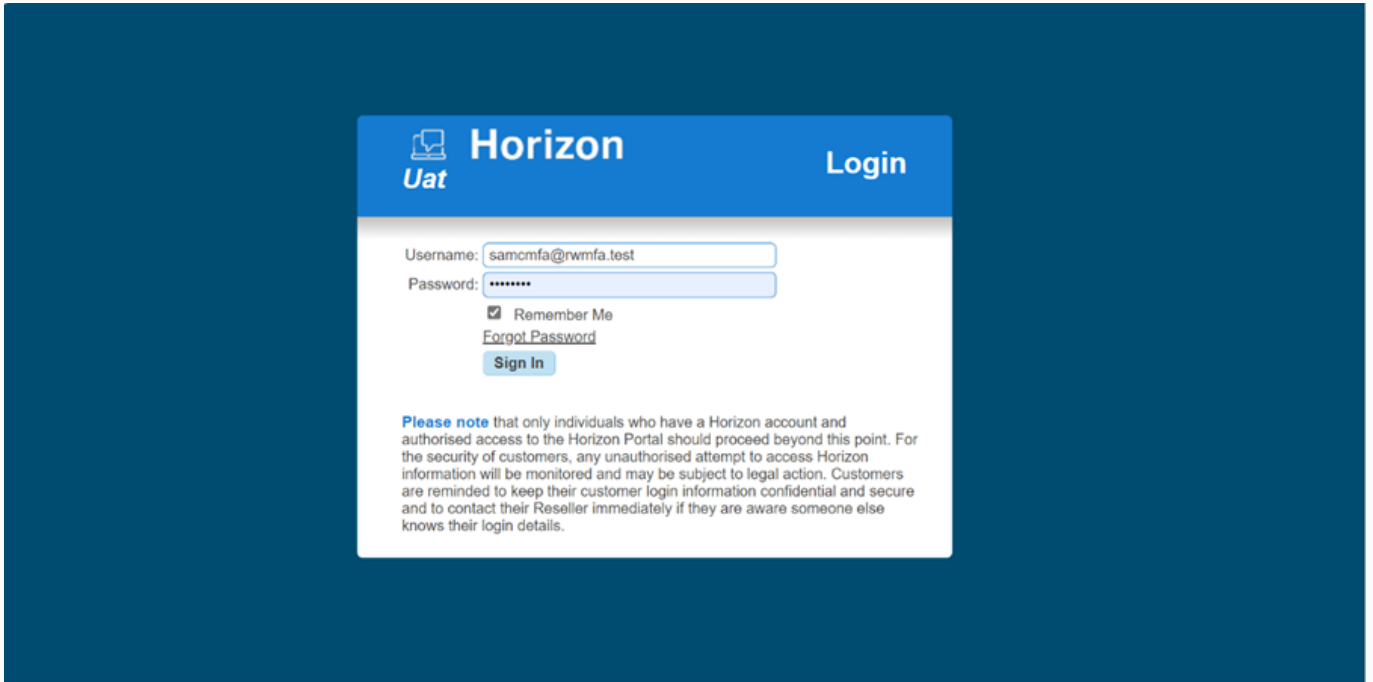


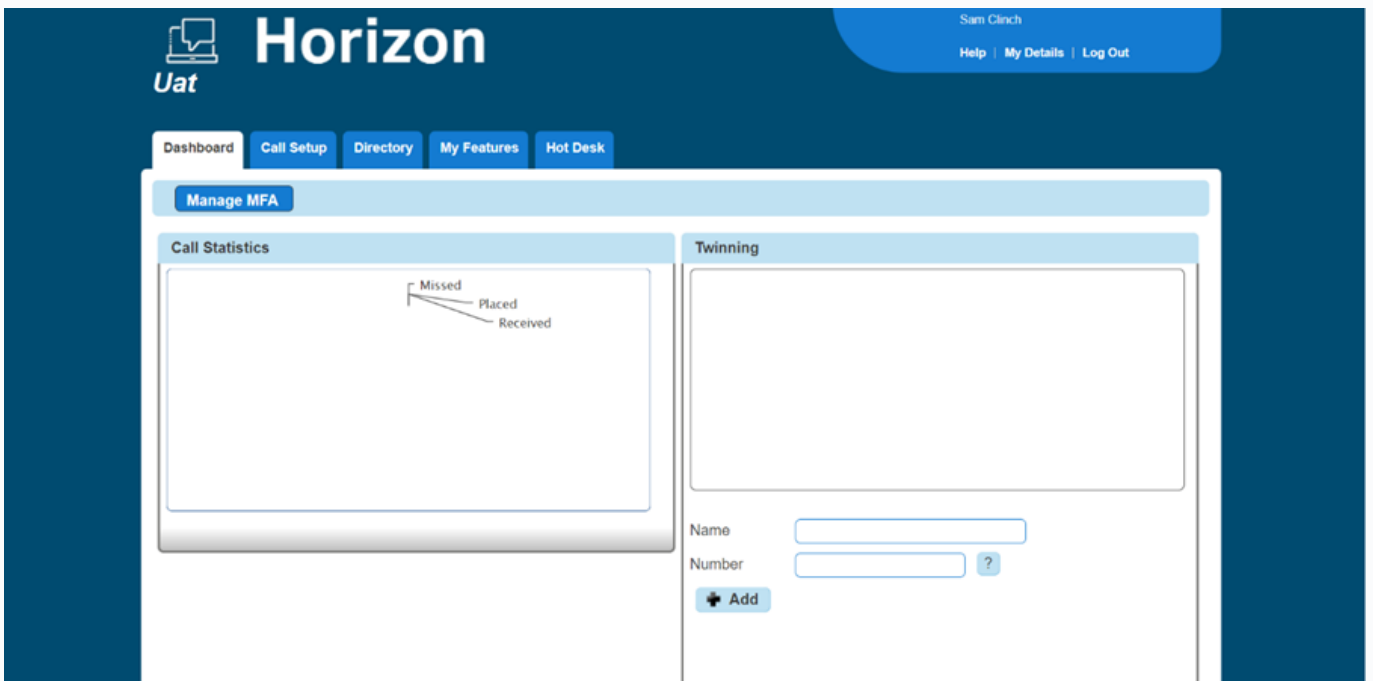
How-To Guide: Horizon Multi-Factor Authentication

Set up Multi-Factor Authentication in Horizon

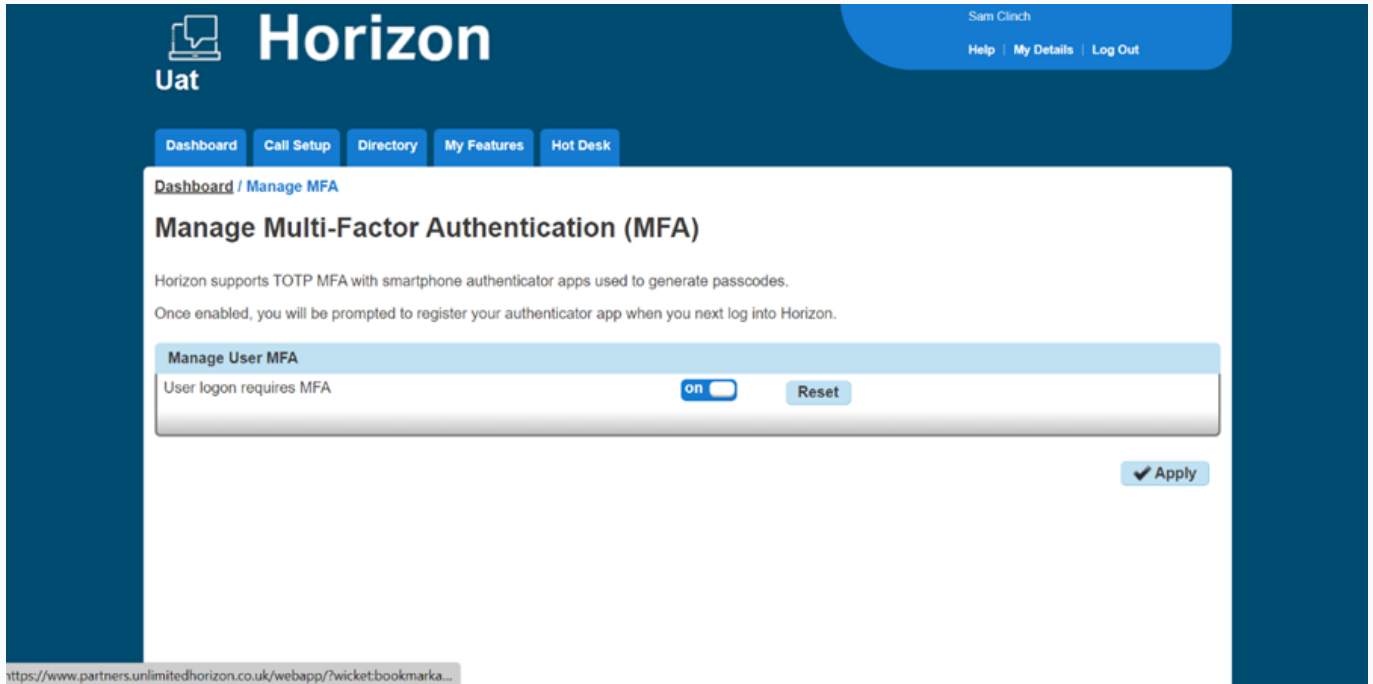
1: Log in to Horizon using your Horizon credentials:



2: Select 'Manage MFA' on the top-left of the 'Home' screen:



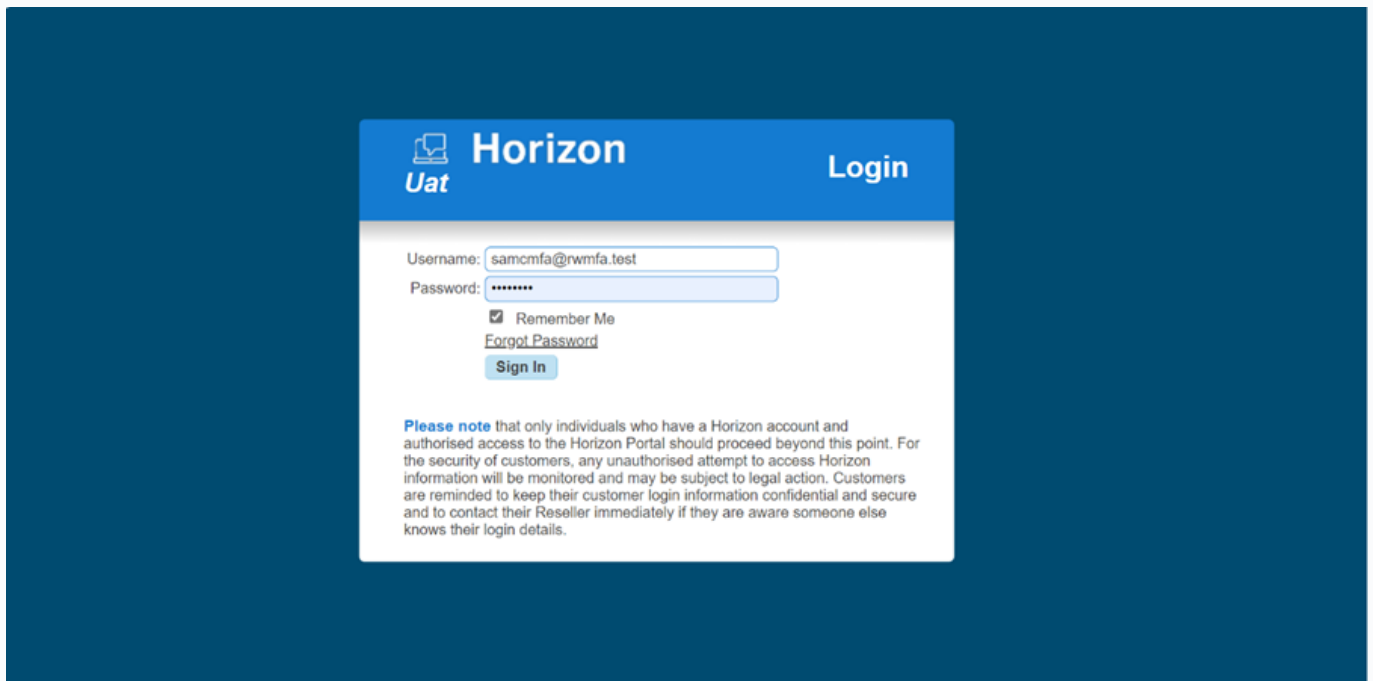
3: Toggle the option of 'User logon requires MFA' to 'on' or 'off' depending on user requirements:



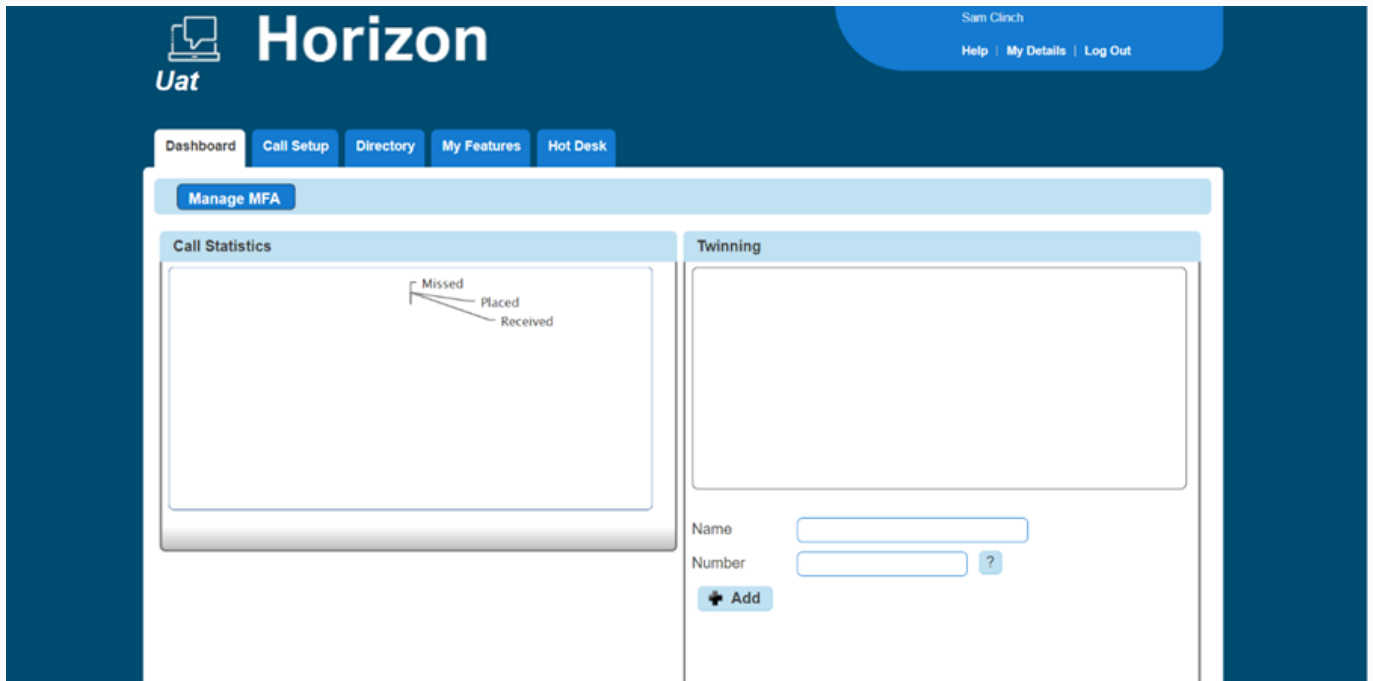
4: Click 'Apply' to complete the action.

Reset MFA Setup

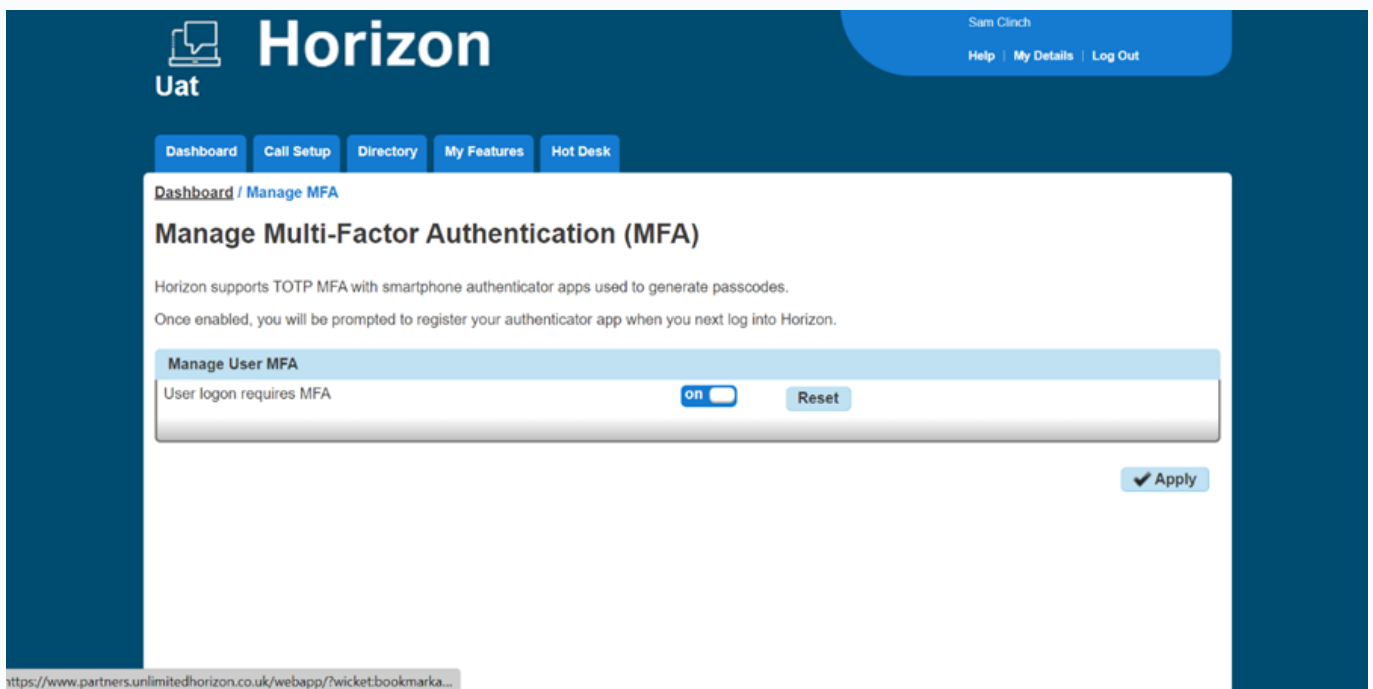
1: Log in to Horizon using your Horizon credentials:



2: Select 'Manage MFA' on the top-left of the 'Home' screen:

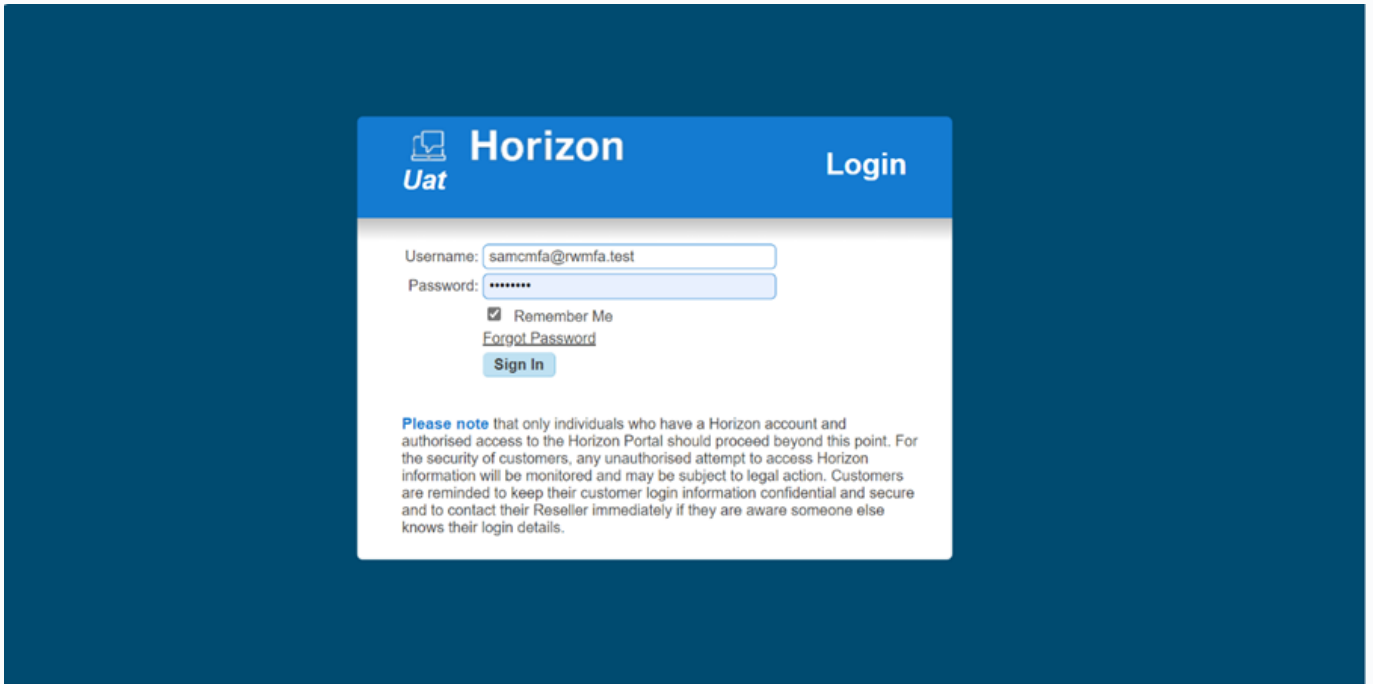


3: Select the 'Reset' option. This will mean that you'll have to re-register and activate your MFA credentials. This could be used in a situation where you have lost your phone, for example:



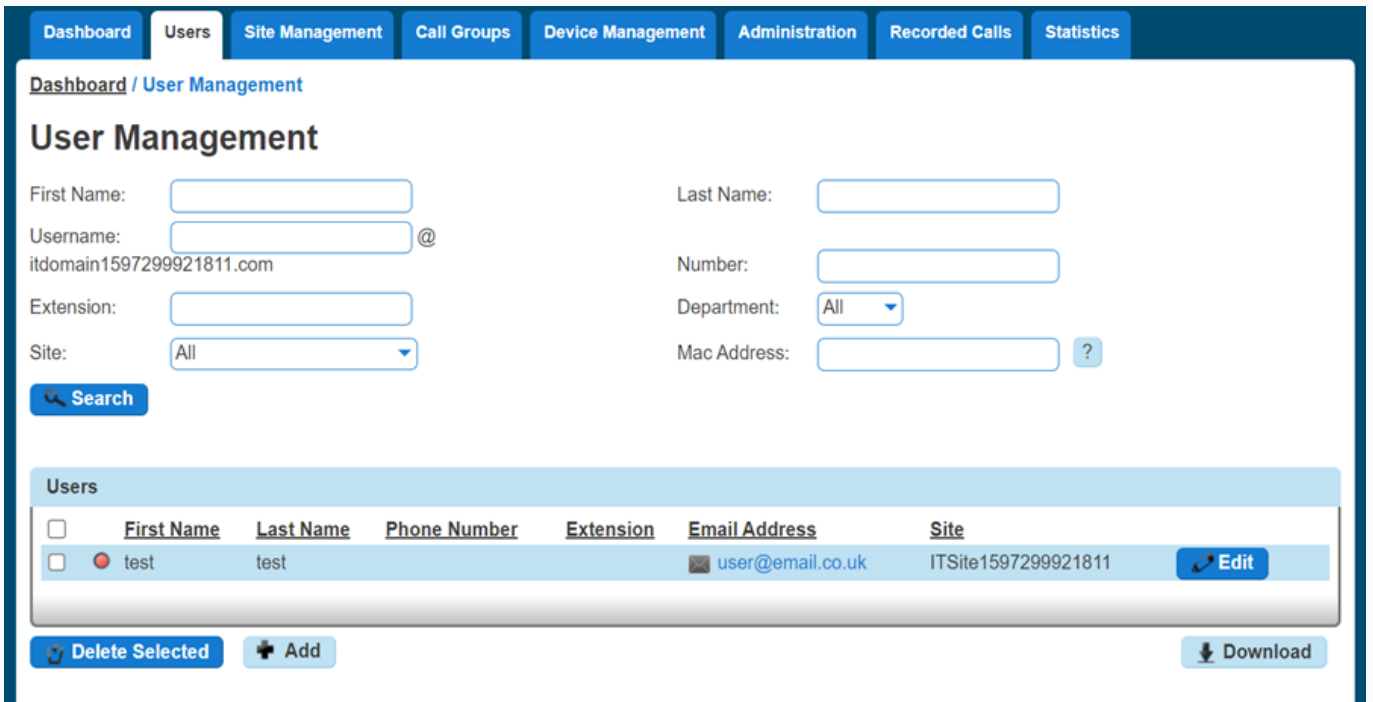
Managing Multi-Factor Authentication in Horizon (User)

1: Log in to Horizon using your Horizon credentials:

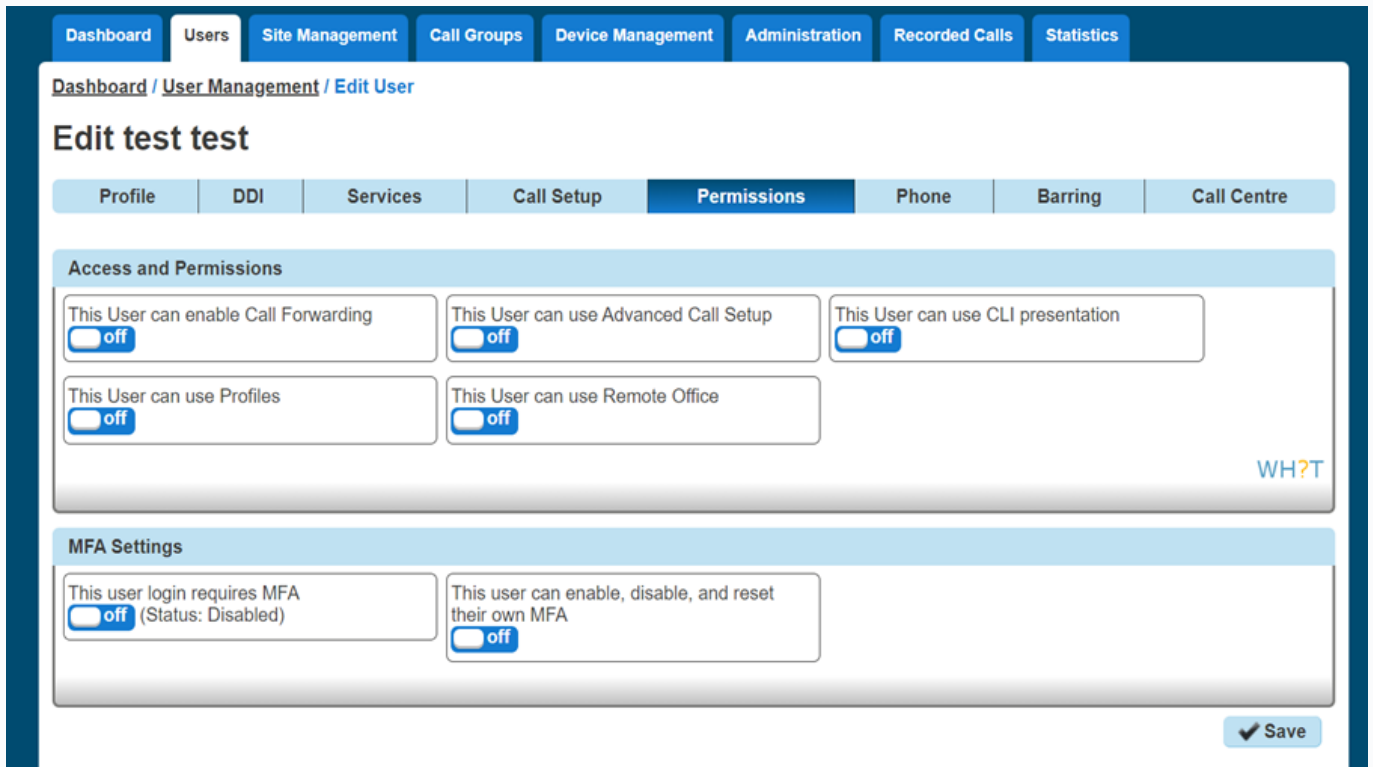


2: Provided the user has the correct credentials, select 'Users' and then select 'List Users' from the drop-down.

3: Select the relevant name on the list of users, and select 'Edit':

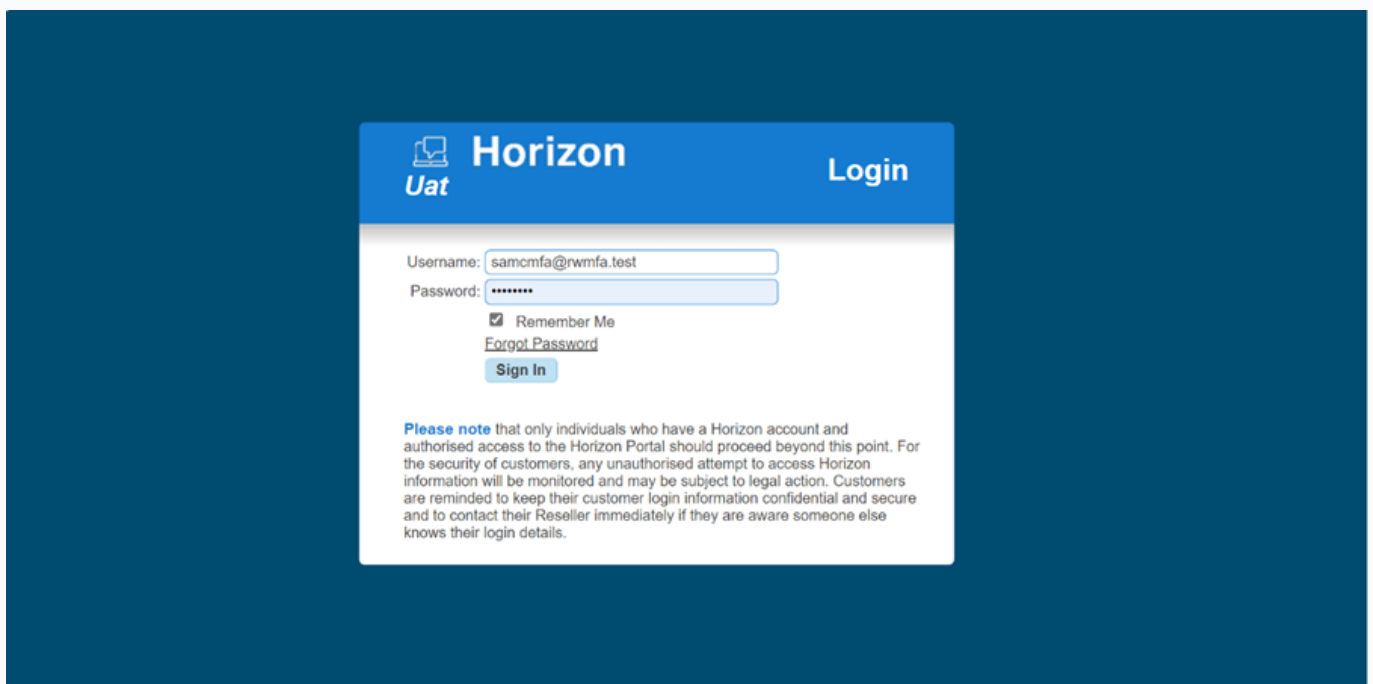


4: Select 'Permissions' on the user's profile, then toggle the 'This user login requires MFA' on or off, depending on the requirements. Click 'Save'.



Managing Multi-Factor Authentication in Horizon (Company)

1: Log in to Horizon using your Horizon credentials:



2: Provided the user has the correct credentials, select 'Administration' and select the 'Manage MFA' option from the drop-down.

3: In the 'Company MFA Settings' section, select from the drop-down the option relevant to your organisation:

Dashboard / Administration / Manage MFA

Manage MFA

The multi-factor authentication (MFA) used by Horizon is compatible with most smartphone authenticator apps. Please ensure users have an appropriate device and authenticator app before enabling.

Company MFA Settings

Company MFA: MFA Disabled

Manage Voice

To enable MFA for end users please search for their account on the [user search](#). MFA options are within the 'permission' tab when editing a user.

Manage Admin MFA

Username	Admin Type	First Name	Last Name	Email Address	Enabled	Status
ITAdmin1597299921811	Company Admin	firstName	lastName	admin@email.com	✘	Disabled <input type="button" value="Enable MFA"/>

- MFA Disabled
- MFA Available (optional for all users)
- MFA Administrator (mandatory for Admin users)
- MFA Enabled (mandatory for all users).

4: Click 'Save'.

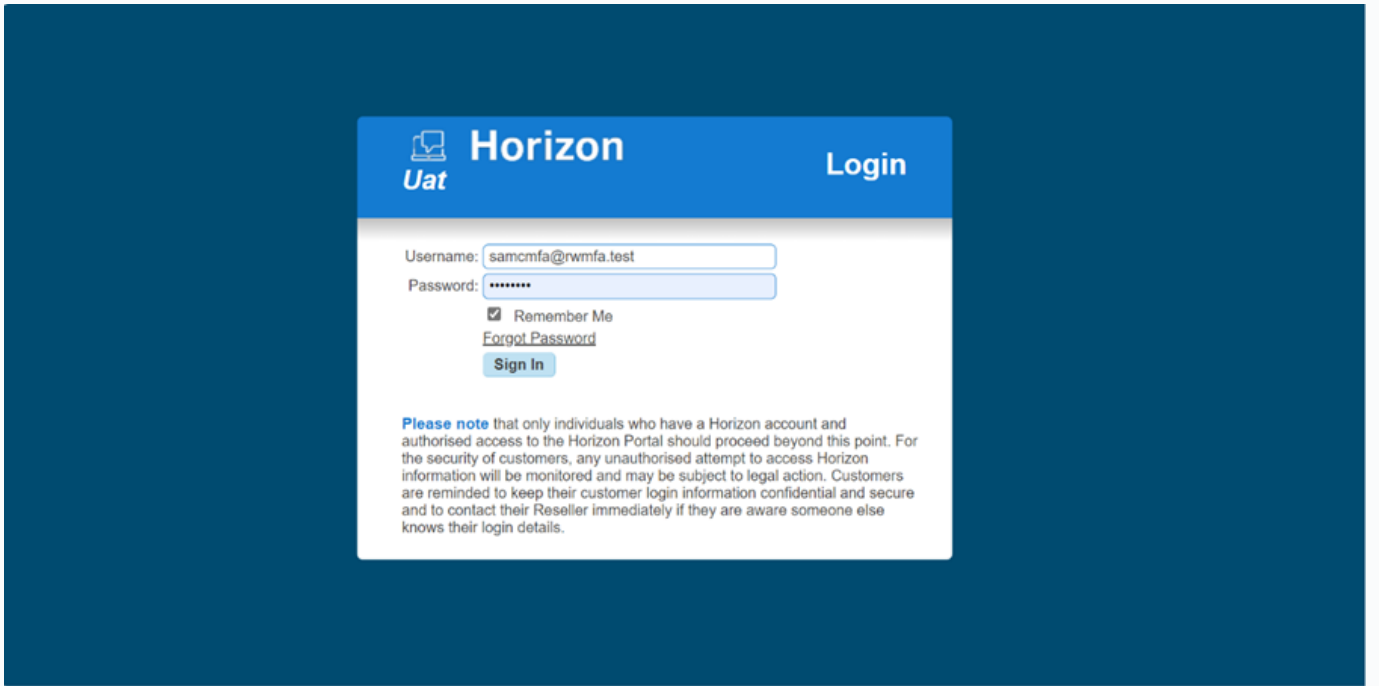
Note on Automatic Emails

When the 'Global Settings' above are changed, notification emails will only be sent to company administrators. No emails will be sent to individual users or site administrators.

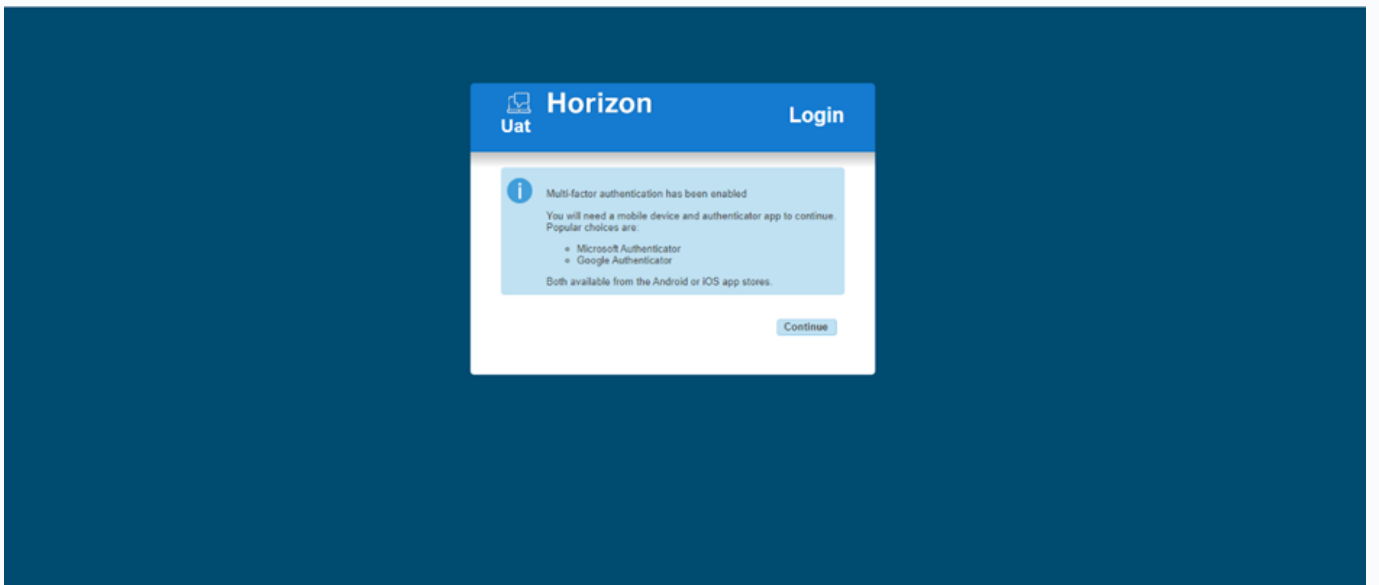
Individual users and site administrators will only be sent email confirmations when their MFA is enabled, disabled, or reset on an individual basis.

Logging in using Multi-Factor Authentication

1: Log in to Horizon using your Horizon credentials. To log in using MFA, you will need to download an authenticator application to complete the log in.



2: You will be prompted to use your mobile device to complete log in if MFA has been enabled. Follow the directions from the following screenshots to ensure you can access the secure passcode:





3: Enter your secure passcode from your Authenticator app, and click 'Continue':

