

Two-factor authentication user guide

A step-by-step guide to adding two-factor authentication to member accounts.

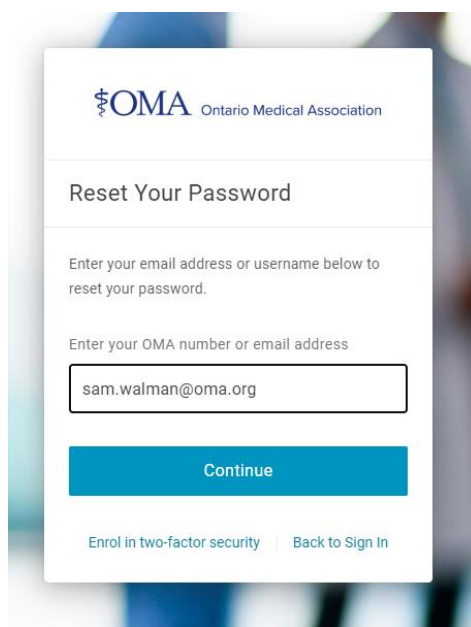
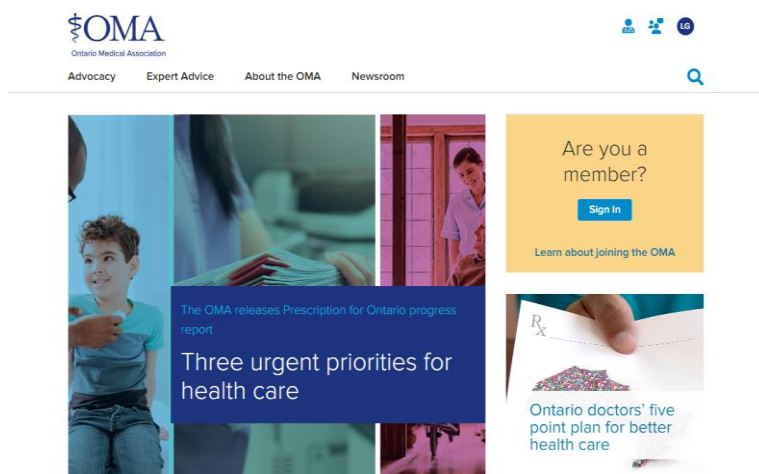


Below is a step-by-step guide to help update your personal information, such as a phone number and to add, remove and modify your two-factor authentication settings.

How to reset your password

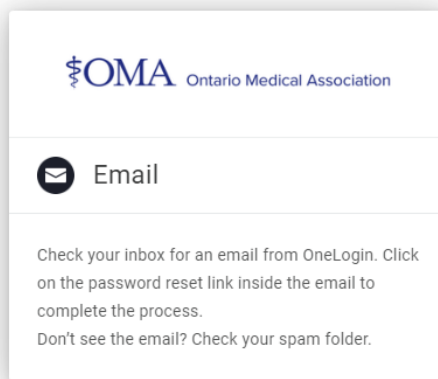
Please follow the steps below to reset your password.

1. Open your browser and navigate to oma.org to sign into your member account.
2. Select the **Member sign in** button in the top right-hand corner.
3. Select the **forgot password** link at the bottom of the login screen.
4. Enter your email address or username and click continue to reset your password.

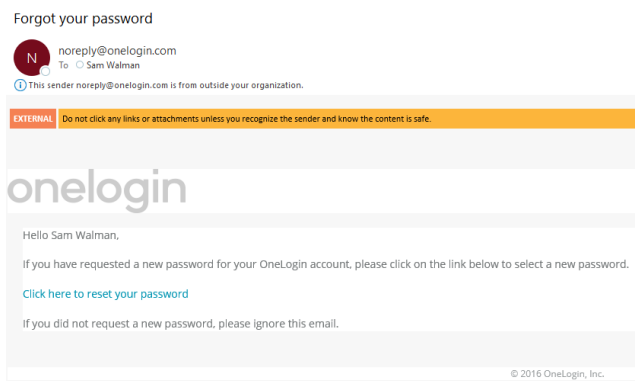


5. Once you have submitted the password reset request, the system will send an email to the account on file. Please check your inbox for an email from OneLogin.

Note: If you do not see an email from OneLogin, please check your spam folder.



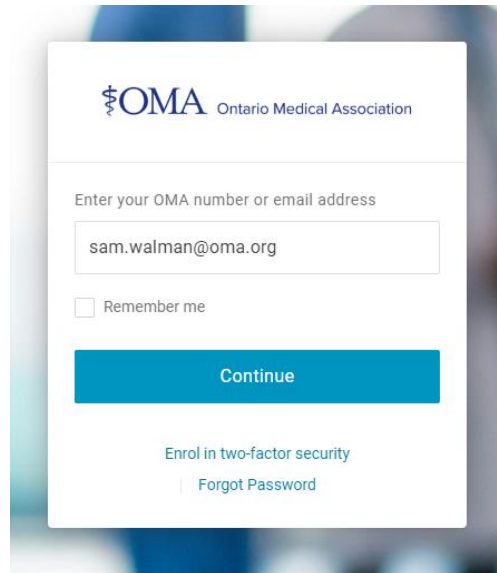
6. Once you have received the password reset email, please click on the link to complete the process.



7. Fill out the change password field with your new chosen password.

Note: Please refer to the password requirements when selecting a new password.

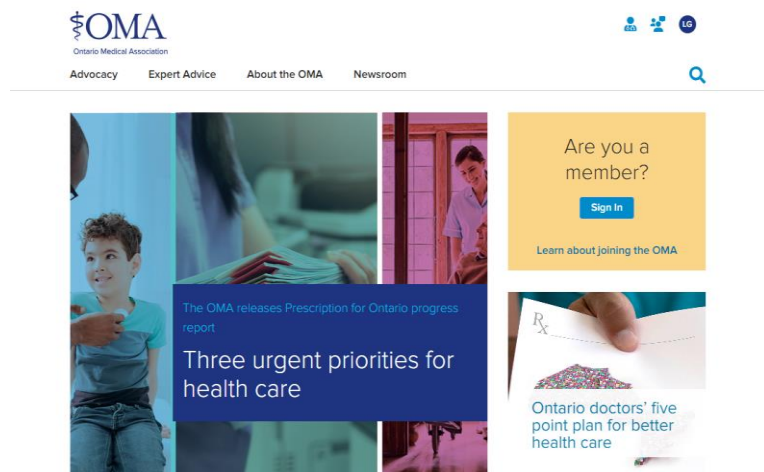
8. Sign in using your newly set password.

A screenshot of the Ontario Medical Association (OMA) login page. The page features the OMA logo at the top, followed by the text "Enter your OMA number or email address". Below this is a text input field containing the email address "sam.walman@oma.org". There is a checkbox labeled "Remember me" and a blue "Continue" button. At the bottom, there are links for "Enrol in two-factor security" and "Forgot Password".

How to enrol in two-factor authentication using OneLogin

Please follow the steps below to add two-factor authentication to your account.

1. Open your browser and navigate to oma.org to sign into your member account.
2. Select the **Member sign in** button in the top right-hand corner.

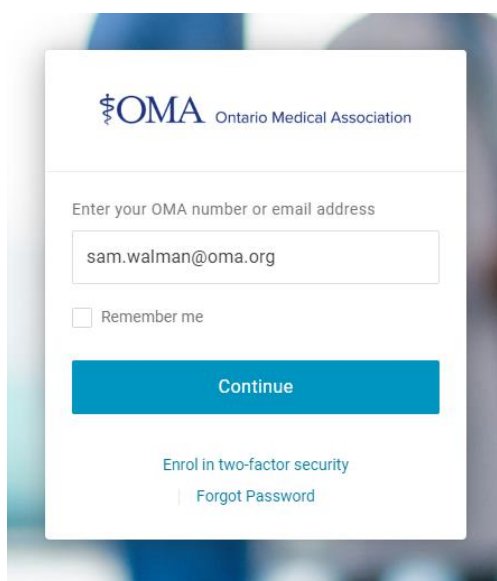


3. Select the **Enrol in two-factor security link**.
4. Select **Set up two-factor security now** to start the enrolment process.

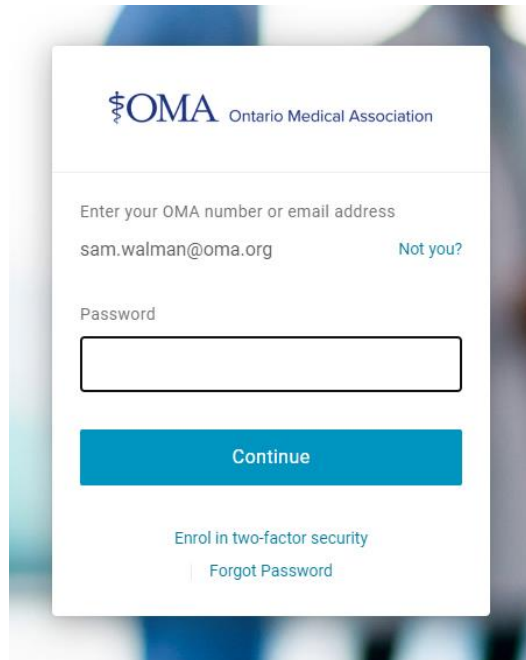
Note: Select the **Learn more about two-factor security** for additional information and frequently asked questions.



5. Enter your OMA number or email address to log into your account.



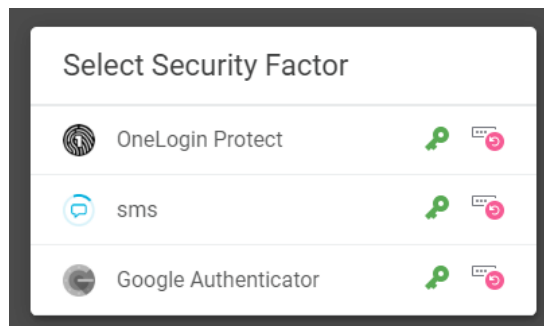
6. Enter your password. If you do not remember your password, you can select the **Forgot Password** link to complete a password reset.



The screenshot shows the OMA (Ontario Medical Association) login interface. At the top is the OMA logo and name. Below it, a text input field is labeled 'Enter your OMA number or email address' and contains the text 'sam.walman@oma.org'. To the right of this field is a link that says 'Not you?'. Below the email field is a 'Password' label and an empty password input field. A blue 'Continue' button is positioned below the password field. At the bottom of the form, there are two links: 'Enrol in two-factor security' and 'Forgot Password'.

7. Select the security factor of your choice and follow the on-screen prompts.

Note: See the **two-factor information page** to learn more about two-factor authentication and each security option available.

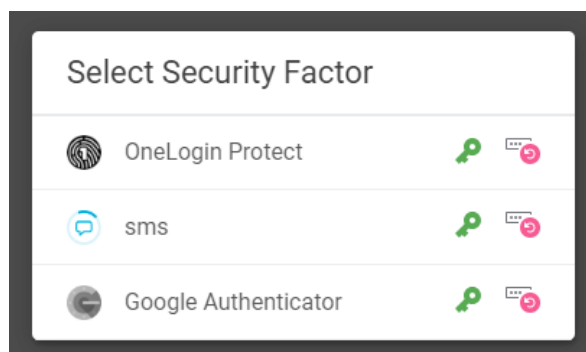


The screenshot shows a 'Select Security Factor' screen. It has a title 'Select Security Factor' at the top. Below the title are three selectable options, each with an icon, a label, and a status indicator (a green key icon and a red 'x' icon). The options are: 'OneLogin Protect' with a fingerprint icon, 'sms' with a speech bubble icon, and 'Google Authenticator' with a circular arrow icon.

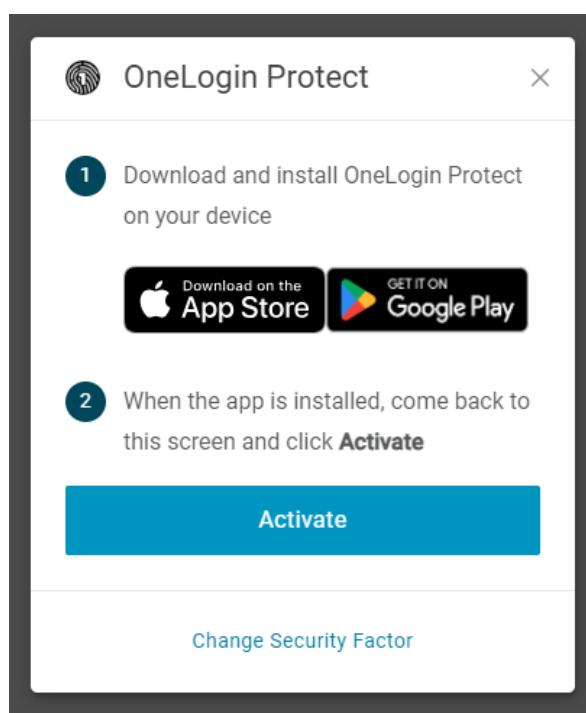
Step-by-step guide to setting up your selected authentication factor.
Please follow the steps below to set up your preferred two-factor authentication choice.

OneLogin Protect app

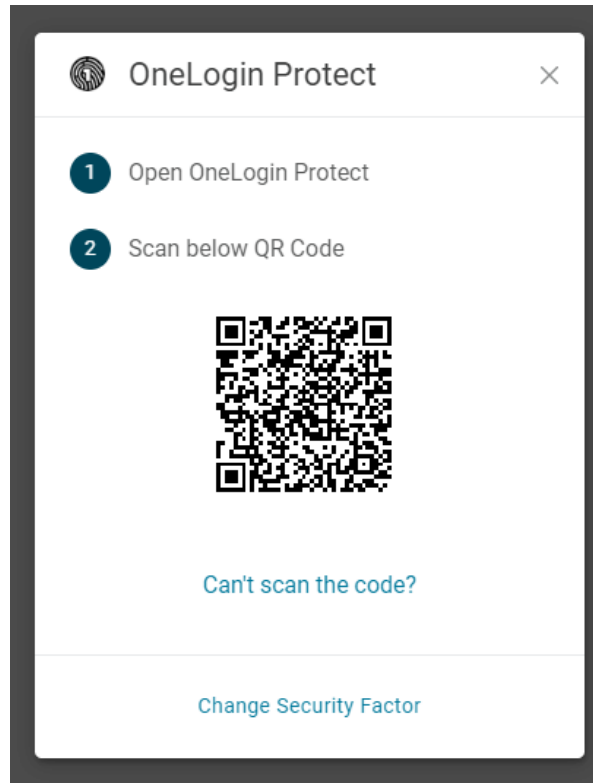
1. Select the **OneLogin Protect app** security factor option



2. Download the OneLogin Protect app to your mobile device. Once the app is installed, click activate

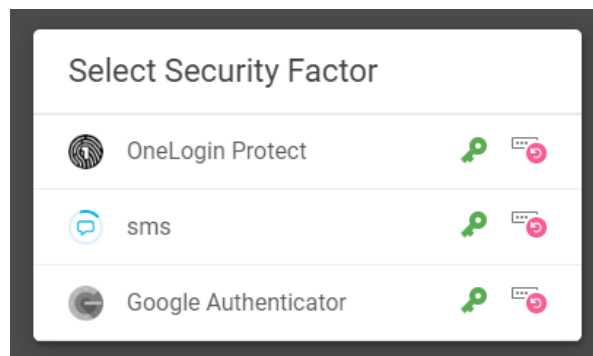


3. Open the OneLogin Protect app and select the + button in the top right corner and scan the provided QR code on screen.



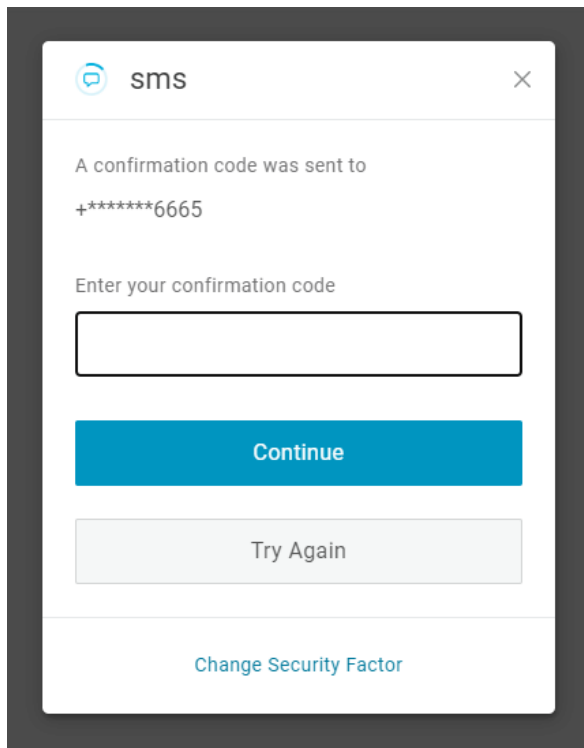
OneLogin SMS

1. Select the **OneLogin SMS** security factor option.



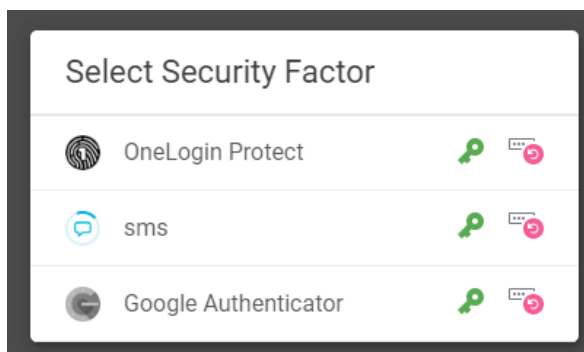
2. Using the phone number on file, you will receive a text message containing a six-digit security code. Enter the provided code to validate and confirm the new security factor is added to your account.

Note: Once a security code is sent, you will have 5 min to enter the code before it expires. If that happens, you will need to select **Try Again** to re-send a new confirmation code.

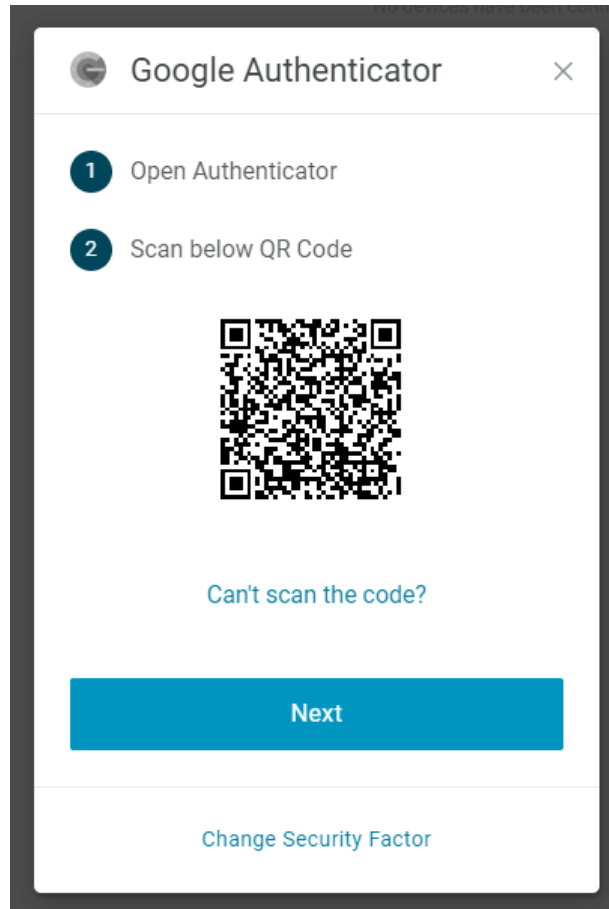


Google/Microsoft authentication app

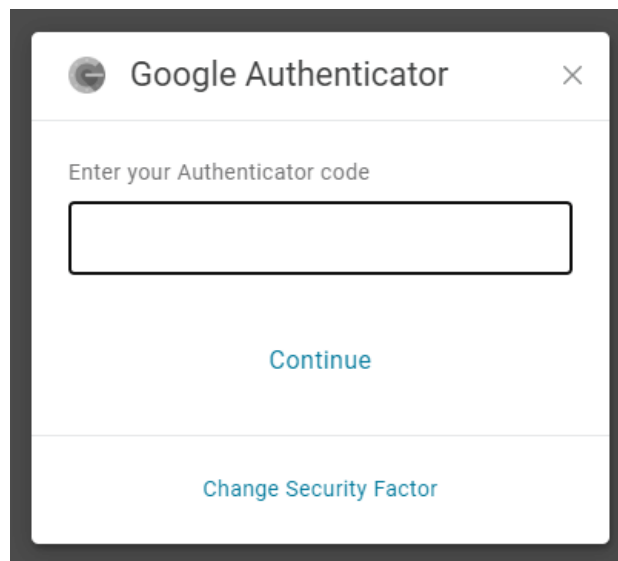
1. Select the **Google Authenticator** security factor option.



2. Download the Google authentication or Microsoft authentication app to your mobile device. Once installed, open the chosen app and scan the provided QR code on screen.

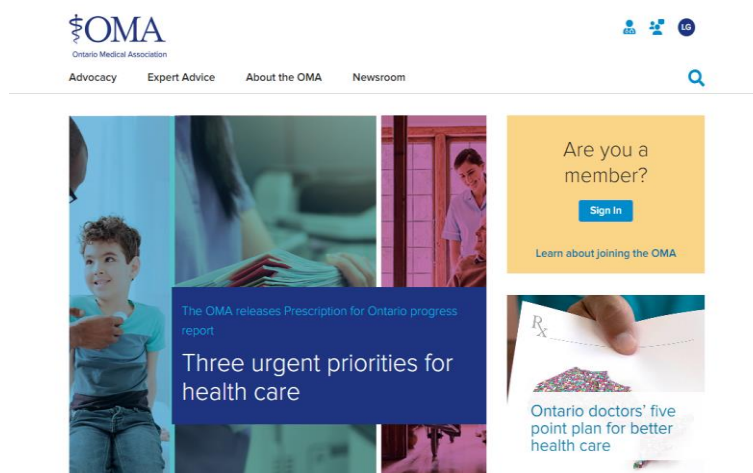


3. Enter the provided six-digit authentication code and select continue.

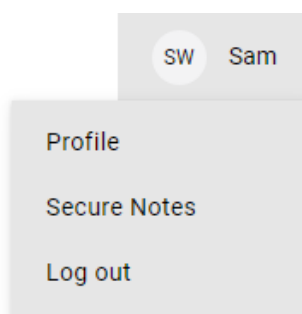


How to add or modify a mobile phone number

1. Open your browser and navigate to oma.org to sign into your member account.
2. Select the **Member sign in** button in the top right-hand corner and sign in to your account.



3. Click on the name/initial's icon in the top right corner of the screen and select profile from the dropdown options.



4. Once in the profile section of your account, locate the phone number field to enter the desired contact number you wish to have on file. Select **save changes** to save the new number in the system.

