INVESTOR PORTAL
TWO-FACTOR AUTHENTICATION

TWO-FACTOR AUTHENTICATION INTRODUCTION

Soon the underlying platform for the SPI Investor Portal will *require* you to use **Two-Factor Authentication** to secure your account. To begin using this feature ahead of the upcoming requirement, you may enable **Two-Factor Authentication** now.

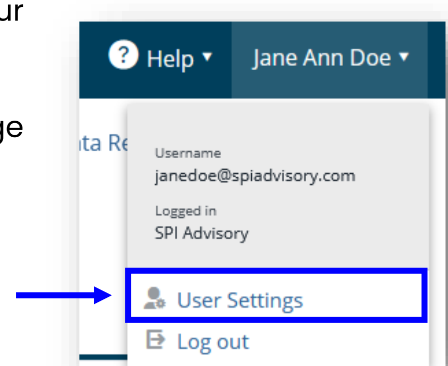
Follow the steps in this short guide to enable **Two-Factor Authentication** and ensure that your information and data are kept secure.

> As always, should you need any additional help enabling Two-Factor Authentication, don't hesitate to reach out to us at **Support@SPIAdvisory.com**.

STEP 1: *LOGIN & OPEN USER SETTINGS*

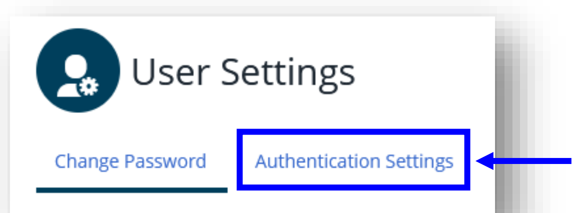
Log into your SPI Investor Portal, then **SINGLE-CLICK** on your name in the *upper right corner* of the screen.

Then, select **"User Settings."** This will take you to a new page on the Investor Portal.



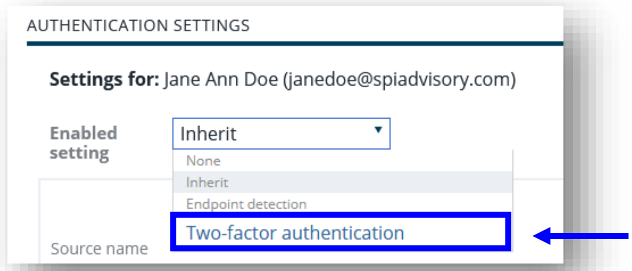
STEP 2: *OPEN AUTHENTICATION SETTINGS*

After clicking **"User Settings,"** the **Change Password** tab will open. Click on the tab to the right called **Authentication Settings**.



STEP 3: *SELECT TWO-FACTOR AUTHENTICATION*

The **Authentication Settings** tab has a dropdown field called **"Enabled setting."** Click into the field and select **Two-factor authentication**.



NOTE: *Once you change this setting to* ***Two-factor authentication****, it* ***CANNOT*** *be changed back. Notice that all other values are greyed out.*

STEP 4: *ENROLL A TWO-FACTOR AUTHENTICATION SOURCE*

Below the **Authentication sources** panel, a new button is shown in the *bottom right corner*. Click the **Enroll authentication source** button, then open the following webpage and complete the steps indicated here: Two-Factor Authentication Instructions.