

# **Setting Up**

# **Multi-Factor**

# Authentication for

# **CPCT Brokers**

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### What is multi-factor authentication?

Multi-factor authentication (MFA) is a security process where two or more verification methods must be provided to gain access to a system, application, or network.

Logging into the Broker Portal requires:

- your username and password and
- a verification code

You can:

- use your **email** to obtain a verification code or
- use an **authenticator app** to obtain a verification code

This guide provides an overview of the one-time setup for multi-factor authentication.



# **Care Partners**

# of Connecticut

# **Broker Portal**

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### Let's get started!



### Broker portal login

- 1. Type your Username.
- 2. Type your usual **Password**.
- 3. Select Log in.

CarePartners of Connecticut Medicare broker portal	
Mozilla Firefox	
Google Chrome	
Microsoft Edge with Chromium	

### Get more information from the FAQ

The multi-factor authentication setup screen is displayed.

Select the link for **multi-factor authentication** for more information and answers to common questions.

#### Add extra security to protect your account

We're working to make your account and health information as secure as it can be. Adding **multifactor authentication** helps ensure that only you have access to your account. You **must** choose a method for account authentication before you can continue.

Cancel & log out

#### Multifactor Authentication

What is multifactor authentication? Why do I need it?

Starting in February 2025

Learn about multifactor authentication (MFA) for your CarePartners of Connecticut broker account and get answers to questions you may have about the process. Contact our <u>Medicare</u> <u>Broker Support</u> at 83. <u>984-2387</u> for help if you are having problems setting up multifactor authentication.

Need help?

Common questions about multifactor authentication and what to expect from MFA

Starting in early February, after you enter your username and password during account login, you will need to enter a code to verify your identity.



### Choose a validation method

Decide where to obtain verification codes when you log in.

The following sections provide overviews of the choices:

- Email
- Authenticator app

#### Add extra security to protect your account

We're working to make your account and health information as secure as it can be. Adding **multifactor authentication** helps ensure that only you have access to your account. You **must** choose a method for account authentication before you can continue.

#### Choose how you want to secure your account

Select one of the following options for extra account security.

#### How would you like to secure your account?

Email
We'll send a verification code to your email address.

Authenticator app
Use an authenticator app to generate a verification code.

You can switch methods later!

#### Continue



# **Using Email Verification**



#### **One-time setup**

### **Choose email verification**

- 1. Select Email.
- 2. Select Continue.

#### Add extra security to protect your account

We're working to make your account and health information as secure as it can be. Adding **multifactor authentication** helps ensure that only you have access to your account. You **must** choose a method for account authentication before you can continue.

#### Choose how you want to secure your account

Select one of the following options for extra account security.

#### How would you like to secure your account?

Email
We'll send a verification code to your email address.

O Authenticator app

Use an authenticator app to generate a verification code.

Continue

### Send an email verification code

1. Confirm your email address.

2. Select Send verification code.

### **Email verification**

You chose to have us send you a verification code by email.

We will send your code to the email address you currently use with your account, shown here.

To change

your address,

contact us!

Email: joe \*\*\*\*\*\*@point32health.org

🛕 If this is not your email address, please call Medicare Broker Support at (833) 984-2387.

Send verification code

### Provide your verification code

- 1. Obtain the code from your email.
- 2. Type the code on the verification page.
- 3. Select Verify code.

The Broker Portal home page is displayed.

In the future, if you login from a new location or computer, you will be asked for a new verification code sent to your email.

### Enter your verification code to finish

We sent your code to joe\*\*\*\*\*@point32health.org. You should receive it shortly. The code is active for 10 minutes from the time you request it.





## **Using an Authenticator App**



#### **One-time setup**

### Choose authenticator app verification

- 1. Select Authenticator app.
- 2. Select Continue.

#### Add extra security to protect your account

We're working to make your account and health information as secure as it can be. Adding **multifactor authentication** helps ensure that only you have access to your account. You **must** choose a method for account authentication before you can continue.

#### Choose how you want to secure your account

Select one of the following options for extra account security.

#### How would you like to secure your account?

O Email We'll send a verification code to your email address

#### Authenticator app

Use an authenticator app to generate a verification code



### Open your authenticator app

#### On your mobile device:

Open an authenticator app such as Microsoft Authenticator.

#### Scan the QR code to begin

Open the authenticator app on your phone. Add a new account and scan this QR code to continue. Select Continue once you've added your Point32Health account to your authenticator app.



You must have an authenticator app installed

If you're having trouble scanning this QR code, you can enter this information into your authenticator app:

Account name: Point32Health

Secret key: mgygiwihyv3wiryd

#### Don't have an authenticator app?

You can download an authenticator app from the app store on your mobile device. We recommend **Microsoft Authenticator**, but you can use any authenticator app you prefer.

Download Microsoft Authenticator today.



### Add an account for the Broker Portal to your app

- 1. Select 💿 to add a new account.
- 2. The Scan QR code box is displayed.



### Add an account for the Broker Portal to your app

- 1. Using the app, scan the QR code. The account is added to the app.
- 2. Select **Continue** on the portal.

#### Scan the QR code to begin

Open the authenticator app on your phone. Add a new account and scan this QR code to continue. Select Continue once you've added your Point32Health account to your authenticator app.



### Provide your verification code

- 1. Obtain the verification code from the app.
- 2. Type the verification code.
- 3. Select Verify code.
  - The Broker Portal home page is displayed.





#### Open your authenticator app to continue

Enter your one-time verification code to access your secure account.



# **Changing Authentication Method**



#### **Email or Authenticator App**

### Changing your authentication method

You can change authentication methods on the Broker portal.

- 1. Select your profile picture.
- 2. Select My Profile.
- 3. Select Change your preference.



### Set your preference

Change where to obtain authentication codes when you log in.

- Select Email or Authenticator app.
- 2. Select Continue.
- 3. Complete the setup.

#### Add extra security to protect your account

We're working to make your account and health information as secure as it can be. Adding **multifactor authentication** helps ensure that only you have access to your account. You **must** choose a method for account authentication before you can continue.

#### Choose how you want to secure your account

Select one of the following options for extra account security.

#### How would you like to secure your account?

Email

We'll send a verification code to your email address.

O Authenticator app

Use an authenticator app to generate a verification code.

#### Continue

### Close the window

When the update is complete, you can close the window and return to your account.

# Your multifactor authentication preference has been updated

You can close this window to return to your account.





#### For additional information, please contact Medicare Broker Support Monday – Friday, 8:30 a.m. to 5 p.m., at (833) 984-2387.