

HPH Solutions

GUIDE TO SETTING UP TWO-STEP VERIFICATION FOR YOUR BOX FOLDER



WHY THIS IS IMPORTANT

2-step verification is an extra step at login that protects you in the event of your password being compromised (via hacking, guessing or phishing).

We request that all clients set up 2-step verification on their Box account as this adds an extra layer of security

Setting up 2-step verification on your Box folder is easy. Just follow the steps on the next few pages and you'll be done in no time.



STEP 1

Log in to your Box account.

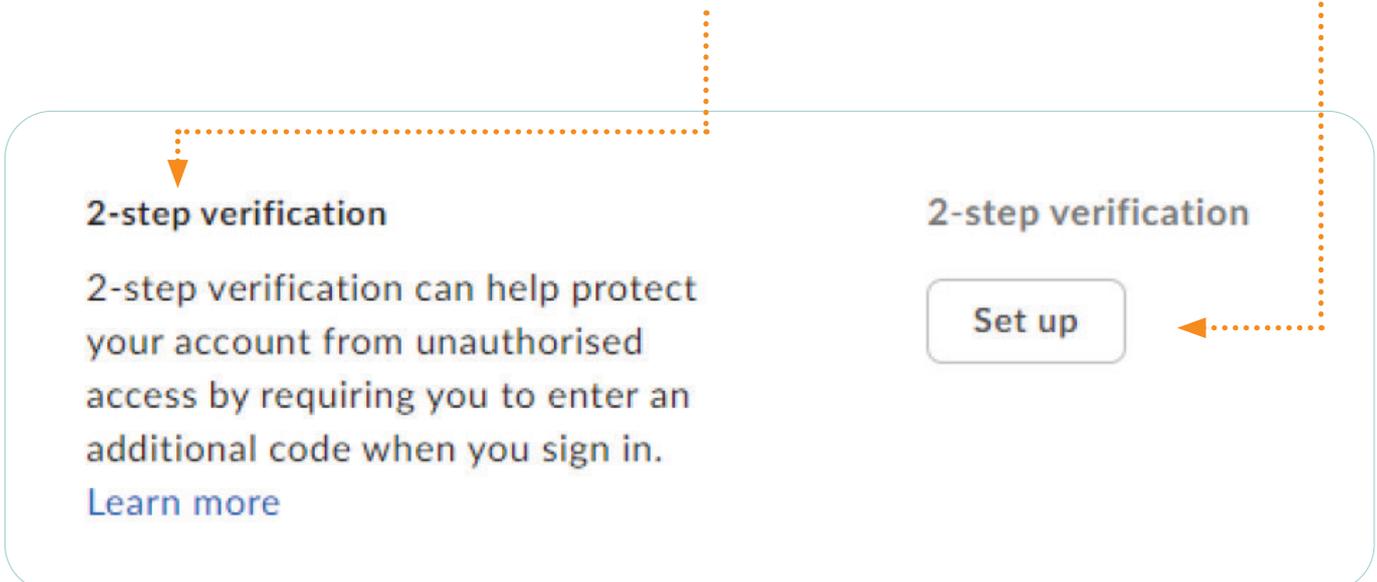
STEP 2

Click on your account icon in the top right corner of the page, and then select **Account Settings**.



STEP 3

Under the Account tab, scroll to the **2-step verification section** and click **Set up**.



STEP 4

You will now be offered three ways to do your 2-step verification.

Box will recommend you choose Authenticator app. And if you already have an Authenticator app on your phone and are familiar with its use - go right ahead and choose that option.

If you've never heard of an Authenticator app/don't have one on your phone already, we recommend you select SMS text message.

But if you prefer email, select that option.

Set up 2-step verification [X]

Select a sign in option:

- Authenticator app** RECOMMENDED
You will receive a code from an authenticator app to sign in. [View suggested authenticator apps](#)
- SMS text message** ◀
You will receive an SMS text message on your phone with a code to sign in.
- Email**
You will receive an email with a code to sign in.

The next few pages outline the process involved depending on which of the three options you've selected above.

STEP 5 - AUTHENTICATOR APP OPTION

If you chose 'Autheticator app' in Step 4, Box will open up a new window with a QR code for you to scan. The QR code will look like the below (but won't be the exact QR code below).

Set up 2-step verification [Close]

Authenticator app

Step 1
Using an authenticator app, scan the QR code or manually enter the secret key. [View suggested authenticator apps](#)



PA4U CREU P4G7 A6CW ECLA

Step 2
Enter the 6-digit code from your authenticator app.

Authentication code

1. Use your authenticator app to scan this QR code

2. Enter the 6-digit code the authenticator app gives you.

3. Click submit

2-step verification is now set up for your Box account. The next time you login to Box, you will be prompted to enter a verification code from your Authenticator app.

STEP 5 - SMS TEXT MESSAGE OPTION

If you chose 'SMS text message' in Step 4, Box will ask you what your mobile number is. After you have provided your mobile number, the following screen will appear:

1. Enter the code you received via text message

2. Click continue

2-step verification is now set up for your Box account. The next time you login to Box, you will be prompted to check your phone for a verification code sent via SMS.

STEP 5 - EMAIL OPTION

If you chose 'Email' in Step 4, Box will show you the screen below. Click **Continue**.

Set up 2-step verification ×

A code will be sent to your default email address to confirm your identity.

Cancel Continue

←..... Click continue

Check your email for the confirmation code and enter it as shown below:

Set up 2-step verification ×

A code will be sent to your default email address to confirm your identity.

Confirmation code

Cancel Submit

←..... Enter confirmation code here

2-step verification is now set up for your Box account. The next time you login to Box, you will be prompted to check your phone for a verification code sent via email.