

# Two-Factor Authentication Instructions for all PMS Users

This page contains the instructions for all PMS Users to learn how to learn how to utilize Two-Factor Authentication (2FA) to login into PMS Securely. Below you will find specific instructions for each task as well as getting a general overview of the functionality.

## Contents

- Two-Factor Authentication Instructions for all PMS Users ..... 1
  - Overview of Two-Factor Authentication ..... 2
  - Setting up Two-Factor Authentication ..... 3
  - Two-Factor Authentication One-Time Setup ..... 7
  - Getting an Automated Phone Call to hear Passcode ..... 8
    - Setting up Two-Factor Authentication using a Phone Call back option. .... 8
    - CALLBACK PROCESS ..... 9
    - Invalid Passcode scenarios..... 13
  - Getting an Automated Text Message to Read Passcode ..... 15
    - TEXT MESSAGE PROCESS ..... 15
    - Changing a Default Telephone number ..... 19
    - Invalid Passcode scenarios..... 19
  - Changing your Two-Factor Authentication Default Setting..... 21
    - Managing your Two-Factor Authentication Contact Information..... 22

# Overview of Two-Factor Authentication

PMS Two-factor authentication is a method of confirming your claimed identities by using a combination of two different factors such as something you know and something you have.

The PMS Two Factor Authentication allows you to use the following options to get your Passcode:

- Getting an Automated Phone Call to hear Passcode
- Getting an Automated Text Message to Read Passcode

Once the Two-Factor Authentication is set up, you need to login through normal process of entering Username and Password. Then click on **Login** button to continue.

The screenshot displays the login interface for the Payment Management System (PMS). At the top, the header includes the U.S. Department of Health and Human Services logo, the PMS logo, and the text "Payment Management System". On the right side of the header, there are three buttons: "LOGIN", "REQUEST ACCESS", and "HOMEPAGE". The main content area is titled "Login" and "Secure PMS Login". It features a form with fields for "Username:" and "Password:", each with a placeholder "Enter Username..." and "Enter Password..." respectively. Below the password field is a checkbox labeled "I agree to the Government terms of use below". A blue "Login" button is positioned below the checkbox. To the right of the form, there is a vertical line with the text "-OR-" and two logos: "AMS for HHS Grants" and "LOGIN.GOV". Below the login form, there are links for "Reset Password", "Operation Hours", and "Request Access". At the bottom, the "Government Terms of Use" section contains several bullet points regarding system access, security, and monitoring.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Payment Management System

TUESDAY, MAY 30, 2023

LOGIN REQUEST ACCESS HOMEPAGE

### Login

Secure PMS Login

Username:

Password:

I agree to the [Government terms of use below](#)

[Reset Password](#) | [Operation Hours](#) | [Request Access](#)

AMS  
for  
HHS Grants

LOGIN.GOV

Government Terms of Use

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this information system, you understand and consent to the following:
  - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transferring or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transferring or stored on this system.
  - Any communication or data transferring or stored on this information system may be disclosed or used for any lawful Government purpose.

## Setting up Two-Factor Authentication

This section instructs you on how to setup Two-Factor Authentication in the Payment Management System. After logging in, User will be directed to Two-Factor Authentication One-Time Setup page. There are two different ways to retrieve a Passcode using Two-Factor Authentication.

- [Getting an Automated Phone Call to hear Passcode](#)
- [Getting an Automated Text Message to Read Passcode](#)

### Telephone Number Verification

The first time you login you will see a Telephone Number Verification screen where you will be asked to test and verify your telephone number(s). Select the Radio button next to the Phone Number you wish to verify and click the **Test Telephone Number** button.

### Telephone Number Verification

**TELEPHONES**

	Status	Location	Country Code	Area Code	Number	Extension	Type	Primary Telephone Number	MultiFactor Telephone Default	MultiFactor Text Default
1		Domestic	1	703	7775555		Office			

Page 1 of 1 | Records per page: 10 | Displaying 1 to 1 of 1 items.

LEGEND:  
 - Added  
 - Updated  
 - Removed

Buttons: Add, Remove, Edit, **Test Telephone Number**, Cancel

If you choose either Add or Edit your telephone number(s), a pop-up will display enabling you to add or change your telephone details. Click the **Save** button to continue. You may also remove a telephone number by selecting the number and clicking the remove button.

### Telephone Number Verification

**TELEPHONES**

**Telephone Number**

Country: UNITED STATES (+1)

\*Telephone: +1 (555) 444-3333 Ext

\*Telephone Type: Office

\*Primary Telephone Number:  Yes  No

\*MultiFactor Telephone Default:  Yes  No

\*MultiFactor Text Default:  Yes  No

Buttons: **Save**, Clear, Cancel

Depending on your default multifactor selections, you will either receive a text message on your smartphone or receive a telephone call with a 6-digit passcode. Enter this passcode and click the **OK** button to continue.

Telephone Number Verification

TELEPHONES

	Status	Location	Country Code	Area Code	Number	Extension	Type	Primary Telephone Number	MultiFactor Telephone Default	MultiFactor Text Default
1		Domestic	1	703	7775555		Office	●	●	●

LEGEND:  
● - Added  
● - Updated  
● - Removed

Test telephone number

The telephone number below is the telephone number you have chosen as your Multifactor Telephone Default. You will receive a call with your passcode at this number now.

Telephone number +1(703) 777-5555

\*Passcode 531891

OK Cancel

Once the passcode is verified the pop-up will close. Click the **Continue** button to continue.

Telephone Number Verification

TELEPHONES

	Status	Location	Country Code	Area Code	Number	Extension	Type	Primary Telephone Number	MultiFactor Telephone Default	MultiFactor Text Default
1	●	Domestic	1	703	7775555		Office	●	●	●

LEGEND:  
● - Added  
● - Updated  
● - Removed

Add Remove Edit **Continue** Cancel

Next you will see the Certification screen where you will be asked to certify your telephone number(s). Check the Checkbox to certify your number then click the **I Agree** button to continue.

## Certification

Shown below are the Telephone Numbers associated with this PMS Account. These Telephone Numbers will be used as part of the Two-Factor Authentication login process thus making the accuracy of these Telephone Numbers important. If these Telephone Numbers are correct and at least one Telephone Number has been designated as MultiFactor Telephone Default or MultiFactor Text Default, check the Certification Box and click the "I Agree" button. If any of these telephone numbers are incorrect, click the Back button and make the appropriate corrections.

### TELEPHONES

	Status	Location	Country Code	Area Code	Number	Extension	Type	Primary Telephone Number	MultiFactor Telephone Default	MultiFactor Text Default
1	Updated	Domestic	1	703	7555555		Office	✓	✓	✓

Page 1 of 1 Records per page: 10 Displaying 1 to 1 of 1 items.

#### LEGEND:

- ✓ - Added
- ✗ - Updated
- ✗ - Removed

### CERTIFICATION

I certify that the information, statements and representations provided by me on this form are true and accurate to the best of my knowledge. I understand that a willfully false certification is a criminal offense and is punishable by law (18 U.S.C. 1001).

I Agree

Back

# Two-Factor Authentication One-Time Setup

At this time, select the best option to retrieve a Passcode to login to the PMS using Two-Factor Authentication.

## Two-Factor Authentication One-Time Setup

PMS Two-factor authentication is a method of confirming your claimed identities by using a combination of two different factors such as something you know and something you have. Use one of the options below to setup your PMS Two-Factor Authentication preferences. If you have any questions please see our [PMS Setup of Two-Factor Authentication Section of our User Guide](#), contact us at 1-877-614-5533 or [PMSSupport@psc.hhs.gov](mailto:PMSSupport@psc.hhs.gov).

### Get Automated Phone Call to Hear Passcode

To get an automated callback to hear a generated passcode from a voice service, select this option. You will need to verify your default PMS telephone number or select a preferred number in which you wish to receive your calls. You can change this number at any time.

#### STEP 1: Learn about the Callback Process

Get a quick briefing to [Learn more about the PMS Callback Process](#).

#### STEP 2: Configure and/or Verify Your Telephone Number

Use your PMS Default Telephone Number below to setup your callback or [Change your Default Number](#).

1-877-614-5533

#### STEP 3: Choose this Authentication Option

Click button below to save this as your PMS Two-Factor Authentication Option and continue.

GET A CALLBACK ▶

### Get Automated Text to Read Passcode

To get a Text message that allows you to read a generated passcode from a service, select this option. You will need to select a telephone number to which you wish to receive your texts. You can change this number at any time. Text messaging rates may apply.

#### STEP 1: Learn about the Text Process

Get a quick briefing to [Learn more about the PMS Text Process](#).

#### STEP 2: Configure and/or Verify Your Telephone Number

Use your PMS Default Telephone Number below to setup your callback or [Change your Default Number](#).

1-877-614-5533

#### STEP 3: Choose this Authentication Option

Click button below to save this as your PMS Two-Factor Authentication Option and continue.

RECEIVE A TEXT ▶

#### Warning Notice!

This is a U.S. Government Computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

# Getting an Automated Phone Call to hear Passcode

This section of the guide describes how to Get an Automated Phone Call to hear Passcode from the **Two-Factor Authentication Setup** screen.

## Setting up Two-Factor Authentication using a Phone Call back option.

### Two-Factor Authentication One-Time Setup

PMS Two-factor authentication is a method of confirming your claimed identities by using a combination of two different factors such as something you know and something you have. Use one of the options below to setup your PMS Two-Factor Authentication preferences. If you have any questions please see our [PMS Setup of Two-Factor Authentication Section of our User Guide](#), contact us at 1-877-614-5533 or [PMSSupport@psc.hhs.gov](mailto:PMSSupport@psc.hhs.gov).

#### Get Automated Phone Call to Hear Passcode

To get an automated callback to hear a generated passcode from a voice service, select this option. You will need to verify your default PMS telephone number or select a preferred number in which you wish to receive your calls. You can change this number at any time.

**STEP 1: Learn about the Callback Process**  
Get a quick briefing to [Learn more about the PMS Callback Process](#).

**STEP 2: Configure and/or Verify Your Telephone Number**  
Use your PMS Default Telephone Number below to setup your callback or [Change your Default Number](#).

**STEP 3: Choose this Authentication Option**  
Click button below to save this as your PMS Two-Factor Authentication Option and continue.

**GET A CALLBACK ▶**

#### Get Automated Text to Read Passcode

To get a Text message that allows you to read a generated passcode from a service, select this option. You will need to select a telephone number to which you wish to receive your texts. You can change this number at any time. Text messaging rates may apply.

**STEP 1: Learn about the Text Process**  
Get a quick briefing to [Learn more about the PMS Text Process](#).

**STEP 2: Configure and/or Verify Your Telephone Number**  
Use your PMS Default Telephone Number below to setup your callback or [Change your Default Number](#).

**STEP 3: Choose this Authentication Option**  
Click button below to save this as your PMS Two-Factor Authentication Option and continue.

**RECEIVE A TEXT ▶**

**Warning Notice!**

This is a U.S. Government Computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

## CALLBACK PROCESS

When selecting this option for PMS login you will receive an automated Telephone call that will provide you with a 6-digit passcode that must be provided for login in addition to your username and PMS password.

- You may receive your passcode to either a land line or a mobile Telephone.
- The Telephone number to be used must be configured in PMS.
- You can update your Telephone number from within PMS by selecting **Account Maintenance** and then **Update Contact Information**.
- An automated Telephone call will provide you with a onetime use 6-digit passcode.
- The passcode must be provided within 5 minutes of receiving the Telephone call.

Click on the **Continue** button in the pop-up to select Telephone Callback as default.

The screenshot shows the 'Two-Factor Authentication One-Time Setup' page. It features two main options: 'Get Automated Phone Call to Hear Passcode' and 'Get Automated Text to Read Passcode'. A pop-up dialog titled 'Get a Callback' is overlaid on the screen, containing the text: 'Using this option will call the telephone number listed with a Passcode. If that is your preferred choice, click the Continue Button otherwise click the Cancel button.' The dialog has 'Continue' and 'Cancel' buttons. A yellow arrow points to the 'Continue' button. The background page shows 'STEP 1: Learn about the Call Process', 'STEP 2: Configure and/or Verify Your Telephone Number', and 'STEP 3: Choose this Authentication Option'. A 'Warning Notice!' is visible at the bottom left of the page.

On the **Get Passcode** screen, click **Get a Callback at ...**



Click on **Continue** button to go to the Verify Passcode page.

If you need to change the method to receive the Passcode, click on **Change Passcode Retrieval Option** link to go back to the **Get Passcode** page.



Enter the Passcode in the field that is retrieved by Telephone Call back on the Default Telephone Number.



After the Passcode has been entered, click on **Verify** button to Login to the PMS Application.



User will be logged into the PMS Application.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

PSC Payment Management System

PMS USER ACCOUNT NOTIFICATIONS

Expired Will Expire within 3 days Will Expire within 10 days

Notification	Count	By	Actions
1 FFR Delinquent Reports	64 reports		
2 Number of Days until Password Change Required	51 days	2025-07-21 06:01:11 PM	
3 Number of Days until Recertification Required	141 days	2025-10-19 12:00:00 AM	

Records per page: 5 | Displaying 1 to 3 of 3 items

APPROVE PAYMENT REQUESTS (116)

REQUEST HISTORY (5)

## Changing a Default Telephone number

Click on the link in Step 2 to change the Default Telephone number.

**Get Automated Phone Call to Hear Passcode**

To get an automated callback to hear a generated passcode from a voice service, select this option. You will need to verify your default PMS telephone number or select a preferred number in which you wish to receive your calls. You can change this number at any time.

**STEP 1: Learn about the Callback Process**  
Get a quick briefing to [Learn more about the PMS Callback Process](#).

**STEP 2: Configure and/or Verify Your Telephone Number**  
Use your PMS Default Telephone Number below to setup your callback or [Change your Default Number](#).

**STEP 3: Choose this Authentication Option**  
Click button below to save this as your PMS Two-Factor Authentication Option and continue.

[GET A CALLBACK ▶](#)

**Change My Telephone Number** pop-up will be displayed. Select a Default Telephone number to receive a Passcode by Telephone Callback. This is relevant for the Users who has more than one Telephone number.

Change My Default Number for Callback

\*Choose Telephone Number:  +1 (888) 222-3333  +1 (777) 666-5555

[Save](#) [Cancel](#)

To change the Default Telephone number, select the new Telephone number by clicking on the radio button and then click on **Save** button. To update the Telephone numbers displayed select the **Account Maintenance** option and then **Update Contact Information** when logged into PMS.

Change My Default Number for Callback

\*Choose Telephone Number:  +1 (888) 222-3333  +1 (777) 666-5555

[Save](#) [Cancel](#)

After clicking the **Save** button, the new Telephone number will be displayed under Step 2.

### Invalid Passcode scenarios

Invalid Passcode error message will be displayed due to the following reasons:

- When an incorrect Passcode is entered, or when an expired Passcode is entered.

A Telephone Callback Passcode will be valid for 5 minutes. If an incorrect/expired Passcode is entered, an error message will be displayed.



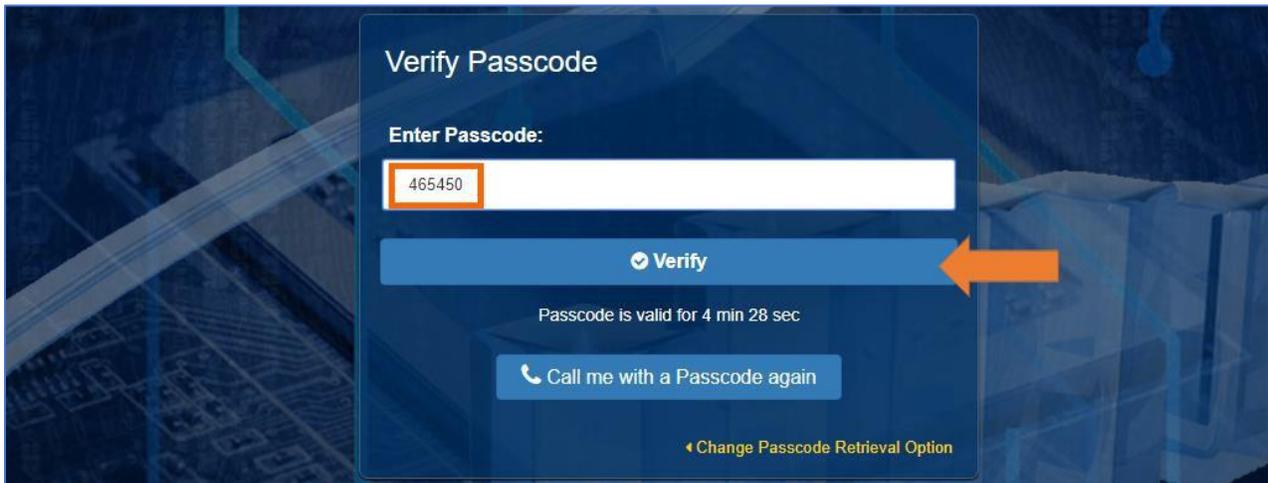
Click on **Call me with a Passcode again** button to receive another Passcode by a Telephone Callback.



Enter the new **Passcode** in the field that is retrieved by Telephone Callback on the Default Telephone Number.



After the Passcode has been entered, click on **Verify** button to Login to the PMS Application.



User will be logged into the PMS Application.

# Getting an Automated Text Message to Read Passcode

This section of the instructions describes setting up Two-Factor Authentication using a Text message option.

[Section of our User Guide](#), contact us at 1-877-614-5533 or [PMSSupport@psc.hhs.gov](mailto:PMSSupport@psc.hhs.gov).

<p><b>Get Automated Phone Call to Hear Passcode</b></p> <p>To get an automated callback to hear a generated passcode from a voice service, select this option. You will need to verify your default PMS telephone number or select a preferred number in which you wish to receive your calls. You can change this number at any time.</p> <p><b>STEP 1: Learn about the Callback Process</b> Get a quick briefing to <a href="#">Learn more about the PMS Callback Process</a>.</p> <p><b>STEP 2: Configure and/or Verify Your Telephone Number</b> Use your PMS Default Telephone Number below to setup your callback or <a href="#">Change your Default Number</a>.</p> <p>+ (777) 666-5555</p> <p><b>STEP 3: Choose this Authentication Option</b> Click button below to save this as your PMS Two-Factor Authentication Option and continue.</p> <p><a href="#">GET A CALLBACK ▶</a></p>	<p><b>Get Automated Text to Read Passcode</b></p> <p>To get a Text message that allows you to read a generated passcode from a service, select this option. You will need to select a telephone number to which you wish to receive your texts. You can change this number at any time. Text messaging rates may apply.</p> <p><b>STEP 1: Learn about the Text Process</b> Get a quick briefing to <a href="#">Learn more about the PMS Text Process</a>.</p> <p><b>STEP 2: Configure and/or Verify Your Telephone Number</b> Use your PMS Default Telephone Number below to setup your callback or <a href="#">Change your Default Number</a>.</p> <p>+1 (888) 222-3333</p> <p><b>STEP 3: Choose this Authentication Option</b> Click button below to save this as your PMS Two-Factor Authentication Option and continue.</p> <p><a href="#">RECEIVE A TEXT ▶</a></p>
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Click on the link provided in STEP 1 to learn about a Text message Passcode process which is also listed below.

## TEXT MESSAGE PROCESS

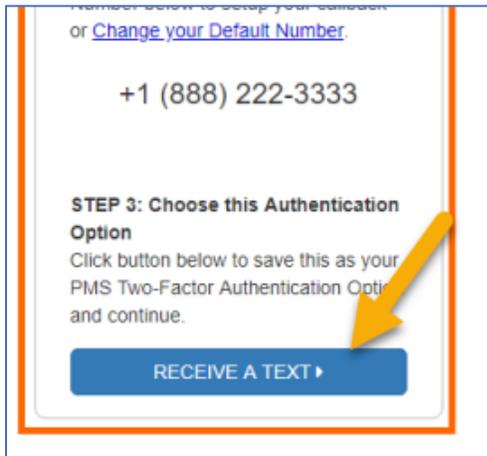
When selecting this option for PMS login, in addition to providing your username and PMS password, you will be required to provide a 6-digit passcode that will be transmitted to your Mobile telephone.

- To use the Automated Text Process your Mobile Telephone number must be configured in PMS.
- You can update your Telephone number from the login screens or within PMS by selecting **Account Maintenance** and then **Update Contact Information**.
- You must select your Mobile Telephone as your Default Number.
- You will receive a text message containing a one-time use 6-digit passcode.
- The passcode must be provided within 5 minutes of requesting the passcode.

Click on the link in Step 2 to change the Default Telephone number.



Click on **RECEIVE A TEXT** button to select Text message as default.



Click on the **Continue** button in the pop-up to select Text Message as default.

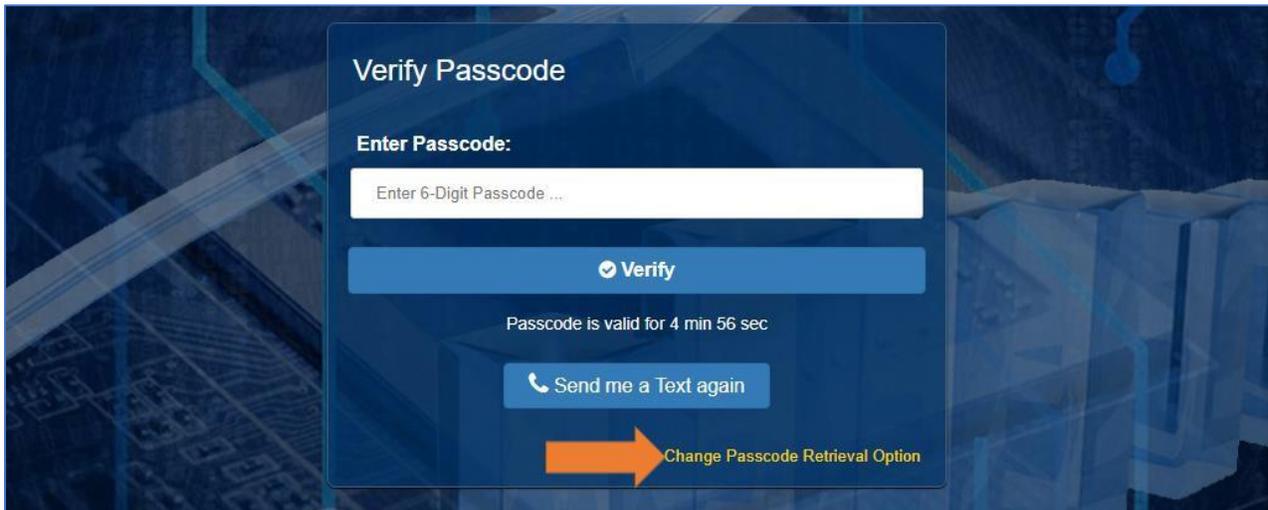
On the **Get Passcode** screen, **Receive a Text at ...** will be selected by default.



Click on **Continue** button to go to the Verify Passcode page.



If you need to change the method to receive the Passcode click on **Change Passcode Retrieval Option** link to go back to the **Get Passcode** page.



Enter the **Passcode** in the field that is retrieved by Text message on the Default Mobile Telephone Number.



After the Passcode has been entered, click on **Verify** button to Login to the PMS Application.



User will be logged in to the PMS Application.

## Changing a Default Telephone number

Click on the link in Step 2 to change the Default Telephone number.

**Change My Telephone Number** pop-up will be displayed. Select a Default Telephone number to receive a Passcode by Text message. To update the Telephone numbers displayed select the **Account Maintenance** option and then **Update Contact Information** when logged into PMS. This is relevant for the Users who has more than one Telephone number.



To change the Default Telephone number, select the new Telephone number by clicking on the radio button and then click on **Save** button.



After clicking the **Save** button, the chosen Telephone number will be displayed under Step 2.

## Invalid Passcode scenarios

Invalid Passcode error message will be displayed due to the following reasons: When an incorrect Passcode is entered, or when an expired Passcode is entered. A Text message Passcode will be valid for 5 minutes. If an incorrect/expired Passcode is entered, an error message will be displayed.



Click on **Send me a Text again** button to receive another Passcode by a Text message.



Enter the new **Passcode** in the field that is retrieved by Text message on the Default Telephone Number.



After the Passcode has been entered, click on **Verify** button to Login to the PMS Application.

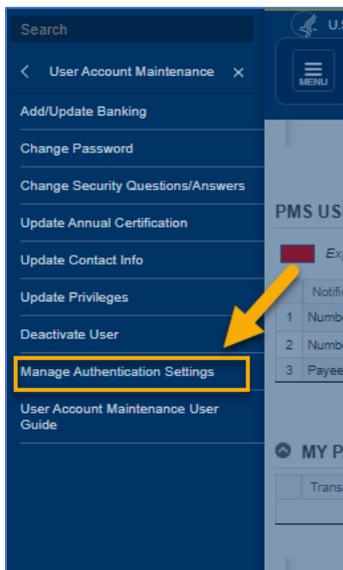


User will be logged into the PMS Application.

## Changing your Two-Factor Authentication Default Setting

This section of the guide describes how to Change your Two-Factor Authentication Default Setting from the **Manage Two-Factor Authentication** screen.

**To change Two-Factor Authentication default settings:** After User is logged in, click on **Account Maintenance -> Manage Authentication Settings**.

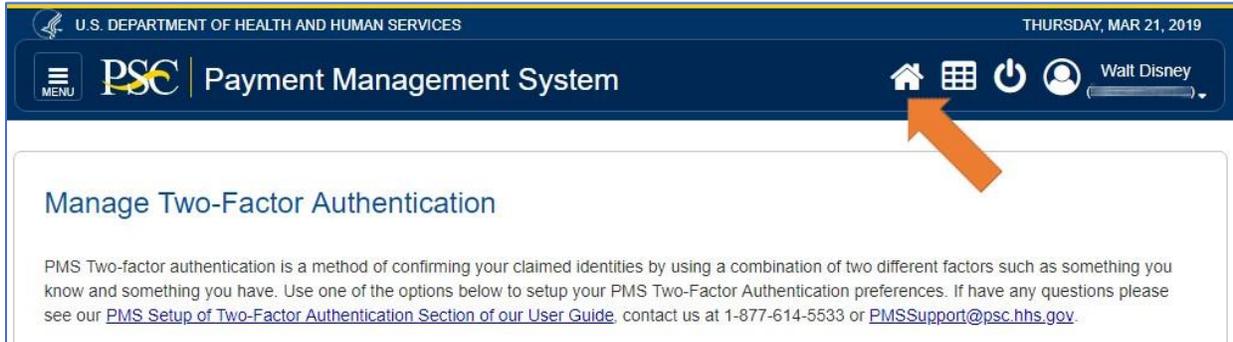


Manage Two-Factor Authentication page will display the selected option of retrieving the Passcode.

To change the default method of retrieving the Passcode from **Use Smartphone** to either **Get a Callback** or **Receive a Text**, click on the Default option and the page will refresh and the new selected option will change to the chosen option.

To return to the PMS Home page from the Manage Two-Factor Authentication use the

Home icon.



## Managing your Two-Factor Authentication Contact Information

This section of the guide describes how to Manage your Two-Factor Authentication Contact Information from both the **Login** screens and the **Account Maintenance** screens.

Secure PMS Login

Enter your **Username** and **Password** then click the **Login** button.



*Get Passcode*

Use the links in the footer of the Get Passcode pop-up to **Change your Default Number**, or **Update Telephone Numbers**.



### *Change your Default Telephone Number*

To change your Default Telephone number, select either the **Callback** or **Text** option, select the Telephone number from the list of numbers under **Choose Telephone Number**, and click the **Save** button.



### *Update Telephone Numbers - Answer Security Question*

If you clicked on Update Telephone Numbers link, you will be forwarded to the Answer Security Question screen.

## Verify Security Questions

### SECURITY QUESTIONS & ANSWERS

Please enter the answers for security questions for your account. The answers are case sensitive and must be a minimum of 5 and a maximum of 30 alphanumeric characters only.

**Security Question 1:** In what city were you born?

\***Security Answer 1:**

**Security Question 2:** In what city were you married?

\***Security Answer 2:**

**Security Question 3:** In what city did you honeymoon?

\***Security Answer 3:**

### CERTIFICATION

certify that I am authorized by my organization to use the Payment Management System. I further certify that my name, phone number and email address are correct. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

NOTE: If your Answers to your Security questions are correct, you will be allowed to change your Telephone Numbers. If not, you must fill out a form and email it in.



Submit

Cancel

Complete the **Security Answers** for each question, select the **Checkbox** for the certification statement, and click the **Submit** button to continue.

### *Update Telephone Numbers*

Click the **Add** button to add a new Telephone number, select an **Existing** Telephone number and click the **Remove** button to delete a Telephone number and click the **Save** button to continue.

### Update Telephone Numbers

TELEPHONES

**\*Select Action:** Add Remove Edit

	Status	Location	Country Code	Area Code	Number	Extension	Type	Primary Telephone Number	MultiFactor Telephone Default	MultiFactor Text Default
1		Domestic	1	703	7777777		Cell			✓
2		Domestic	1	703	8888888		Home		✓	
3		Domestic	1	777	7777777	77777	Office			
4		Domestic	1	800	7035555	12345	Office	✓		
5		Domestic	1	777	7777777		Home			
6		Domestic	1	888	8888888		Home			

Page 1 of 1 Records per page: 10 Displaying 1 to 6 of 6 items.

LEGEND:  
 + - Added  
 - - Updated  
 - - Removed

Save Cancel

*Update Telephone Numbers - Add Telephone Number*

Select the Country from the country dropdown and/or check the "Do you want to override the Country Code?" checkbox to type in the country code in the Telephone field.

### Update Telephone Numbers

TELEPHONES

Telephone Number

\*Country: UNITED STATES (+1)

\*Telephone: +1 (202) 747-6893 Ext

\*Telephone Type: Office

\*Primary Telephone Number:  Yes  No

\*MultiFactor Telephone Default:  Yes  No

\*MultiFactor Text Default:  Yes  No

Test Save Clear Cancel

Save Cancel

Enter the **Telephone**, Telephone **Extension** and Select the **Telephone Type** from the dropdown. Choose yes or no for the Primary Telephone Number, MultiFactor - Telephone Default, and MultiFactor - Text Default. Click the Test button to test number entered to get a Verification code.

*Update Telephone Numbers - Add Telephone Number - Verification Prompt*

Enter the **Verification Code** that was either texted or delivered through a Callback into the verification input and click the **OK** button to continue.

The screenshot displays the 'Update Telephone Numbers' application window. On the left, there is a table titled 'TELEPHONES' with columns for 'Status' and 'Location'. The table contains 8 rows, all with 'Domes' in the 'Location' column. Row 2 has an 'Updated' status (yellow circle), and rows 7 and 8 have 'Added' status (green plus signs). Below the table is a legend: a green plus sign for '- Added', a yellow circle for '- Updated', and a red minus sign for '- Removed'. The main area of the application is a 'Telephone Number' dialog box. It contains the following fields: '\*Country:' set to 'UNITED STATES (+1)', '\*Telephone:' with '+1' in a dropdown, '(202) 747-6893' in a text box, and 'Ext.' in a dropdown; '\*Telephone Type:' set to 'Office'; and '\*Passcode:' with '390750' in a text box. An orange arrow points to the 'OK' button in the passcode dialog. At the bottom of the 'Telephone Number' dialog are 'Test', 'Save', and 'Cancel' buttons. At the bottom of the main application window are 'Save' and 'Cancel' buttons.

**Update Telephone Numbers - Add Telephone Number**

Click the **Save** button to continue.

### Update Telephone Numbers

**TELEPHONES**

	Status	Location
1		Domes
2	+	Domes
3		Domes
4		Domes
5		Domes
6		Domes
7	+	Domes
8	+	Domes

LEGEND:  
+ - Added  
+ - Updated  
- - Removed

#### Telephone Number

\*Country: UNITED STATES (+1)

\*Telephone: +1 (202) 747-6893 Ext

\*Telephone Type: Office

\*Primary Telephone Number:  Yes  No

\*MultiFactor Telephone Default:  Yes  No

\*MultiFactor Text Default:  Yes  No

➔

MultiFactor Text Default
+

#### Update Telephone Numbers - Add Telephone Number - Save

Verify that your new Telephone number has been added which will be marked with a **Plus Sign** icon under the status column of the Telephone grid. Click the **Save** button to continue.

### Update Telephone Numbers

**TELEPHONES**

\*Select Action:

	Status	Location	Country Code	Area Code	Number	Extension	Type	Primary Telephone Number	MultiFactor Telephone Default	MultiFactor Text Default
1		Domestic	1	703	7777777		Cell			+
2		Domestic	1	703	8888888		Home		+	
3		Domestic	1	777	7777777	77777	Office			
4		Domestic	1	800	7035555	12345	Office	+		
5		Domestic	1	777	7777777		Home			
6		Domestic	1	888	8888888		Home			
7	+	Domestic	1	999	8888888	88888	Office			

Page  of 1

LEGEND:  
+ - Added  
+ - Updated  
- - Removed

➔

After clicking Save, you will be navigated to PMS home.

