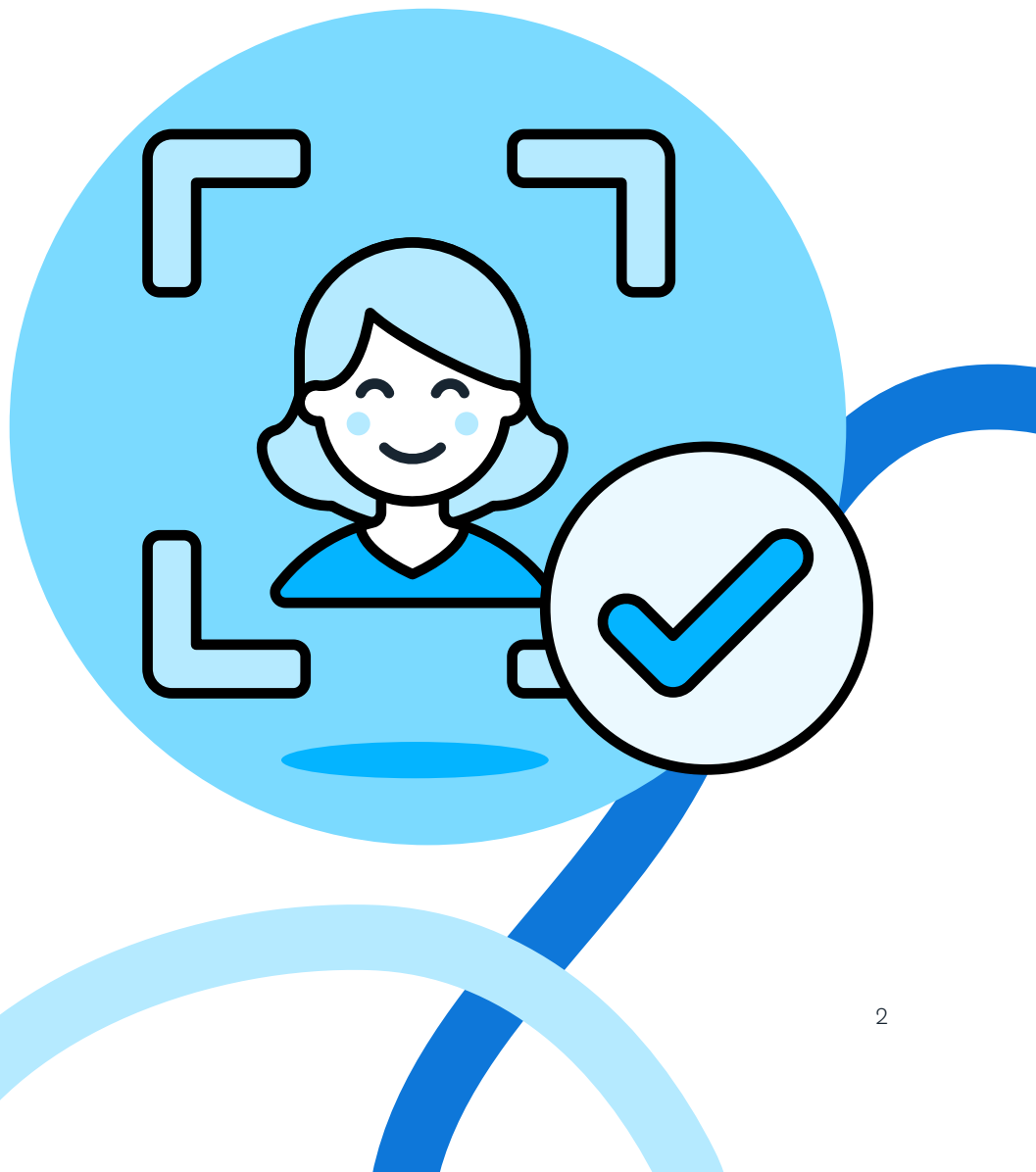




Two-Factor Authentication

What is two-factor authentication?

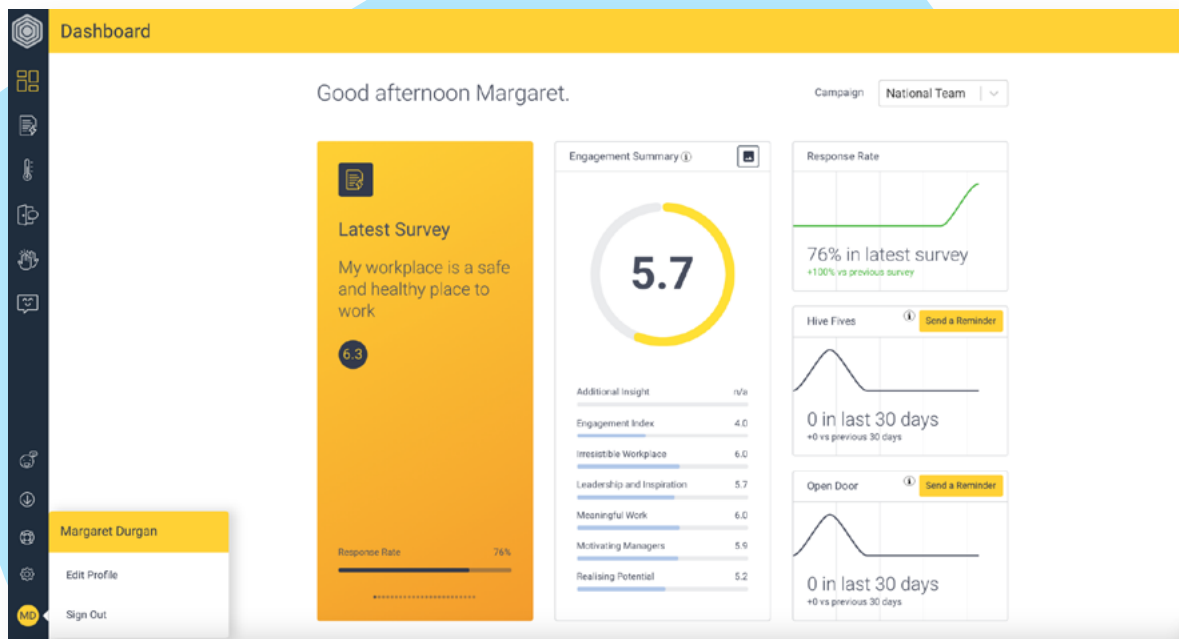
Also known as **2FA**, two-factor authentication is basically an added layer of security. It means that as well as the standard login information, you will also be sent a code to input to verify who you are and access your Hive. It protects against the risk of a hacker finding out your login credentials, since they would also need your phone to get in.



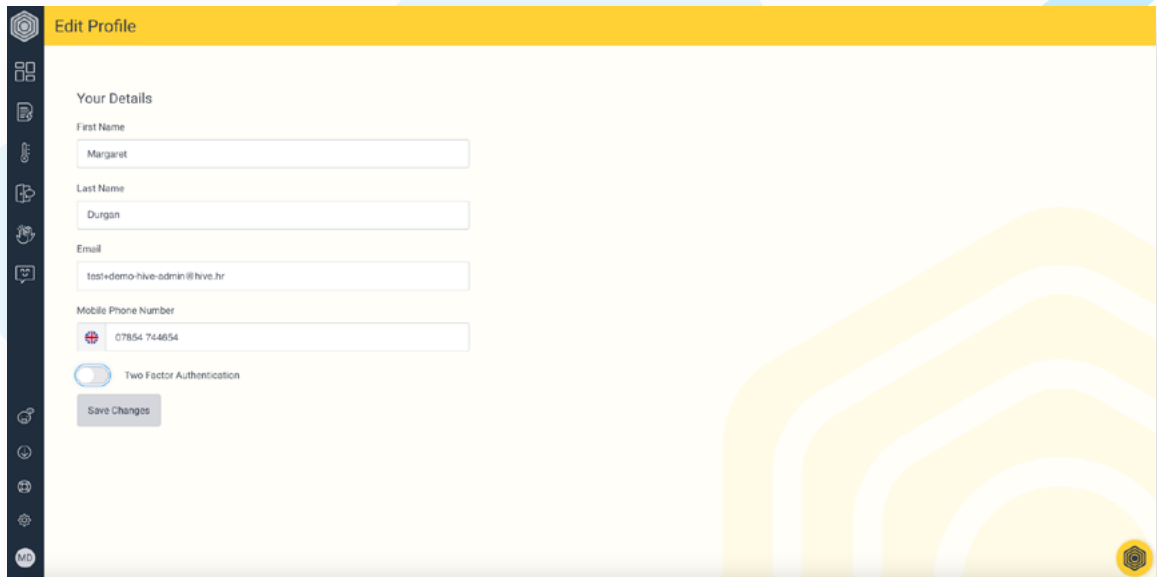
How do you enable two-factor authentication?

It couldn't be easier. Just follow these steps:

- 1 Click on your User icon (your initials) in the bottom-left corner of the screen
- 2 Navigate to the 'Edit Profile' section

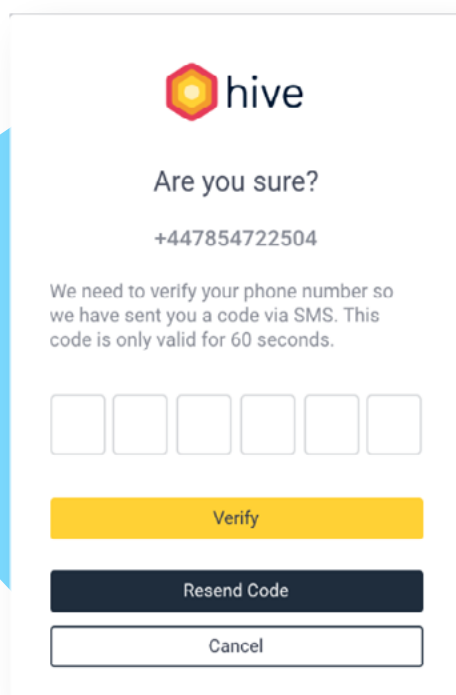


- 3 Enter your mobile phone number and hit save



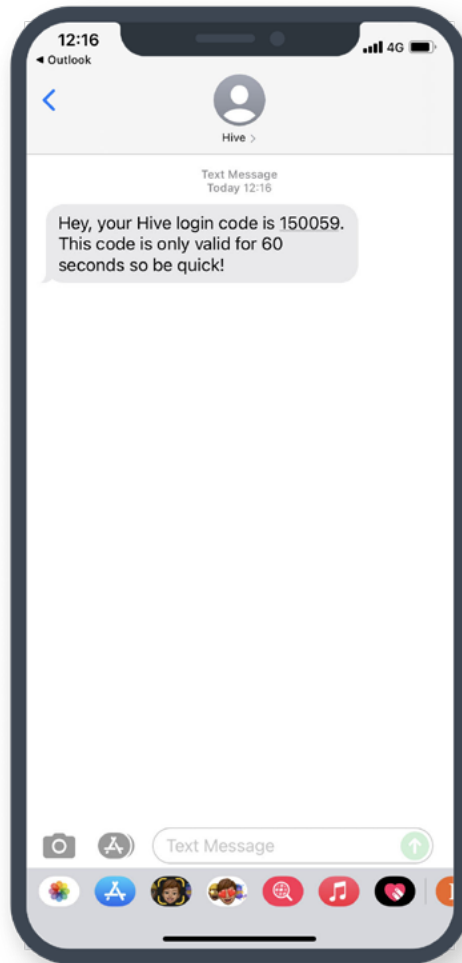
The screenshot shows the 'Edit Profile' interface. On the left is a dark sidebar with various icons. The main area has a yellow header with the title 'Edit Profile'. Below the header, under 'Your Details', are input fields for 'First Name' (containing 'Margaret'), 'Last Name' (containing 'Durgan'), 'Email' (containing 'test+demo-hive-admin@hive.hr'), and 'Mobile Phone Number' (containing '07854 744654'). There is a flag icon to the left of the phone number field. Below these fields is a toggle switch for 'Two Factor Authentication' which is currently turned off. At the bottom of the form is a 'Save Changes' button.

- 4 Flip the 'Two-Factor Authentication' switch



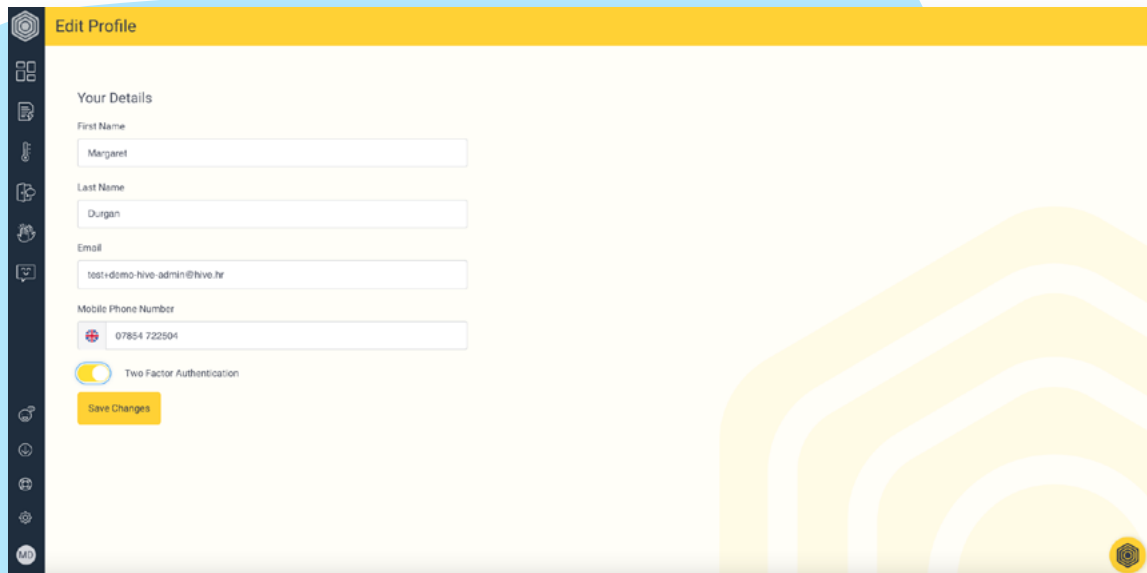
The screenshot shows a modal dialog for phone number verification. At the top is the 'hive' logo. Below it is the text 'Are you sure?' followed by the phone number '+447854722504'. A message states: 'We need to verify your phone number so we have sent you a code via SMS. This code is only valid for 60 seconds.' Below the message are six empty input boxes for the verification code. At the bottom are three buttons: 'Verify' (yellow), 'Resend Code' (dark blue), and 'Cancel' (white with a grey border).

- 5 We'll send you the six-digit code via SMS to your mobile number to validate your device



- 6 Enter your six-digit code to finish the validation

7 Click 'Save Changes'



The screenshot shows a web application interface for editing a user profile. The page has a yellow header bar with the title 'Edit Profile'. On the left, there is a dark sidebar with various icons. The main content area is white and contains a form titled 'Your Details'. The form includes input fields for 'First Name' (containing 'Margaret'), 'Last Name' (containing 'Durgan'), 'Email' (containing 'test+demo-hive-admin@hive.hr'), and 'Mobile Phone Number' (containing '07854 722504'). There is a toggle switch for 'Two Factor Authentication' which is currently turned off. At the bottom of the form is a yellow 'Save Changes' button. The background of the slide features a large light blue abstract shape and a yellow wavy pattern on the right side.

Edit Profile

Your Details

First Name
Margaret

Last Name
Durgan

Email
test+demo-hive-admin@hive.hr

Mobile Phone Number
07854 722504

☐ Two Factor Authentication

Save Changes

And you're all done!

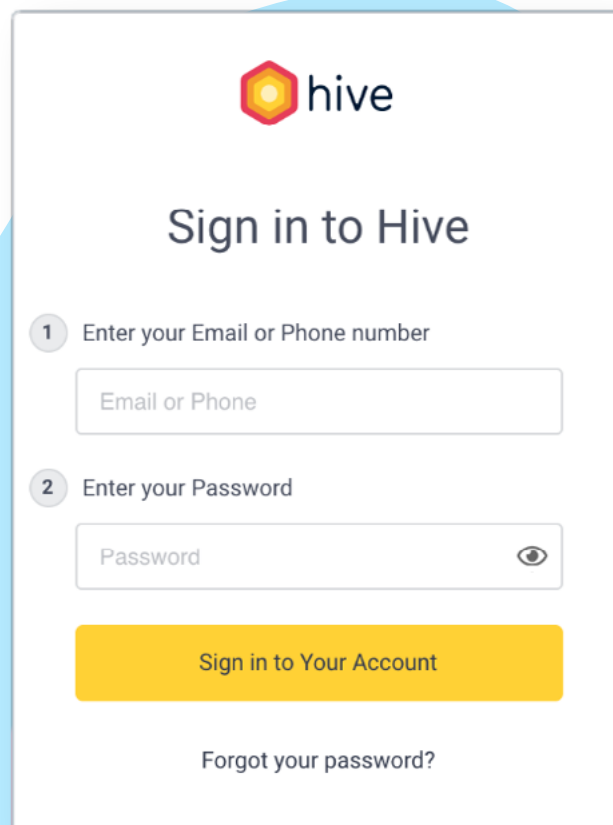


Here's a [video walk-through](#) of the set-up process

How does two-factor authentication work?

Once you've turned on two-factor authentication, logging in will have an extra step:

- 1 Visit the Hive login page, enter your email address and password, and click **'Sign in to your account'**


A mockup of the Hive login page. At the top is the Hive logo, which consists of a yellow hexagon with a red dot inside, followed by the word "hive" in lowercase. Below the logo is the title "Sign in to Hive". There are two numbered steps: "1 Enter your Email or Phone number" and "2 Enter your Password". Each step has a corresponding input field. The first input field is labeled "Email or Phone". The second input field is labeled "Password" and has an eye icon to its right. Below the input fields is a yellow button labeled "Sign in to Your Account". At the bottom of the form is a link that says "Forgot your password?".

hive

Sign in to Hive

1 Enter your Email or Phone number

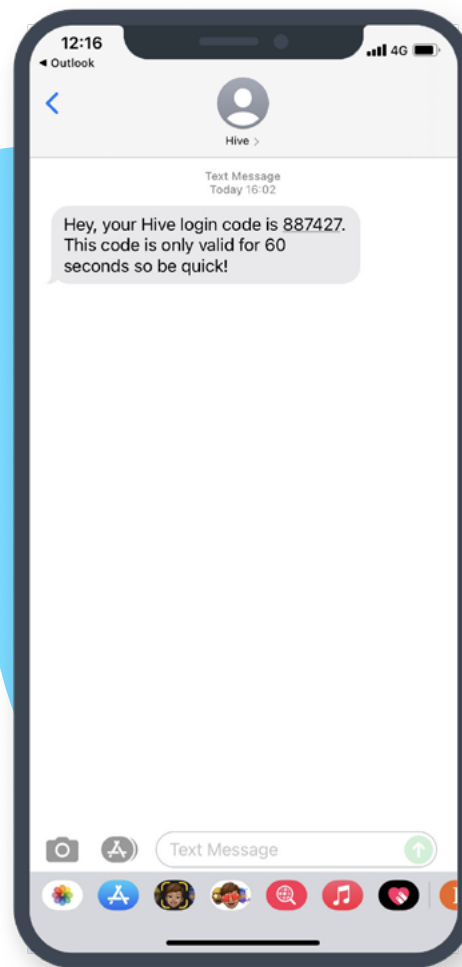
2 Enter your Password

Sign in to Your Account

[Forgot your password?](#)

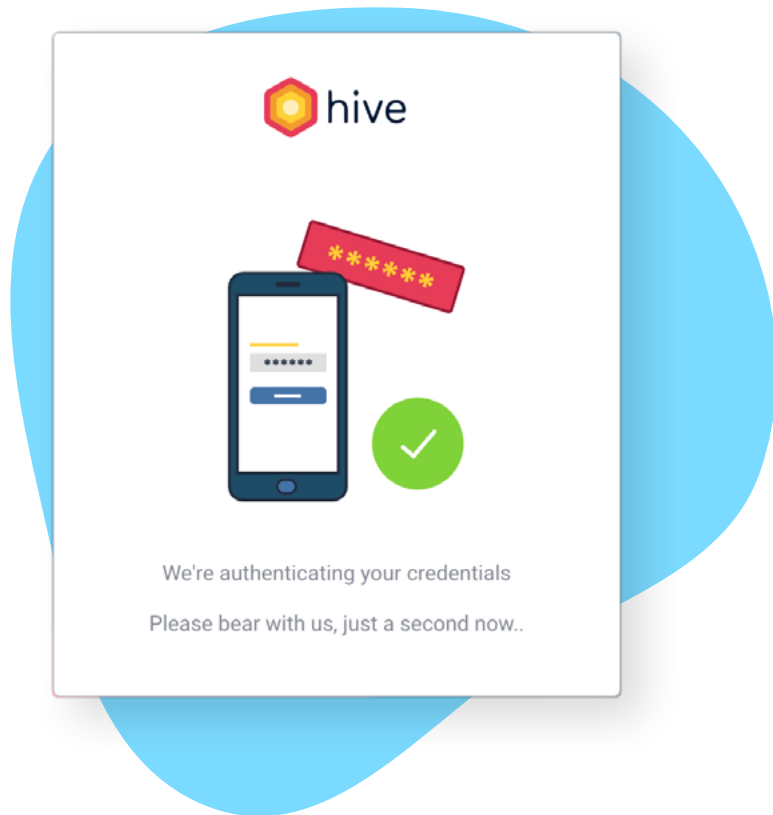
- 2 You'll then receive a text from Hive with your six-digit login code



- 3 Enter your six-digit code

A white rectangular verification screen with rounded corners. At the top is the Hive logo, consisting of a red hexagon with a yellow dot inside, followed by the word 'hive'. Below the logo, the text 'We've sent you a text' is displayed. Underneath, a smaller line of text says 'Please enter the verification code we sent to your mobile phone.' Below this is a row of six empty square input boxes for the code. At the bottom is a yellow rectangular button with the word 'Verify' in black text.

- 4 Hive will then authenticate your credentials, which should only take a few moments



- 5 You'll then see a green tick and be taken straight through to your dashboard



Here's a [video walk-through](#) of the login process

So now you should be all set up with two-factor authentication, but if you're struggling with anything, just get in touch at [**support@hive.hr**](mailto:support@hive.hr) or speak to your key contact.



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hive_hr



hello@hive.hr