



Setting up multi-factor authentication for your NetClient CS login

If multi-factor authentication has been enabled by your accountant, you can manage it for your own login.

Setting up multi-factor authentication for your login

When you use multi-factor authentication, you must have a mobile device on which the [Thomson Reuters Authenticator app](#) is installed, and use this app when logging in.

1. Click your name near the upper-right corner of the screen and choose Manage Multi-factor Authentication.
2. Click **Enable** to enable multi-factor authentication.
3. Enter your password and click Enter.
4. On the Multi-Factor Authentication Setup screen, click Get Started.
5. Once the Thomson Reuters Authenticator app is installed on your mobile device, click Next.
6. Follow the prompts in the setup wizard to pair your mobile device with your CS Web account login credentials.

Note: As part of the pairing process, you will scan a QR code generated in the setup wizard. When prompted, open your mobile app and tap Settings > Add Account to scan the QR code.

Switching to a different mobile device

If you lose your mobile device, or need to pair a different mobile device with your login, follow these steps.

1. Click your name near the upper-right corner of the screen and choose Multi-factor Authentication.
2. Click the Enabled option.
3. Click the Associate with Different Device button.
4. Enter your password and click Enter to continue the process.

If you cannot access your mobile device, you can ask your accountant to generate a 24-hour numerical code that you can use during the login process. This code will remain in effect for 24 hours, so you may need to enter it multiple times. After 24 hours, you should no longer need the code.

Related topics

[Multi-factor authentication overview](#)

[How to use the Thomson Reuters Authenticator app](#)

[Changing your password](#)

[Changing your login, name, or email address](#)

[Disabling multi-factor authentication for your login](#)

Video: [Multi-Factor Authentication for Your NetClient CS Portal](#)