

Multifactor Authentication Instructions for Agents

- ✔ Go to millersmutualgroup.com.
- ✔ On the header menu, hover on **AGENT PORTAL** and click on **AGENT LOGIN**.
- ✔ Log in with your username and Agency Portal Password. You will receive a **"More Information Required"** message. Click one of the following options for further setup instructions:

A Use the Authenticator App

B Download the Authenticator App

C Enroll in Text Messages

A. Use the Authenticator App

1. **Already have the Microsoft Authenticator app?** Click **"Next."**
2. On the Microsoft Authenticator screen, click **"Next."**
3. A new Microsoft Authenticator page will appear on your computer screen. Click **"Next."**
4. **Scan the QR code** with Microsoft Authenticator on your phone.
5. With Microsoft Authenticator open, click the **"+"** to add a new account.
6. Choose **"Work or school account."**
7. Select **"Scan QR code"** on your phone and scan the code. Your account is now added to Microsoft Authenticator. Click **"Next."**
8. **Type the 2-digit code** from your authenticator app into the prompt on your login page.
9. See the green checkbox stating **"Notification approved?"** You are officially enrolled in MFA. Click **"Next."**
10. **Give your app password a name** so that it is separate from other stored authenticator app credentials. Click **"Next"** and then click **"Done."**
11. **Your MFA enrollment is complete!**
12. When accessing the Millers Mutual Agency Portal, you will enter the 2-digit code pushed to your phone after you enter your username and password.

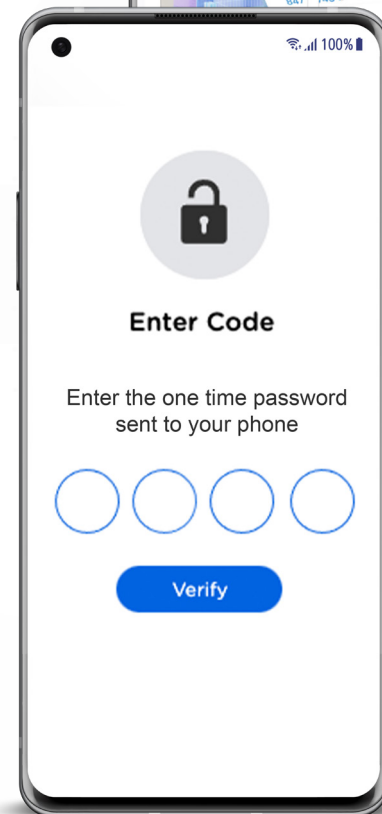
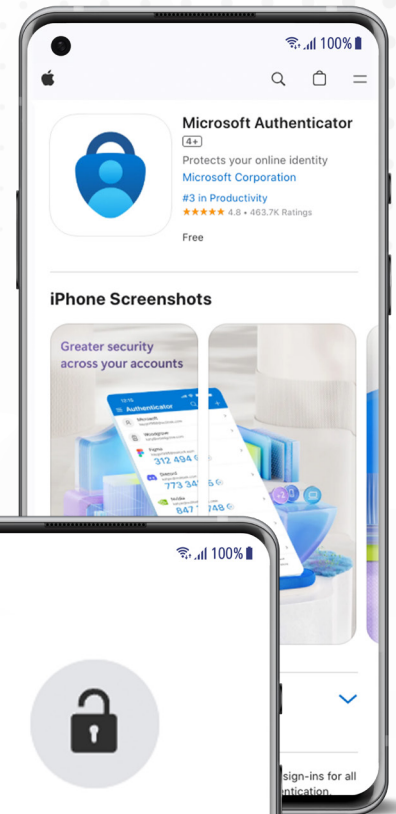


B. Download the Authenticator App

1. **Don't have the Microsoft Authenticator app?** Click the blue "Download now" link.
2. **Scan the Android or iOS QR code** with your phone camera.
3. For Apple iOS, "App Store" will appear. For Android, "Google Play" will pop up. Each takes you to the Microsoft Authenticator download.
4. A new Microsoft Authenticator page will appear on your computer screen. Click "Next."
5. **Scan the QR code** with Microsoft Authenticator on your phone.
6. With Microsoft Authenticator open, click the "+" to add a new account.
7. Choose "Work or school account."
8. Select "Scan QR code" on your phone and scan the code. Your account is now added to Microsoft Authenticator. Click "Next."
9. **Type the 2-digit code** from your authenticator app into the prompt on your login page.
10. See the green checkbox stating "Notification approved?" You are officially enrolled in MFA. Click "Next."
11. **Give your app password a name** so that it is separate from other stored authenticator app credentials. Click "Next" and then click "Done."
12. **Your MFA enrollment is complete!**
13. When accessing the Millers Mutual Agency Portal, you will enter the 2-digit code pushed to your phone after you enter your username and password.

C. Enroll in Text Messages

1. Click "Next."
2. Click "I want to set up a different method."
3. Select "Phone" from the "Choose a different method" dropdown.
4. Click "Confirm."
5. **Enter your mobile number** and click "Next."
6. **Enter the code you receive** and click "Next."
7. Click "Done."
8. **Your MFA enrollment is complete!**



Still having trouble logging in? Contact us at support@millersinsurance.com.