

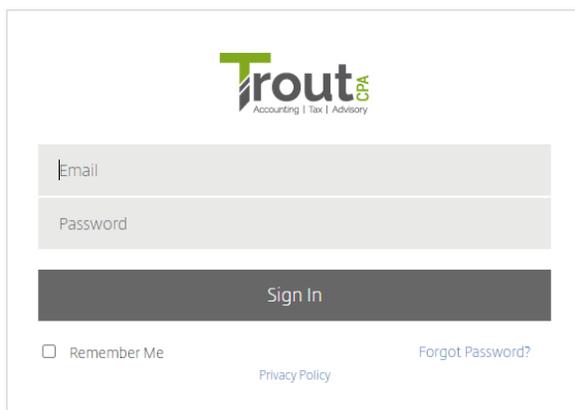


## Instruction on Enabling 2-Step Verification

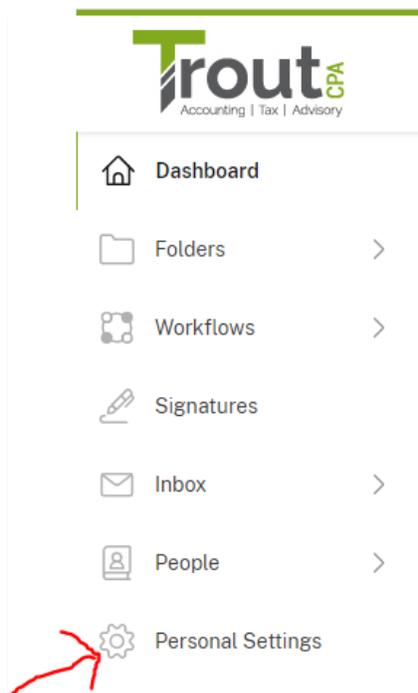
1. Go to <https://troutcpa.sharefile.com/>. (You can also find this link on the top right-hand corner of our website.)



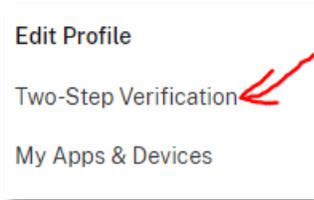
2. Log into ShareFile using your existing username and password.



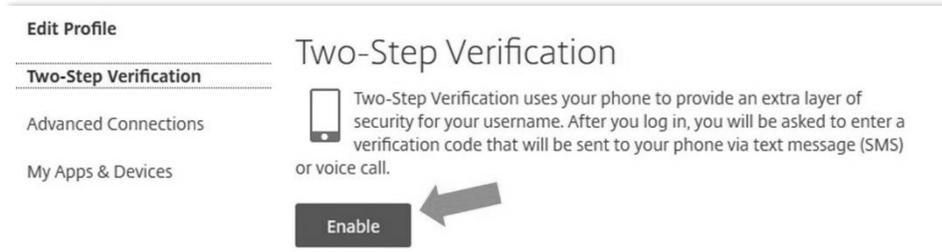
3. On the left-hand menu, click **Personal Settings**.



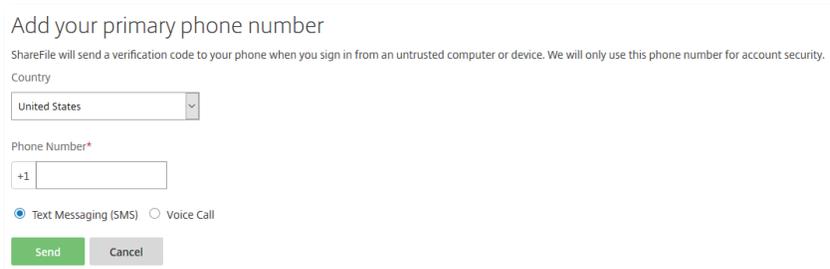
4. Select **Two-Step Verification**.



5. Click the **Enable** button.



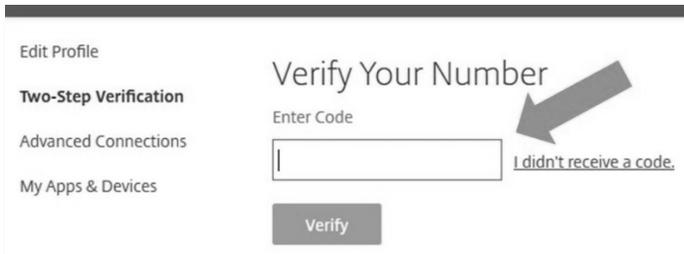
6. Enter your 10-digit primary **phone number** that you wish to use for the 2-step verification. Then select **Text Messaging (SMS)** or **Voice Call** to indicate how you would like to receive the verification code. Once you have reviewed you phone number and contact method, click **Send**.



7. If you selected Text Message (SMS), you will receive a text message similar to the screenshot below.



8. Enter the verification code you receive through a text or a phone call and then click **Verify**.



If you did not receive a code, click **I didn't receive a code** link.

9. Once you have successfully enabled Two-Step Verification, a popup screen will appear. ONLY if you are on a trusted computer/device, check the I trust this device box. Otherwise, you should leave this box unchecked. Click **Next**.

