

Overview and Data Entry Guidelines

You will need to validate your identity using **Two-factor Authentication (2FA)**, which adds a **second** layer of security. The recommended method is to use free **Salesforce Authenticator App**. Follow the steps below to establish a one-time connection between the Salesforce App and your COVax_{ON} login account.

Obtain the Salesforce Authenticator App

- 1) Obtain the Salesforce Authenticator App through the [Google Play](#) or the [Apple App Store](#), and install it on your mobile phone.
- 2) On your iPad, **log in** to COVax_{ON} with your Salesforce **username** and **password**. You will see a screen asking for a two-word phrase. Leave that screen open and go to your mobile phone.
- 3) Open the **Salesforce Authenticator App** on your phone and **click Skip Tour** at the top right-hand corner of the screen.
- 4) **Enter** your **Mobile Phone number** using the keypad on your phone.
- 5) **Click** the **Send** button to have Salesforce send you an automated SMS message.

Connect the App to your COVax_{ON} Account

- 6) **Click** the **link** that is sent in the SMS message from Salesforce to connect your App with your Salesforce/COVax_{ON} account.
- 7) **Click** the **Add an Account** button.
- 8) You will now be given a two-word phrase in the phone app. **Enter** this phrase in the COVax_{ON} login window you left open earlier and **click** the **Connect** button.

Note: you have 90 seconds to confirm and approve this activity on your phone.

Note: If a **Register Your Mobile Device** pop-up appears, click the **I Don't Want to Register My Phone** option at the bottom of the message.

Connect Salesforce Authenticator

For security reasons, you have to connect Salesforce Authenticator to your account. The app sends a notification when we need to verify your identity, and you verify with just a tap. You can also enable location services to have the app verify you automatically from trusted locations. The app provides codes to use as an alternate verification method.

1. Download Salesforce Authenticator from the App Store or Google Play and install it on your mobile device.
2. Open the app and tap to add your account.
3. The app shows you a unique two-word phrase. Enter the phrase below.

Two-Word Phrase

Back Connect

Choose Another Verification Method

Let's Get Started

Add an Account

Connect Salesforce Authenticator

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1. Download Salesforce Authenticator from the App Store or Google Play and install it on your mobile device.
2. Open the app and tap to add your account.
3. The app shows you a unique two-word phrase. Enter the phrase below.

Two-Word Phrase

Back Connect

Choose Another Verification Method

We'll text you a link to verify your number. Verifying your number starts a backup of your accounts or restores accounts from an existing backup.

Mobile number

+1

Send

1 2 3
4 5 6
7 8 9
+ * # 0

civil return

Copy to Clipboard

Enter this phrase on the app connection page in your account. Then confirm the connection on your phone.

Or Scan QR Code