









How to enroll for MFA:





Email

1. Login to <https://myncid.nc.gov/>
2. Click on the **“MFA”** tab in your profile page.
3. Click on: 
4. Select **“Email”** and click: 
5. Verify the email address that pops up is correct and click: 
6. Enter the 8 digit code that you received in your email and click: 

Text Message

1. Login to <https://myncid.nc.gov/>
2. Click on the **“MFA”** tab in your profile page.
3. Click on: 
4. Select **“Text Message”** and click: 
5. Add your phone number and click: 
6. Enter the 8 digit code sent to your phone number and click: 

Phone Call


1. Login to <https://myncid.nc.gov/>
2. Click on the **“MFA”** tab in your profile page.
3. Click on: 
4. Select **“Phone Call”** and click: 
5. Add your phone number and click: 
6. You will receive a phone call by the system, enter the 8 digit code given and click: 

How to enroll for MFA:

Authenticator


1. Download the Simeio Authenticator Application from AppStore or PlayStore in your phone:



2. Login to <https://myncid.nc.gov/> in your computer.
3. Click on the **“MFA”** tab in your profile page in your computer.
4. Click on: 

5. Select **“Authenticator”** and click:

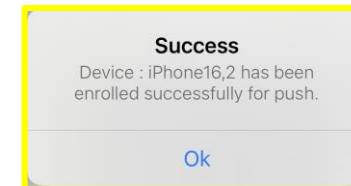


6. A QR code will pop up in your screen.
7. In your Simeio Authenticator App in your phone, click on: 

8. Click on the **“Scan QR Code”** button and scan the QR code from your phone.






9. Acknowledge the success message on your phone by clicking **“Ok”**.






Modify MFA enrollment in MyNCID Portal:

Email

1. Login to <https://myncid.nc.gov/>
2. In your profile page, click on  next to your email.
3. Type your new email and click on:

4. Enter the 8 digit code sent to your email and click: 

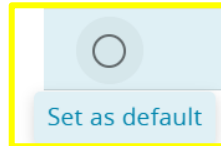
Phone number

1. Login to <https://myncid.nc.gov/>
2. In your profile page, click on  next to your phone number.
3. Type your new phone number and click on: 
4. Enter the 8 digit code sent to your phone number and click: 

Change default MFA enrollment method:

For an existing MFA method

1. Login to <https://myncid.nc.gov/>
2. In your profile page, go to the **MFA** tab.
3. Click on the circle of the method you want to set as default:



4. Click on:
5. Enter the 8 digit code you received on your selected method and click on:

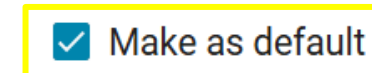


For a new MFA method

1. Login to <https://myncid.nc.gov/>
2. In your profile page, go to the **MFA** tab and click on:



3. Choose the method you want to add and click on:
4. Enter the 8 digit code you received on your selected method and click:





5. Click on:

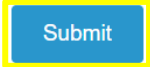


Delete MFA method:

Note: You cannot delete a MFA method if it is set as default. If you only have one MFA method, you will have to add a new one and set it as default to be able to delete the old method

1. Login to <https://myncid.nc.gov/>
2. In your profile page, go to the **MFA** tab.
3. Click on  next to the method you want to delete.
4. To confirm, click on: 

Enroll MFA via an application that requires MFA

1. Provide your MyNCID username and password on an application that requires login.
2. If you have a phone number listed on your MyNCID profile, you will get the following options: **Authenticator, or email.** (You will only see SMS and phone call option if you have a phone number registered in your MyNCID profile)
3. Select one option, enter the 8 digit you received on your selected method and click: 
4. If your OTP is accepted, you will be directed to your application.