



Multi-Factor Authentication (MFA)

Enablement tutorial



What is it?

Multi-Factor Authentication is a process where you, as a user, are prompted during the sign-in process for an additional form of identification, utilizing something other than normal login information to authenticate yourself.



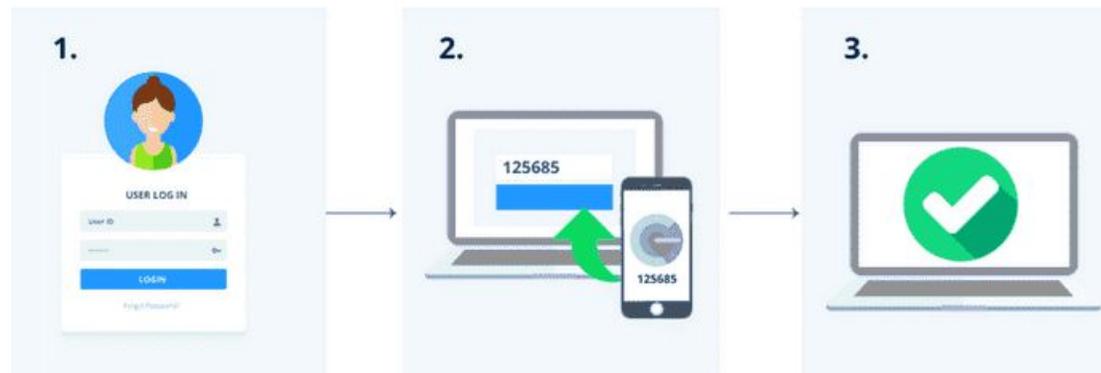
Why implement MFA?

Strong security measures are more important today than ever. Usernames and passwords are no longer sufficient protection on their own. MFA adds an additional layer of protection and establishes a value-driven standard for security across our BDSI e-commerce site.



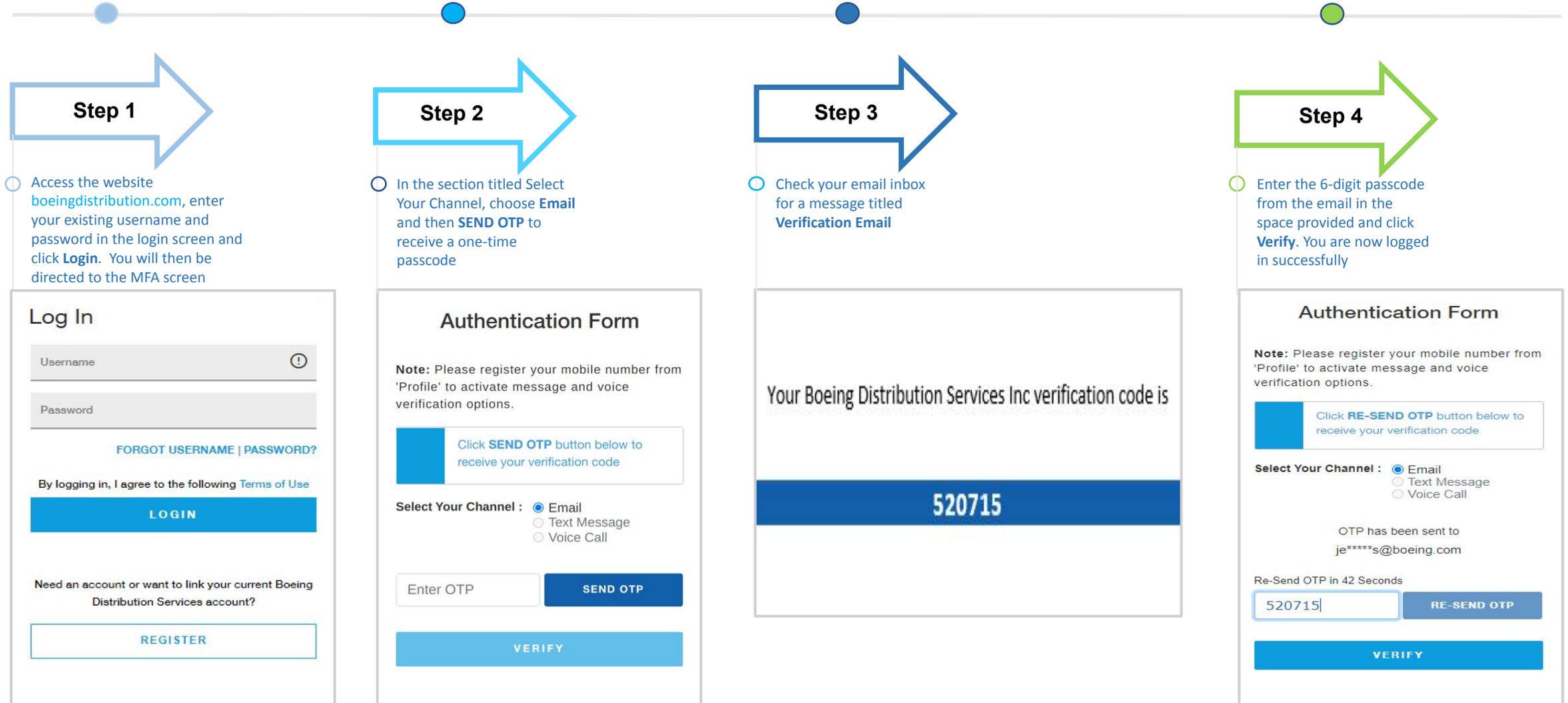
What is the implementation plan?

Once you are notified that your account is enabled for MFA, you will have the option to register your phone number. Each login thereafter will include the MFA screen where you can select the desired channel of verification from SMS (text), voice, or email. Detailed instructions are included in the following slides.



First Time Login (MFA)

For the first time use, only an email-based channel will be enabled to receive a one-time passcode



Step 1

Access the website boeingdistribution.com, enter your existing username and password in the login screen and click **Login**. You will then be directed to the MFA screen

Log In

Username

Password

[FORGOT USERNAME | PASSWORD?](#)

By logging in, I agree to the following [Terms of Use](#)

LOGIN

Need an account or want to link your current Boeing Distribution Services account?

REGISTER

Step 2

In the section titled **Select Your Channel**, choose **Email** and then **SEND OTP** to receive a one-time passcode

Authentication Form

Note: Please register your mobile number from 'Profile' to activate message and voice verification options.

Click SEND OTP button below to receive your verification code

Select Your Channel : Email
 Text Message
 Voice Call

Enter OTP **SEND OTP**

VERIFY

Step 3

Check your email inbox for a message titled **Verification Email**

Your Boeing Distribution Services Inc verification code is

520715

Step 4

Enter the 6-digit passcode from the email in the space provided and click **Verify**. You are now logged in successfully

Authentication Form

Note: Please register your mobile number from 'Profile' to activate message and voice verification options.

Click RE-SEND OTP button below to receive your verification code

Select Your Channel : Email
 Text Message
 Voice Call

OTP has been sent to je*****s@boeing.com

Re-Send OTP in 42 Seconds

520715 **RE-SEND OTP**

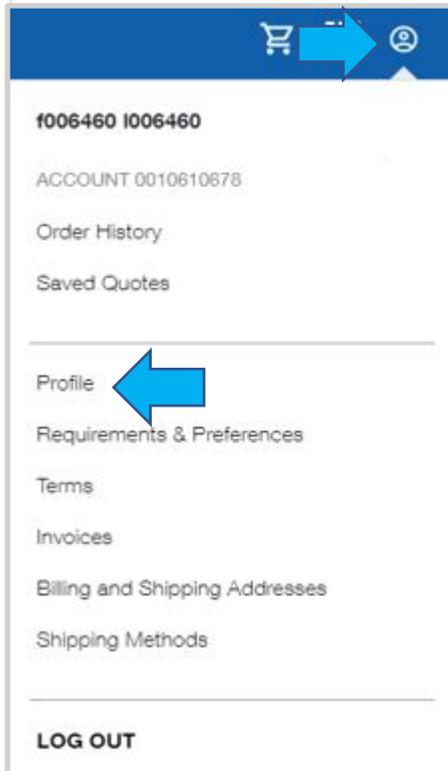
VERIFY

Mobile Number Registration (MFA)

A mobile number must be registered to activate the Text Message or Voice Call options

Step 1

Once logged into the account, click on the  icon in the top right corner of the screen. Then click **Profile**



006460 1006460

ACCOUNT 0010610678

Order History

Saved Quotes

Profile

Requirements & Preferences

Terms

Invoices

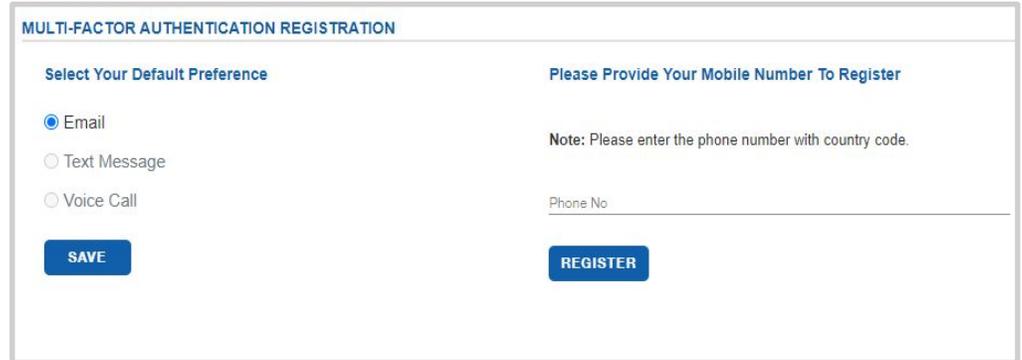
Billing and Shipping Addresses

Shipping Methods

LOG OUT

Step 2

Under My Account, scroll to **MULTI-FACTOR AUTHENTICATION REGISTRATION**



MULTI-FACTOR AUTHENTICATION REGISTRATION

Select Your Default Preference

Email

Text Message

Voice Call

SAVE

Please Provide Your Mobile Number To Register

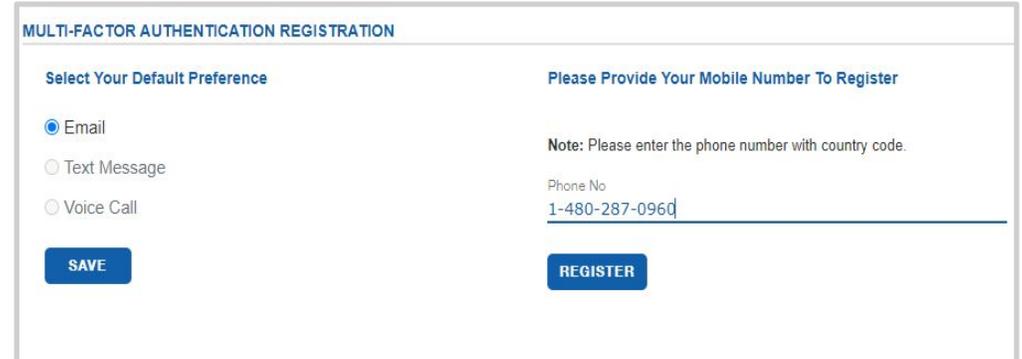
Note: Please enter the phone number with country code.

Phone No

REGISTER

Step 3

Enter your mobile number beginning with country code and click **REGISTER**



MULTI-FACTOR AUTHENTICATION REGISTRATION

Select Your Default Preference

Email

Text Message

Voice Call

SAVE

Please Provide Your Mobile Number To Register

Note: Please enter the phone number with country code.

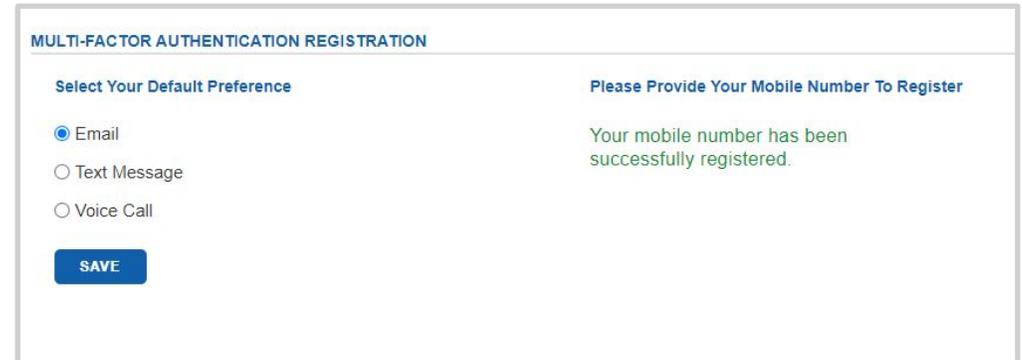
Phone No

1-480-287-0960

REGISTER

Step 4

Now that your phone number has been registered, you can select one of the desired channels (email/text/voice) to authenticate yourself each time under **Select Your Default Preference**



MULTI-FACTOR AUTHENTICATION REGISTRATION

Select Your Default Preference

Email

Text Message

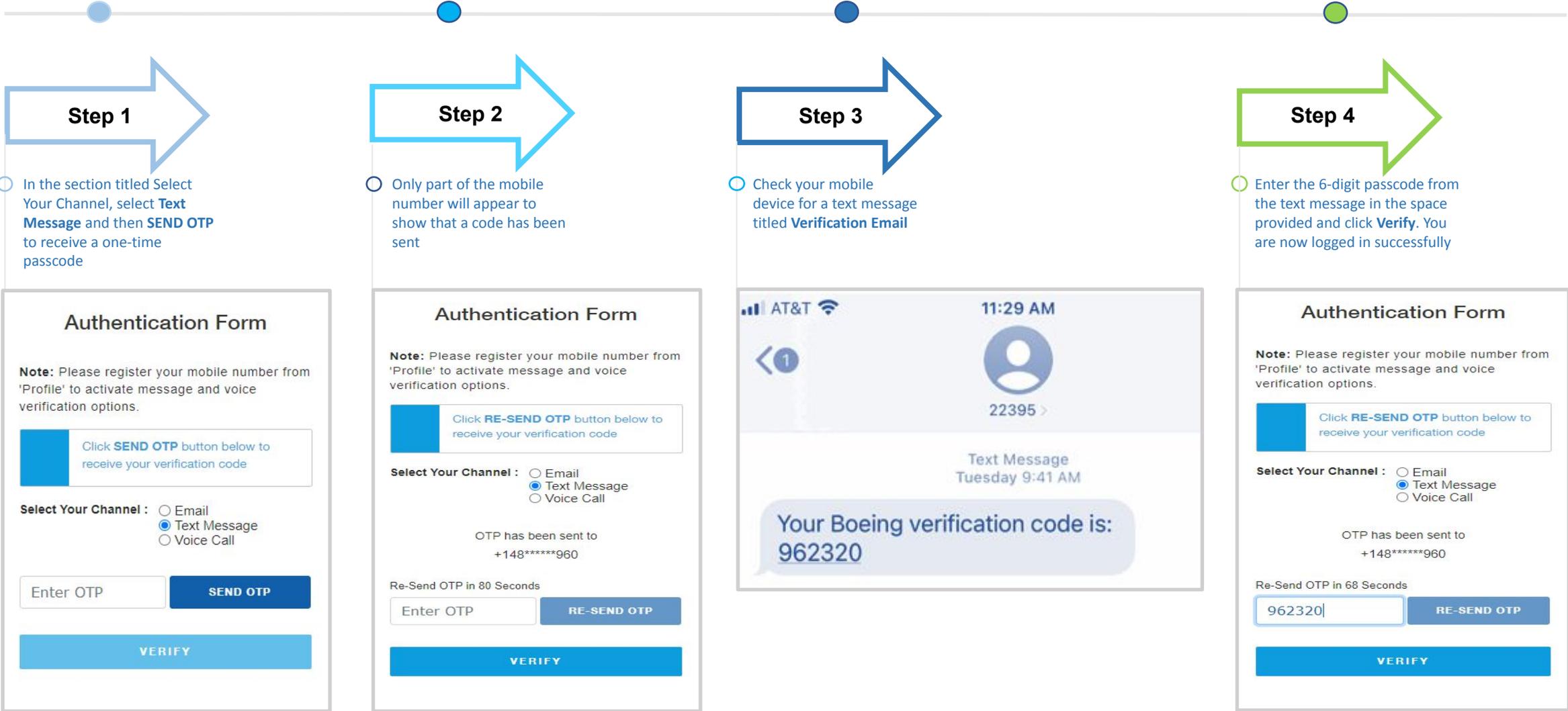
Voice Call

SAVE

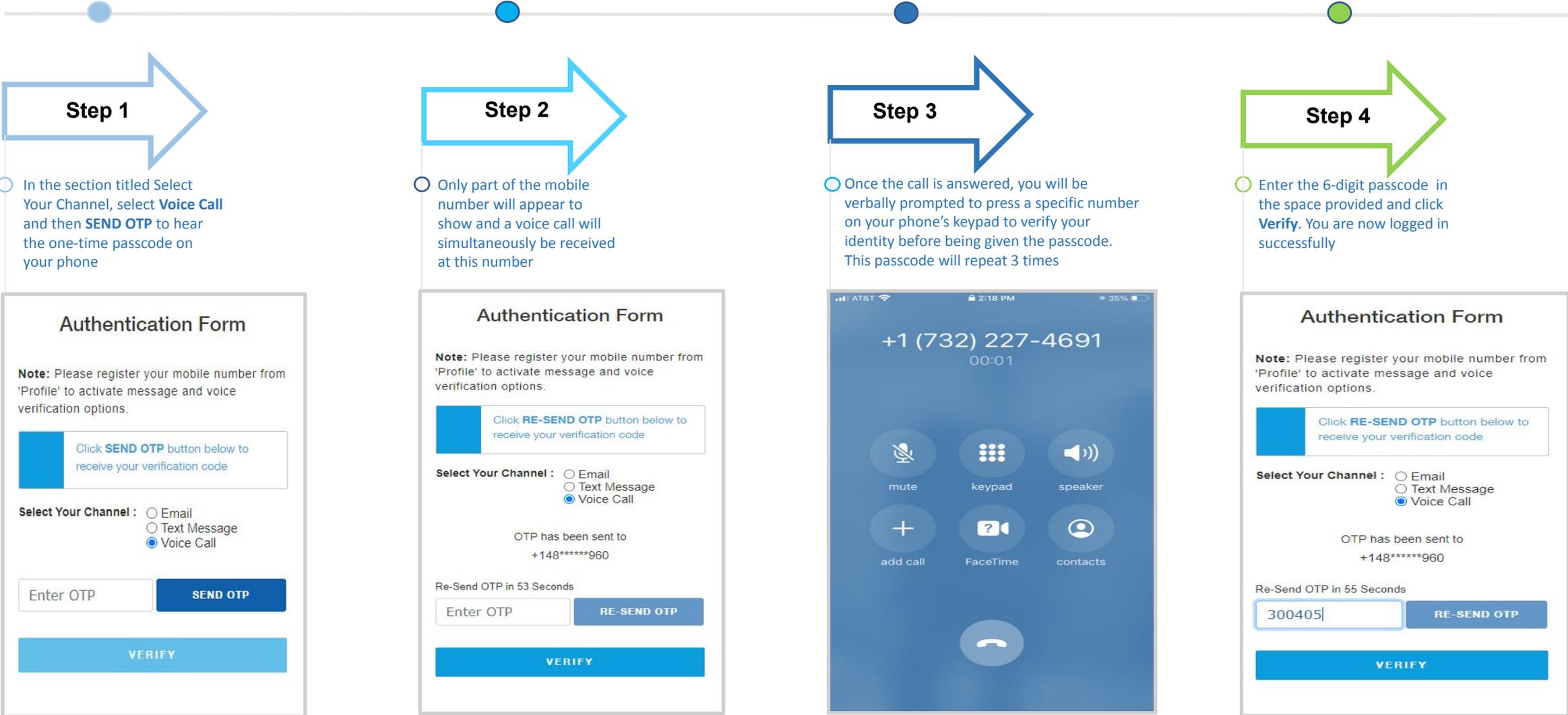
Please Provide Your Mobile Number To Register

Your mobile number has been successfully registered.

Text Message Verification (MFA)



Voice Call Verification (MFA)



What if I don't receive a passcode/OTP?

If you do not receive a passcode via email, text message, or voice call, you can re-generate a new OTP by clicking on the "RE-SEND OTP" button. You also may want to check your spam or junk email folder.

What if I enter the wrong code or don't have enough time to enter the code?

If the OTP is invalid, you can re-generate a new OTP by clicking on the "RE-SEND OTP" button. Please note that the "SEND OTP" button has a 90-second time interval & will be disabled if you click on the "RE-SEND OTP" button before this period.

What if I don't register my mobile number?

If a mobile number is not authenticated, only the email-based channel can be used for verification.

How do I change my mobile number?

A mobile number can be changed in the Profile section of the account once you are logged in.