

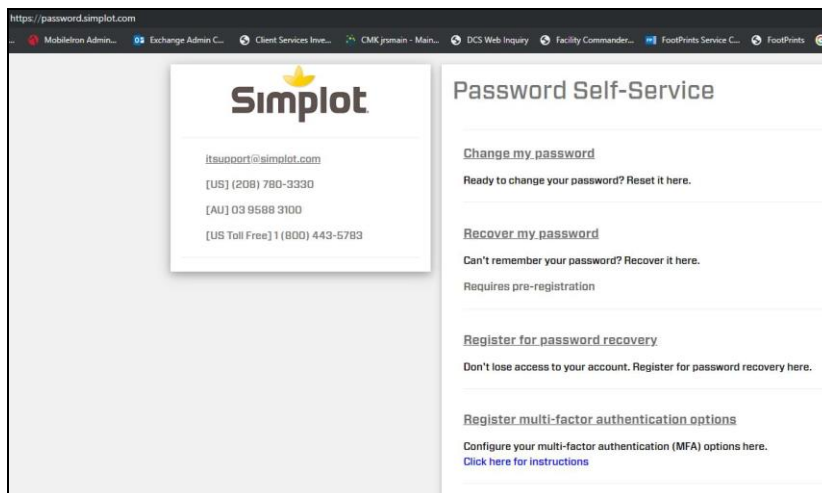
# How to register for multi-factor authentication

## Overview

This document provides instructions for users to register for multi-factor authentication through the Password Self-Service portal at <http://password.simplot.com>.

## Access the JR Simplot Password Self-Service Portal and configure MFA

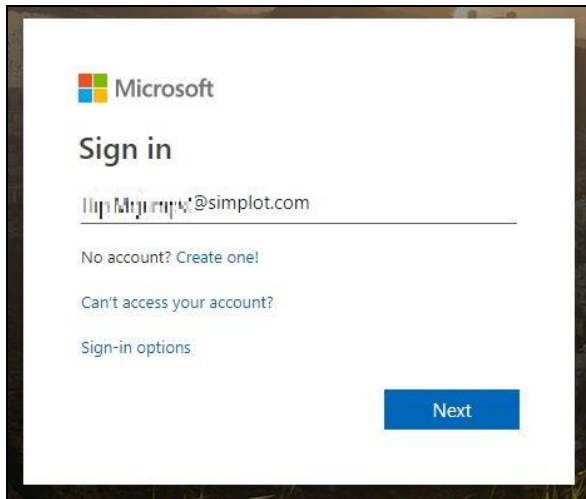
1. In your browser URL or navigation bar type: <http://password.simplot.com> (or click [here](#)). You should see the page below.



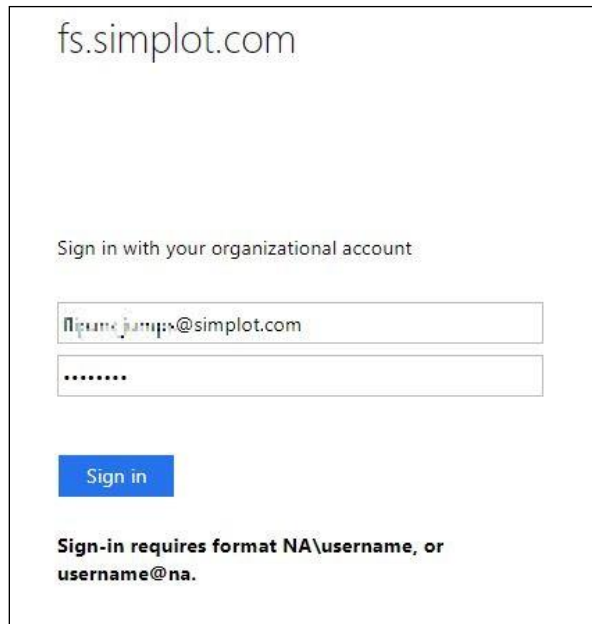
2. Enter your JR Simplot email address. Then click 'Next'.

**Note:** If you are a contractor or CWF without a Simplot email type your username and add @simplot.com to the end, then click next.

**Note:** If you are not prompted for an email address it is likely because your browser has another Microsoft account already logged in. To circumvent this launch an incognito Chrome window, you can find instructions for this [here](#) then start again at step 1.

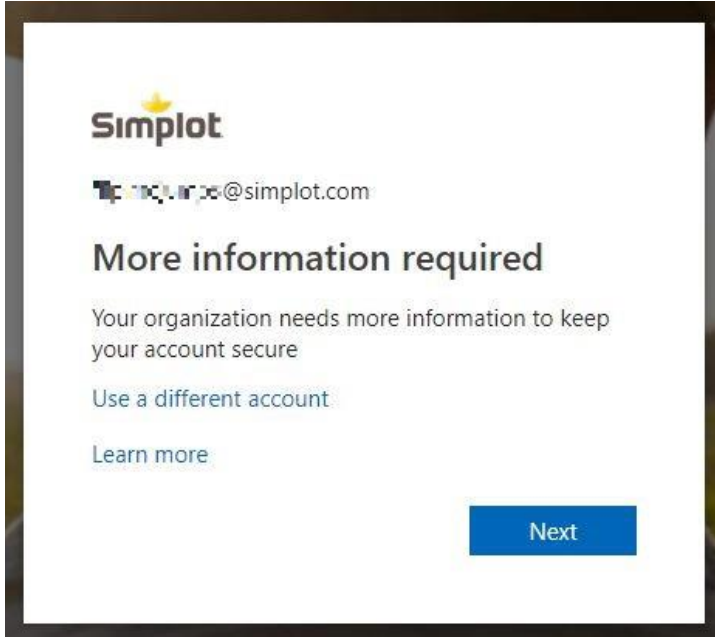


3. You will be directed to fs.simplot.com where you will enter the same email again, in addition you will enter your password. Do this and click 'Sign in'.

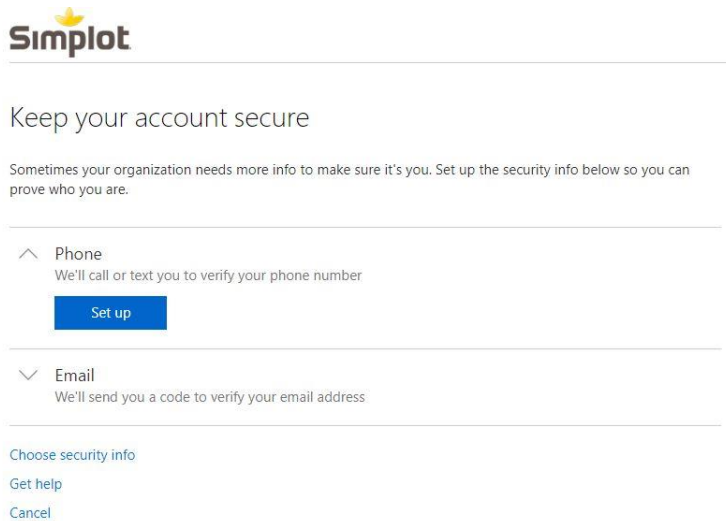


4. When you receive the prompt asking if you want to stay logged in click 'No'.

5. You will see the following message letting you know you are required to register for multi-factor authentication. Click 'Next'.



6. You will see the screen below, click 'Set Up'.



7. Enter your country and phone number and click 'Next'.

## Set up your phone

What phone number do you want to use?

United States (+1) ▼

1-800-742-0000

Call me  
 Text me a code

Cancel Next

- You will receive a phone call asking you to press a button to verify the phone number. Press it and you will be returned to the screen below. Click 'Choose security info'.



## Keep your account secure

Sometimes your organization needs more info to make sure it's you. Set up the security info below so you can prove who you are.

✓ Phone +1 708-780-5038



∧ Email

We'll send you a code to verify your email address

Set up

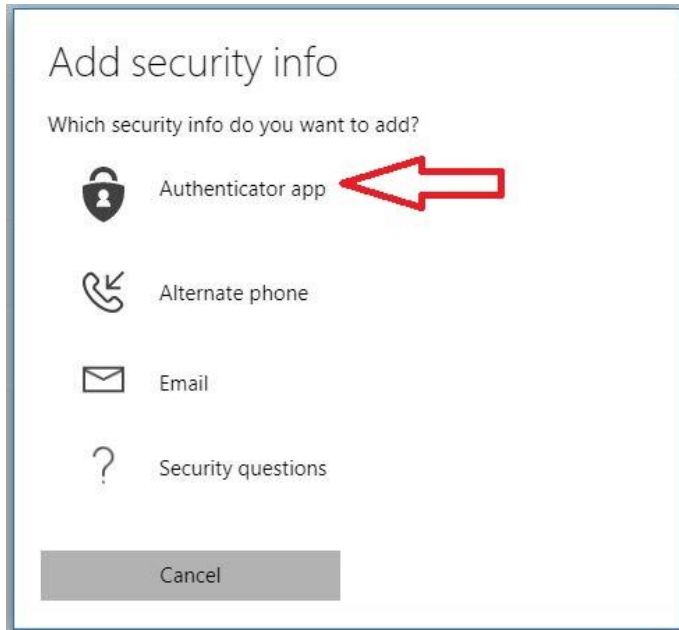
[Choose security info](#)



[Get help](#)

[Cancel](#)

- Select 'Authenticator app'.



10. Follow the one screen instructions to set up the mobile authenticator application.

11. When returned to the screen below click on 'Change default' and select the authenticator application option.



## Keep your account secure

Authenticator App SM-G955U



Phone +1 2027602988



Office phone

[Add security info](#)

[Change default \(Mobile phone call\)](#)



[Get help](#)