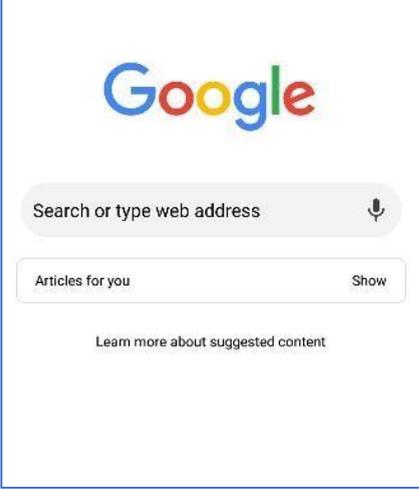
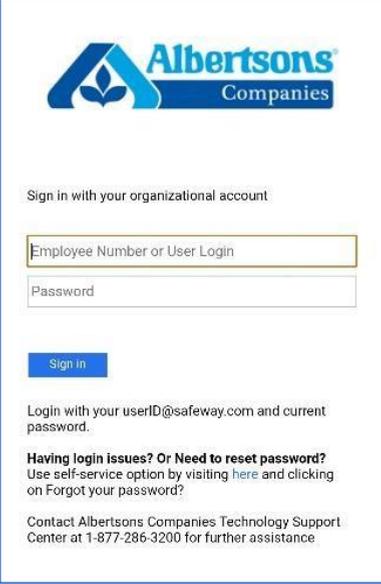
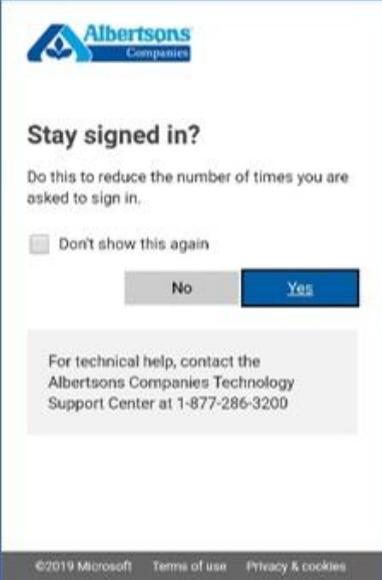
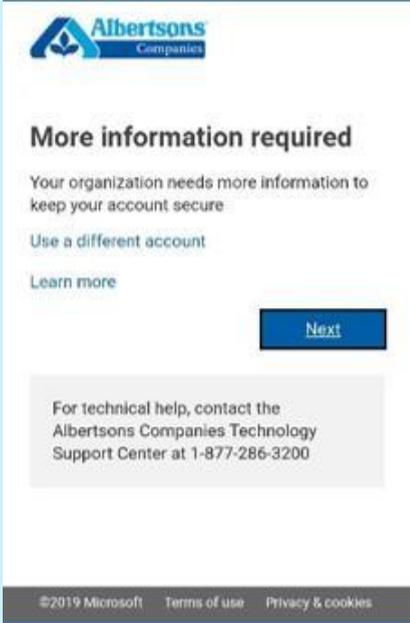
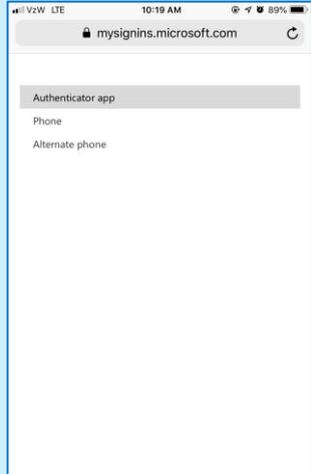


No matter what authentication method you choose (text message, phone call, or the Microsoft Authenticator app), these first five steps will remain the same.

<p>STEP 1: Using your mobile phone, ENTER https://aka.ms/proofup?whr=safeway.com Into your browser</p>	<p>STEP 2: TYPE Employee ID Number or User ID and Password CLICK Sign in</p>	<p>STEP 3: Recommendation – SELECT “No”</p>
		

<p>STEP 4: CLICK “Next” to begin the Multi-factor Authentication (MFA) registration</p>	<p>STEP 5: To choose to receive the second factor via text message, SELECT “I want to set up a different method” at the bottom of the screen.</p>
	

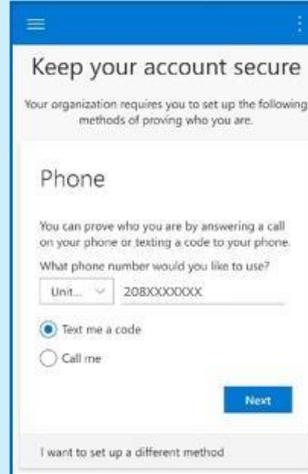
STEP 6:
SELECT “Phone”



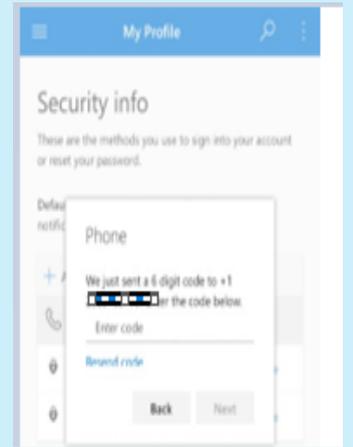
STEP 7:
SELECT “Confirm” to use your phone



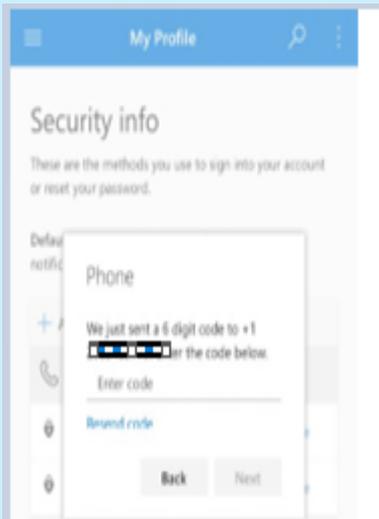
STEP 8:
TYPE in your entire mobile phone number
SELECT “Text me a code”
CLICK “Next”



STEP 9:
You will be prompted to add a 6-digit code that will be sent to your mobile phone via SMS text.



STEP 10:
Enter the 6-digit code and SELECT “Next”



STEP 11:
CLICK “Next” to verify you wish to receive the second authentication factor via text message



STEP 12:
CLICK “Done” to complete MFA Registration



<p>STEP 6: SELECT “Phone”</p>	<p>STEP 7: SELECT “Confirm” to use your phone.</p>	<p>STEP 8: TYPE in your entire mobile phone number</p> <p>SELECT “Call Me”</p> <p>SELECT “Next”</p>
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<p>STEP 9: You will receive an automated phone call and will be asked to press the pound or hashtag key on the keypad to confirm registration.</p>	<p>STEP 10: CLICK “Done” to complete MFA registration.</p>
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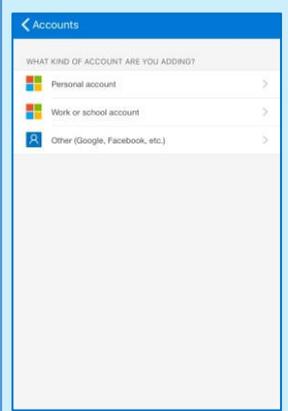
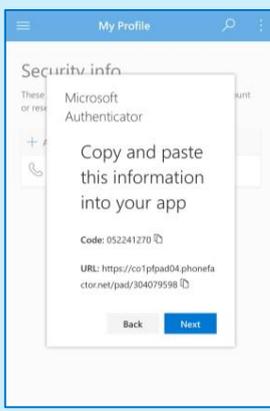
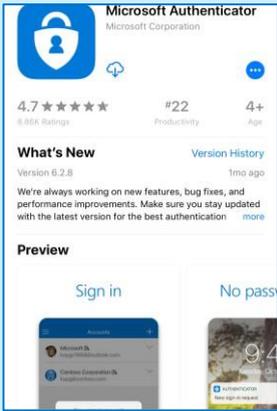
STEP 6:
Download the Microsoft Authenticator App

STEP 7:
Once you have downloaded the app, CLICK “Next”

STEP 8:
SELECT “Next”

STEP 9:
You will receive a unique code and URL. These will be copied and pasted in the Microsoft Authenticator app.

STEP 10:
Open the app to create an account and SELECT “Work or School Account”



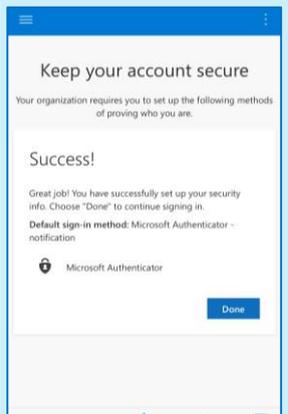
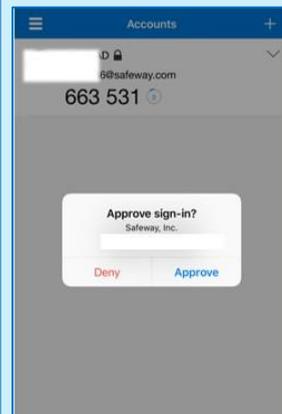
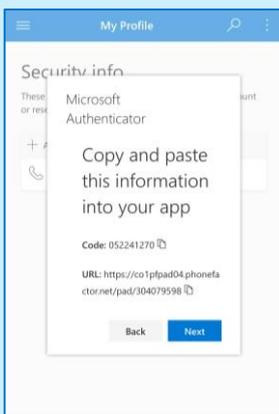
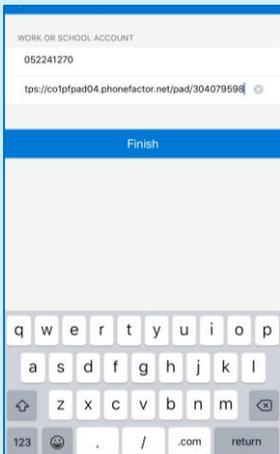
STEP 11:
Copy and paste the unique Code and URL and CLICK “Finish”

STEP 12:
Go back to your browser and CLICK “Next” on the screen with the code and URL.

STEP 13:
You will receive a notification on your phone.

STEP 14:
Open the notification and CLICK “Approve”

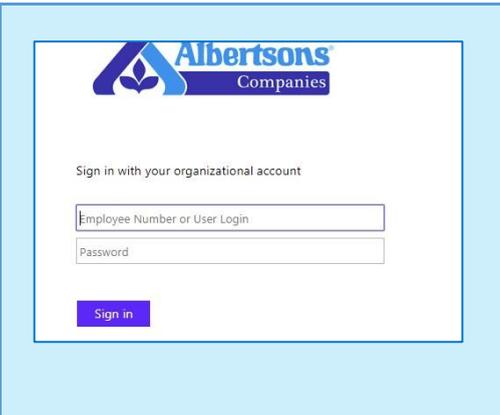
STEP 15:
After you approve, your registration is complete. CLICK “Done”



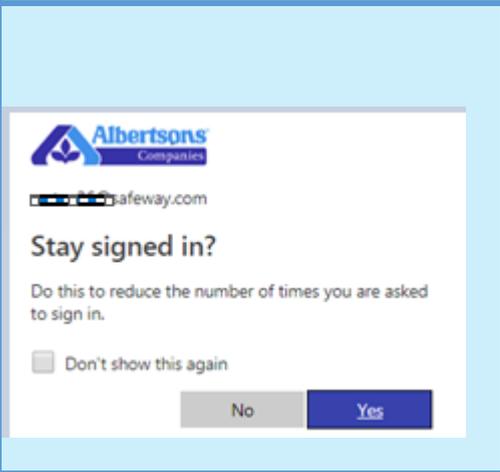
MULTI-FACTOR AUTHENTICATION – MS AUTHENTICATOR (DESKTOP REGISTRATION)



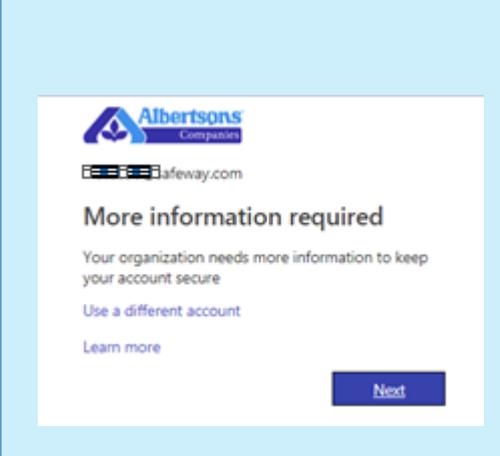
STEP 1:
Using your desktop computer, ENTER <https://aka.ms/proofup?whr=safeway.com> into your browser.



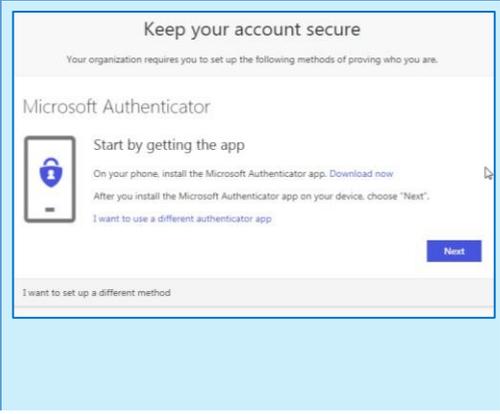
STEP 2:
SELECT No



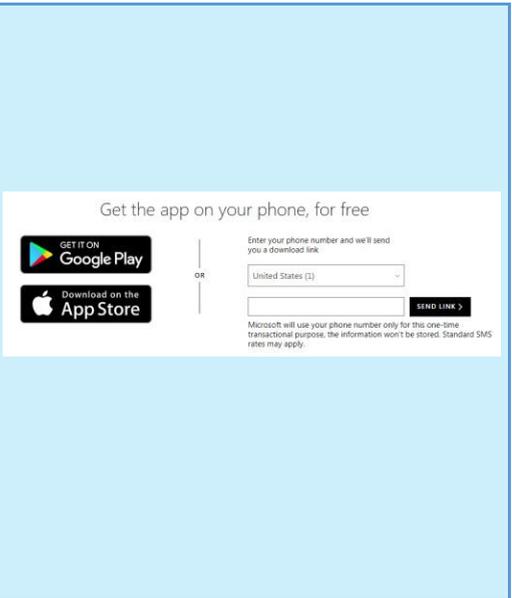
Step 3:
CLICK "Next" to begin the Multi-factor Authentication (MFA) registration



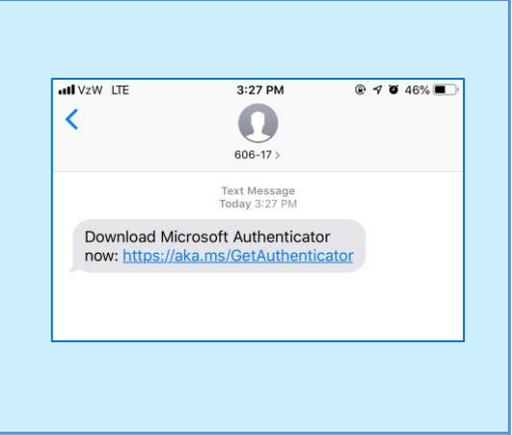
STEP 4:
To choose to receive the second factor via the Microsoft Authenticator app, click "Download Now."



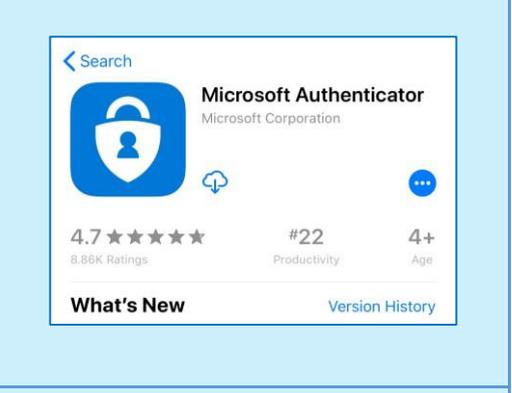
STEP 5:
ENTER your phone number and have a download link for the Microsoft Authenticator app sent to your mobile phone. Enter your phone number and CLICK "Send Link."



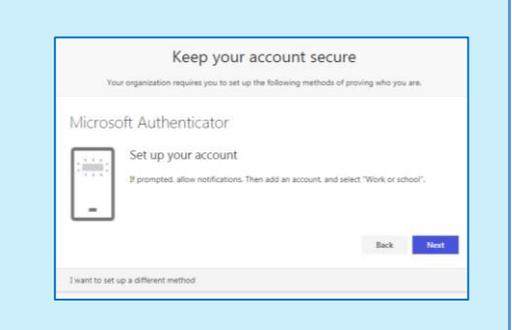
STEP 6:
You will receive an SMS text with a download link. CLICK the link to open in either the App Store or Google Play Store.



STEP 7:
The Microsoft Authenticator app will open in either the App Store or Google Play Store. CLICK to download.



STEP 8:
In your desktop browser window, CLICK "Next" under Set up your account.



MULTI-FACTOR AUTHENTICATION – MS AUTHENTICATOR (DESKTOP REGISTRATION)



STEP 9:
In the Microsoft Authenticator app, CLICK “Work or School Account” to set up a new account.

STEP 13:
The Microsoft authentication process will then send you an automatic test notification to your mobile phone.

STEP 10:
In your desktop browser, there will be a QR code visible.

Step 14:
When you receive the notification on your mobile phone, CLICK “Approve.”

Step 11:
Using the Microsoft Authenticator app on your mobile phone, scan the QR code on your desktop computer screen.

Step 15:
On your desktop browser, you should see a “Notification approved” message. CLICK “Next.”

Step 12:
On your desktop browser, you should receive a “Notification approved” message. CLICK “Next.”

STEP 16:
You have successfully set up the Microsoft Authenticator app on your phone and are registered for MFA. CLICK “Done.”