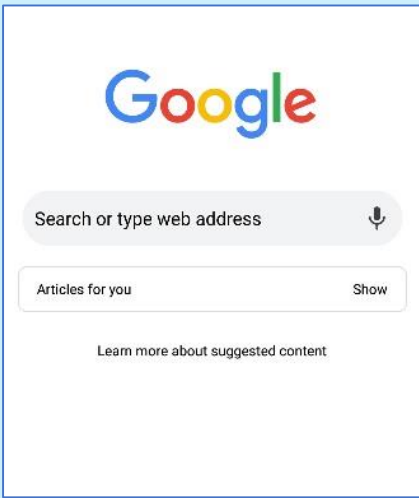
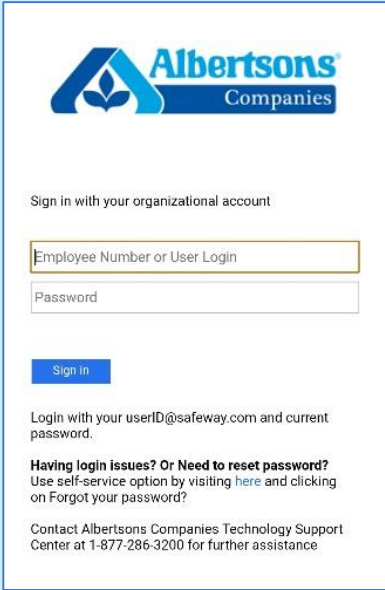
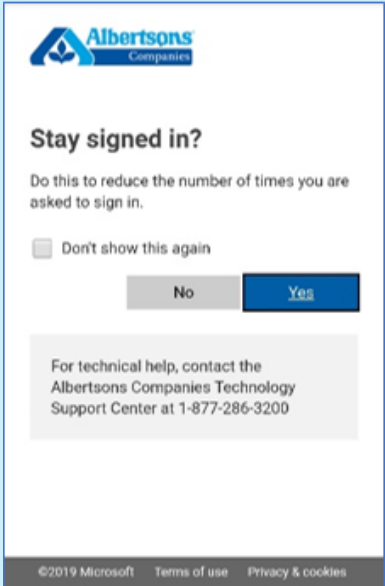
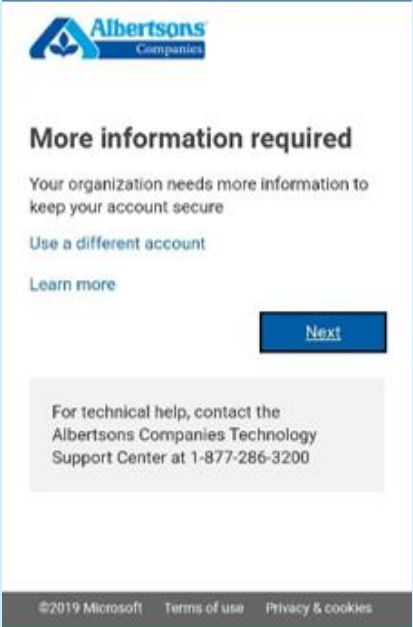

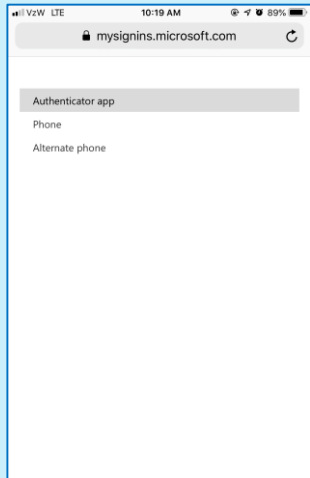


*No matter what authentication method you choose (text message, phone call, or the Microsoft Authenticator app), these first five steps will remain the same.*

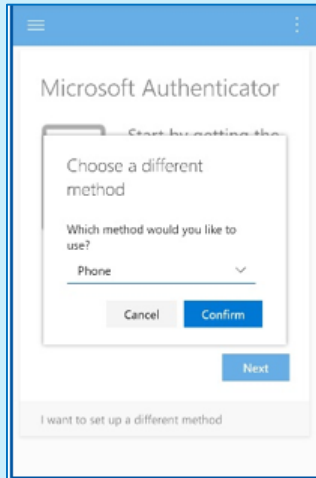
<p><b>STEP 1:</b> Using your mobile phone, ENTER <a href="https://aka.ms/proofup?whr=safeway.com">https://aka.ms/proofup?whr=safeway.com</a> Into your browser</p>	<p><b>STEP 2:</b> TYPE Employee ID Number or User ID and Password CLICK Sign in</p>	<p><b>STEP 3:</b> Recommendation – SELECT “No”</p>
		

<p><b>STEP 4:</b> CLICK “Next” to begin the Multi-factor Authentication (MFA) registration</p>	<p><b>STEP 5:</b> 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>
	

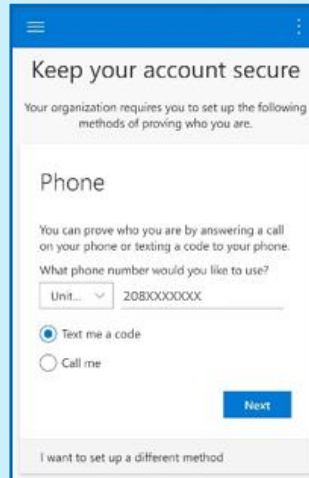
**STEP 6:**  
SELECT “Phone”



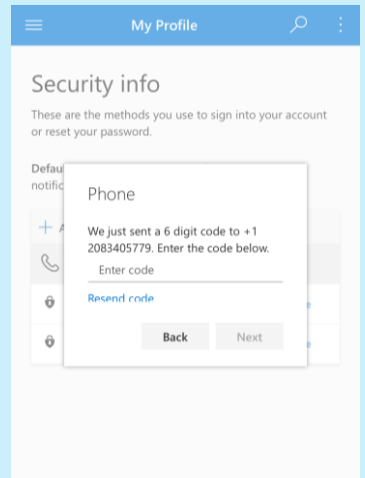
**STEP 7:**  
SELECT “Confirm” to use your phone



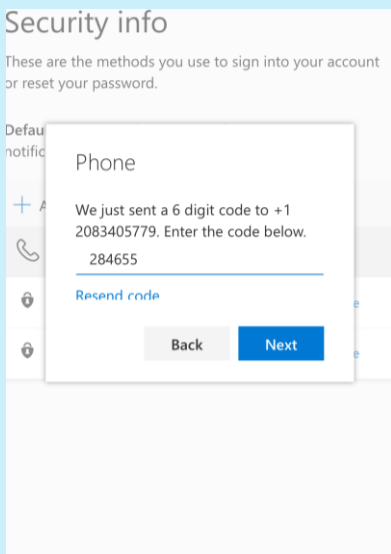
**STEP 8:**  
TYPE in your entire mobile phone number  
SELECT “Text me a code”  
CLICK “Next”



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



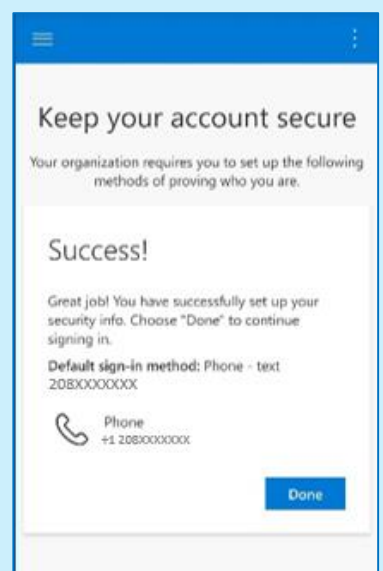
**STEP 10:**  
Enter the 6-digit code and SELECT “Next”



**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><b>STEP 6:</b> SELECT “Phone”</p>	<p><b>STEP 7:</b> SELECT “Confirm” to use your phone.</p>	<p><b>STEP 8:</b> TYPE in your entire mobile phone number  SELECT “Call Me”  SELECT “Next”</p>
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<p><b>STEP 9:</b> 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><b>STEP 10:</b> CLICK “Done” to complete MFA registration.</p>
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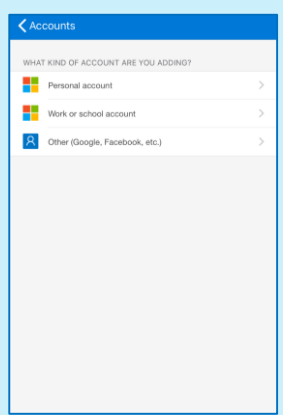
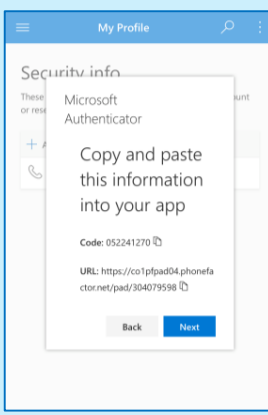
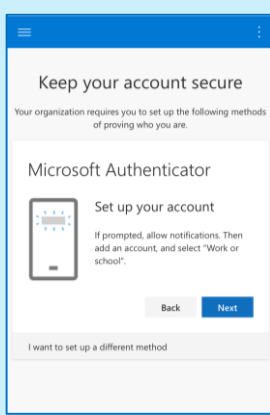
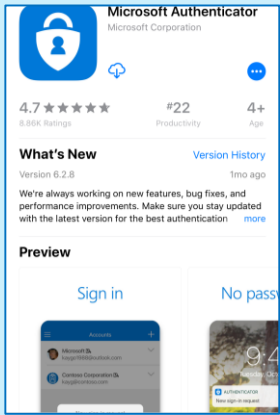
**STEP 6:**  
Download the Microsoft Authenticator App

**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”



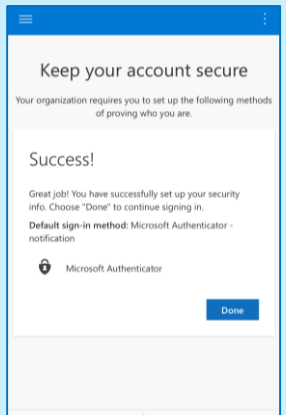
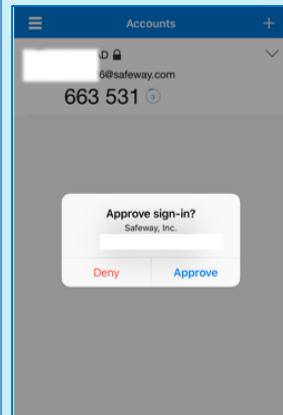
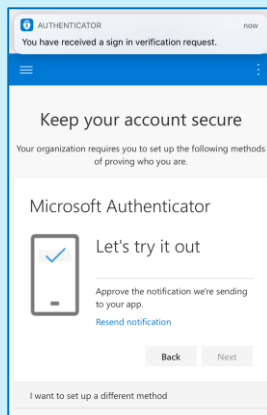
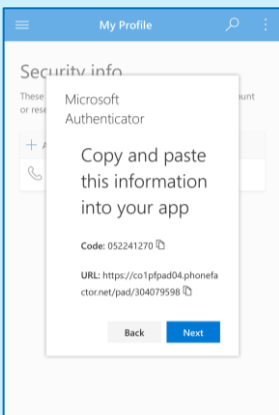
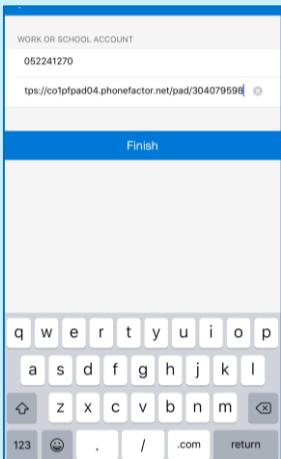
**STEP 11:**  
Copy and paste the unique Code and URL and CLICK “Finish”

**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”

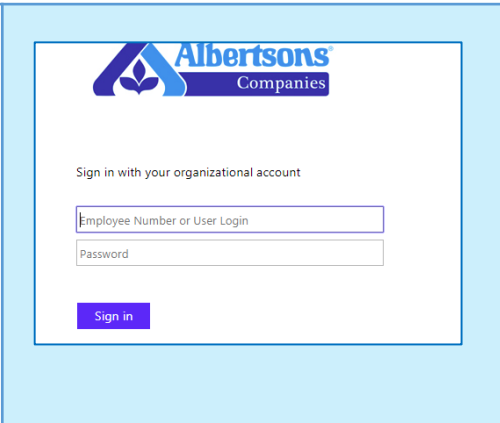
**STEP 15:**  
After you approve, your registration is complete. CLICK “Done”



# MULTI-FACTOR AUTHENTICATION – MS AUTHENTICATOR (DESKTOP REGISTRATION)



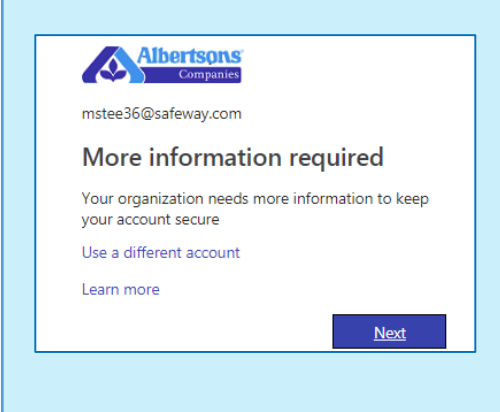
**STEP 1:**  
Using your desktop computer, ENTER <https://aka.ms/proofup?whr=safeway.com> into your browser.



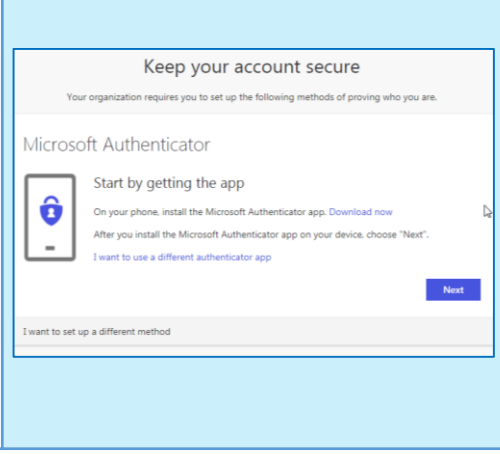
**STEP 2:**  
SELECT No



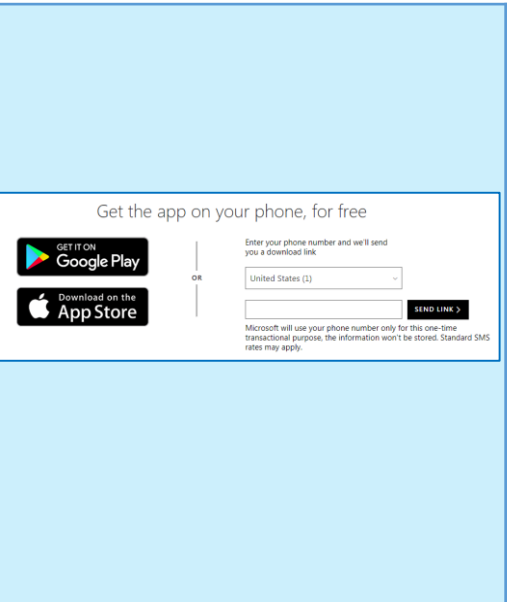
**Step 3:**  
CLICK "Next" to begin the Multi-factor Authentication (MFA) registration



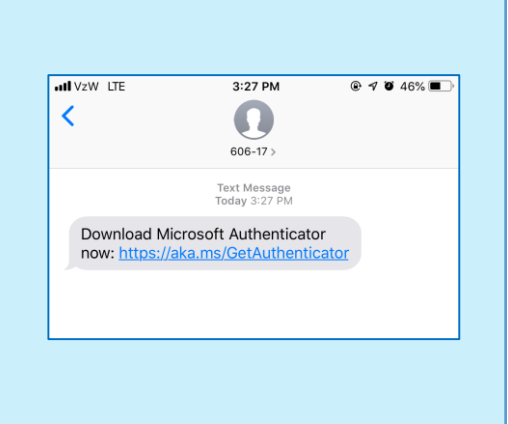
**STEP 4:**  
To choose to receive the second factor via the Microsoft Authenticator app, click "Download Now."



**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."



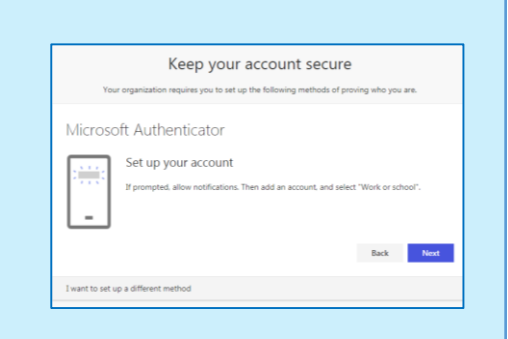
**STEP 6:**  
You will receive an SMS text with a download link. CLICK the link to open in either the App Store or Google Play Store.



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

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

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

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

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

**Step 15:**  
On your desktop browser, you should see 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.”