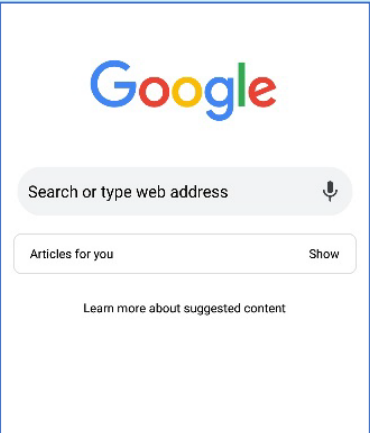
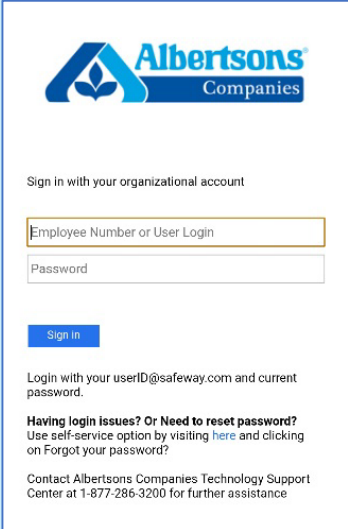
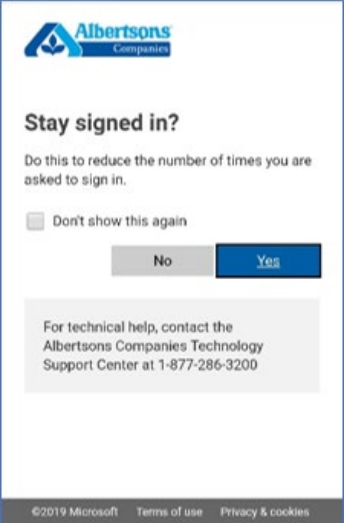
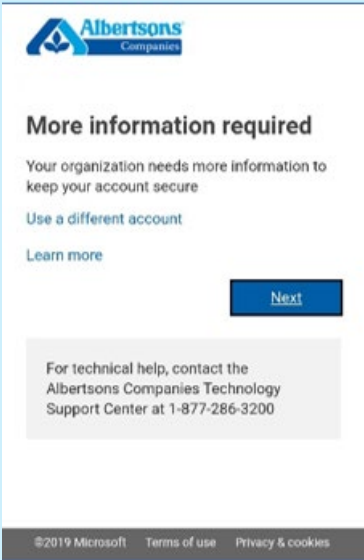
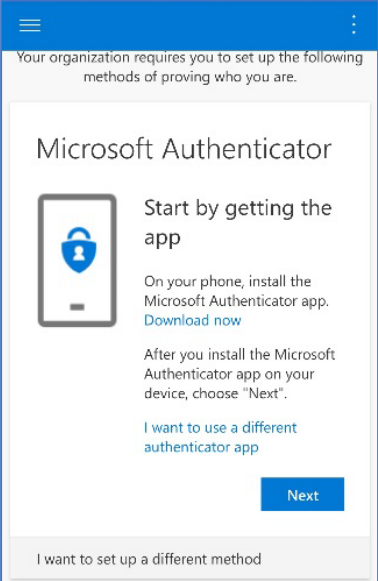


To keep your personal data safe, Albertsons companies uses multi-factor authentication (MFA) for all employees who access Direct2HR on computers, tablets, and smartphones.

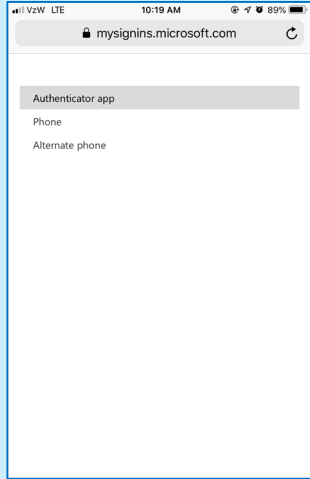
- **Factor 1:** Username or employee identification number and password
- **Factor 2:** Numeric code received as a text message on your mobile device

To register for MFA, please follow the instructions below:

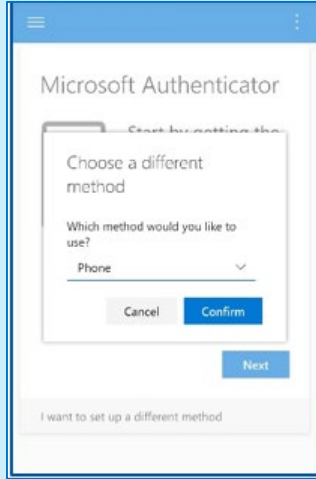
<p><b>STEP 1:</b> Using your mobile phone, ENTER <a href="https://aka.ms/proofup?whr=safeway.com">https://aka.ms/proofup?whr=safeway.com</a> Into your browser</p>	<p><b>STEP 2:</b> TYPE Employee ID Number or User ID and Password CLICK Sign in</p>	<p><b>STEP 3:</b> Recommendation – SELECT “No”</p>
		

<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>
	

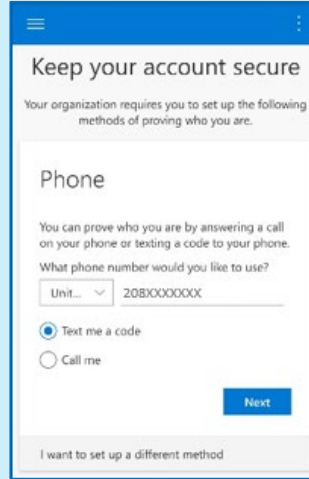
**STEP 6:**  
SELECT “Phone”



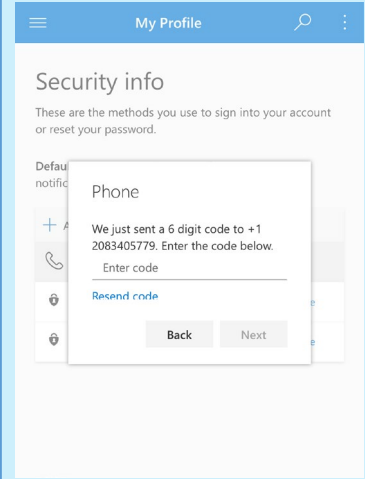
**STEP 7:**  
SELECT “Confirm” to use your phone



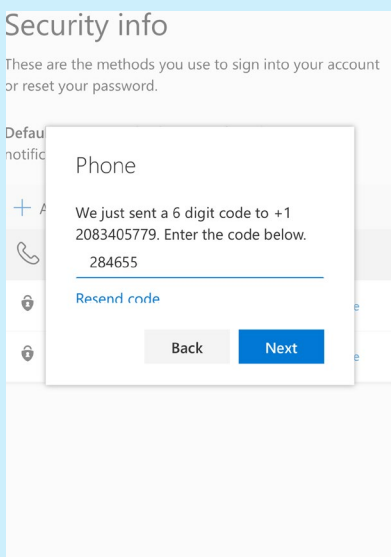
**STEP 8:**  
TYPE in your entire mobile phone number  
SELECT “Text me a code”  
CLICK “Next”



**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

