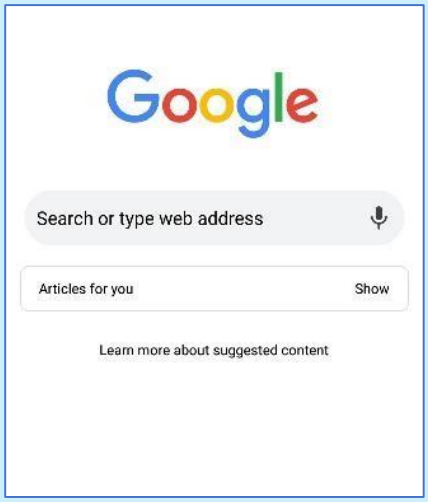
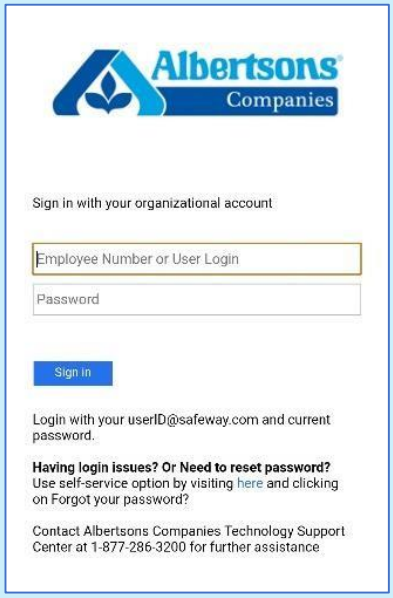
MULTI-FACTOR AUTHENTICATION – BEGINNING STEPS

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

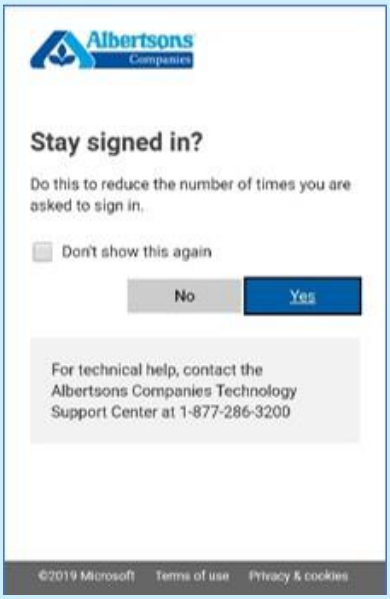
STEP 1:
Using your mobile phone, ENTER https://aka.ms/proofup?whr=safeway.com Into your browser



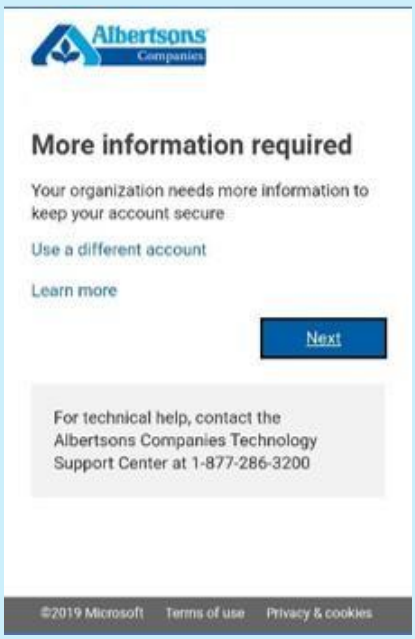
STEP 2:
TYPE Employee ID Number or User ID and Password CLICK Sign in



STEP 3:
Recommendation – SELECT "No"

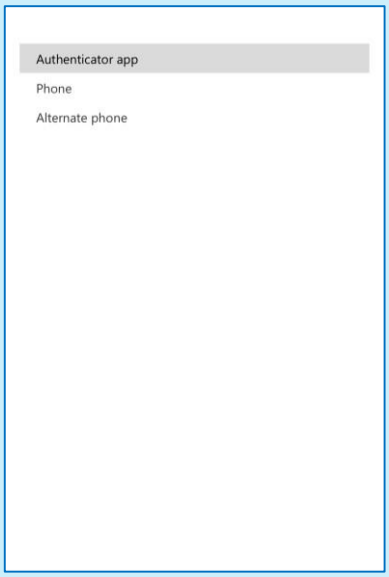


STEP 4:
CLICK "Next" to begin the Multi-factor Authentication (MFA) registration



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.

STEP 6:
SELECT "Phone"



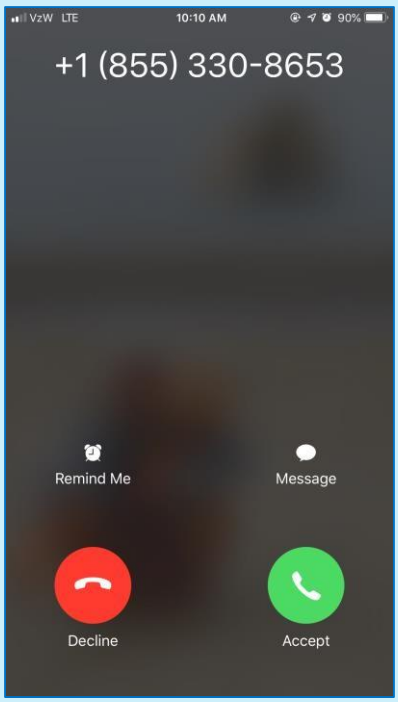
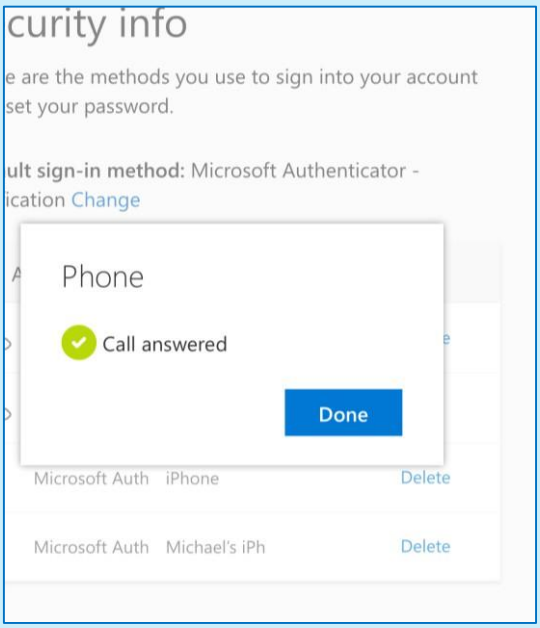
STEP 7:
SELECT "Confirm" to use your phone.

STEP 8:
TYPE in your entire mobile phone number

SELECT "Call Me"

SELECT "Next"

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.



STEP 10:
CLICK "Done" to complete MFA registration.