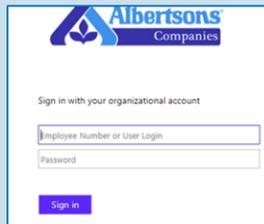


Multi-Factor Authentication

Microsoft Authenticator—Desktop Registration

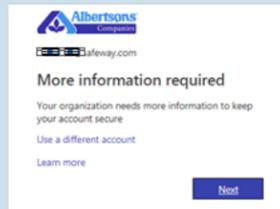
Step 1:
ENTER
[https://aka.ms/proofup?
whr=safeway.com](https://aka.ms/proofup?whr=safeway.com) into your browser.



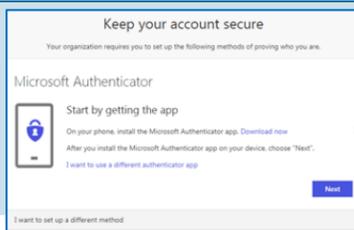
Step 2:
SELECT No



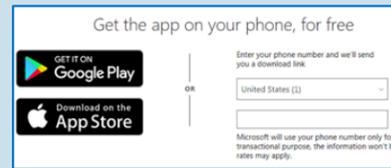
Step 3:
CLICK "Next" to begin the Multi-factor Authentication (MFA) registration



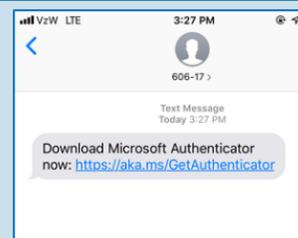
Step 4:
To choose to receive the second factor via the Microsoft Authenticator app, click "Download Now."



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."



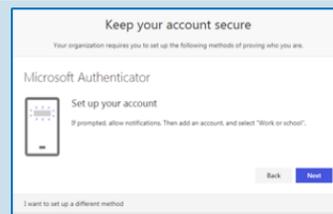
Step 6:
You will receive an SMS text with a download link. CLICK the link to open in either the App Store or Google Play Store.



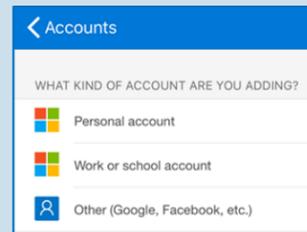
Step 7:
The Microsoft Authenticator app will open in either the App Store or Google Play Store. CLICK to download.



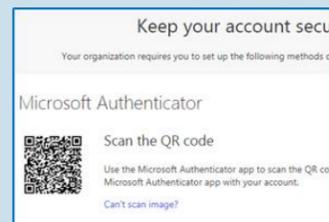
Step 8:
In your desktop browser window, CLICK "Next" under Set up your account.



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



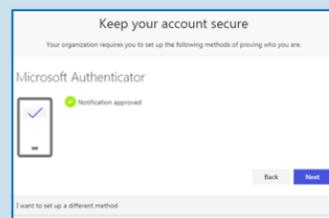
Step 10:
In your desktop browser, there will be a QR code visible.



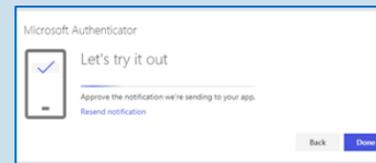
Step 11:
Using the Microsoft Authenticator app on your mobile phone, scan the QR code on your desktop computer screen.



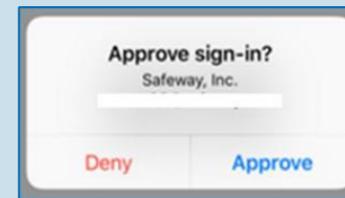
Step 12:
On your desktop browser, you should receive a "Notification approved" message. CLICK "Next."



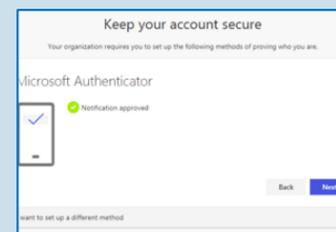
Step 13:
The Microsoft authentication process will then send you an automatic test notification to your mobile phone.



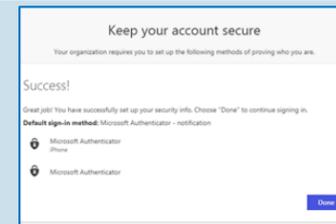
Step 14:
When you receive the notification on your mobile phone, CLICK "Approve."



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."



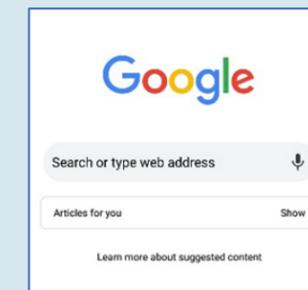
Multi-Factor Authentication

Let's Get Started!

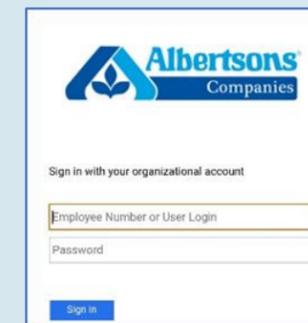


No matter what authentication method you choose (text message, phone call, or the Microsoft Authenticator app), these first 5 steps will remain the same.

Step 1:
ENTER
[https://aka.ms/proofup?
whr=safeway.com](https://aka.ms/proofup?whr=safeway.com) into your browser



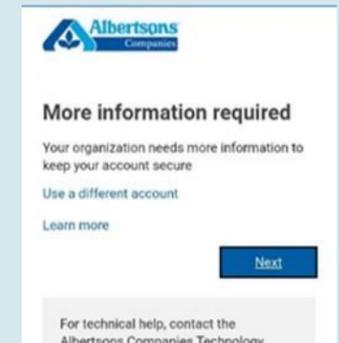
Step 2:
TYPE Employee ID Number or User ID and Password CLICK Sign in



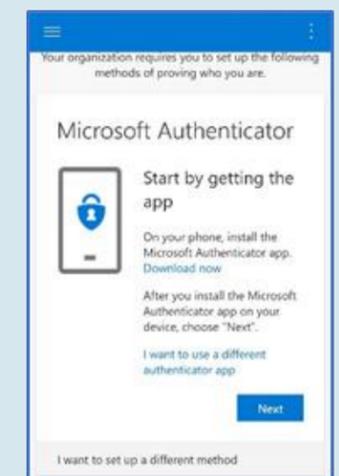
Step 3:
Recommendation – SELECT "No"



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.

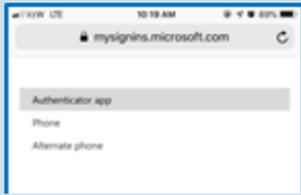


Multi-Factor Authentication

Text Message Registration

STEP 6:

SELECT "Phone"



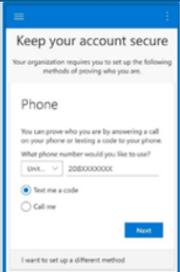
STEP 7:

SELECT "Confirm" to use your phone



STEP 8:

TYPE in your entire mobile phone number
SELECT "Text me a code"
CLICK "Next"



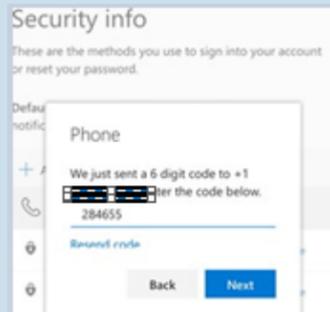
STEP 9:

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



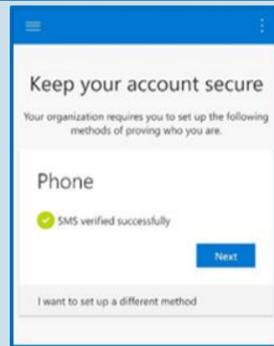
STEP 10:

Enter the 6-digit code and SELECT "Next"



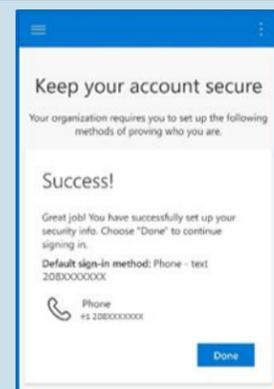
STEP 11:

CLICK "Next" to verify you wish to receive the second authentication factor via text message



STEP 12:

CLICK "Done" to complete MFA Registration

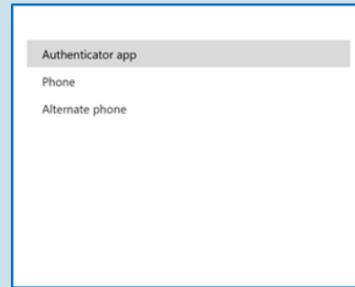


Multi-Factor Authentication

Phone Call Registration

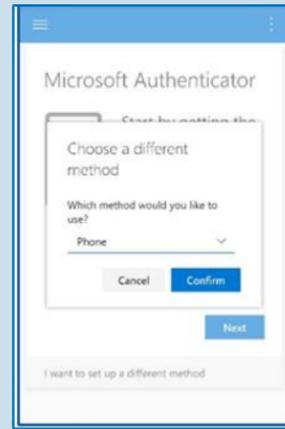
Step 6:

SELECT "Phone"



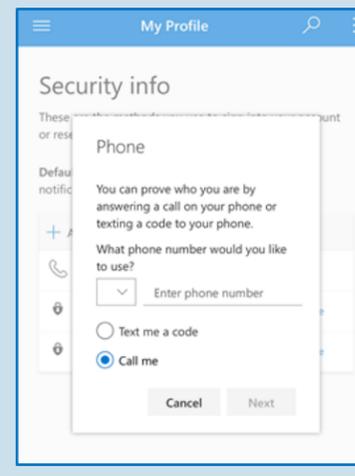
Step 7:

SELECT "Confirm" to use your phone.



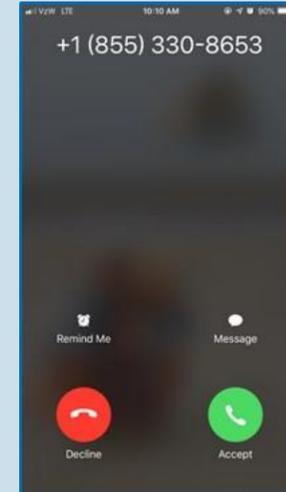
Step 8:

TYPE in your entire mobile phone number
SELECT "Call Me"
SELECT "Next"



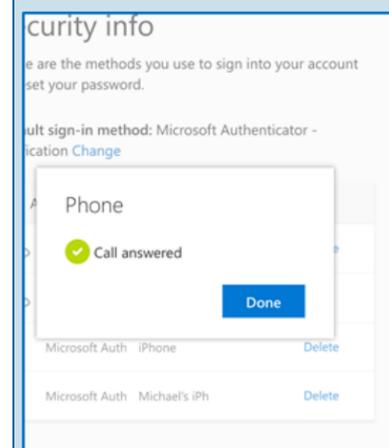
Step 9:

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.

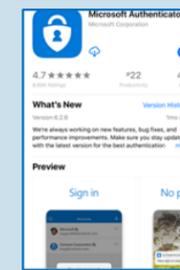


Multi-Factor Authentication

Microsoft Authenticator—Mobile Registration

Step 6:

Download the Microsoft Authenticator App



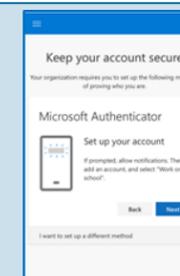
Step 7:

Once you have downloaded the app, CLICK "Next"



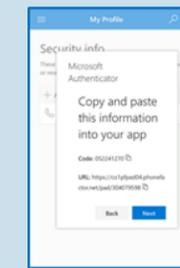
Step 8:

SELECT "Next"



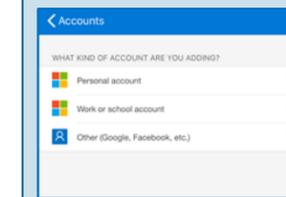
Step 9:

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



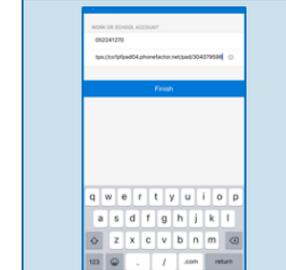
Step 10:

Open the app to create an account and SELECT "Work or School Account"



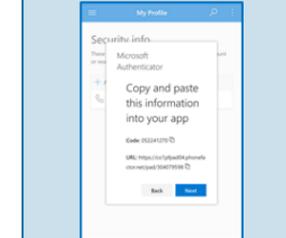
Step 11:

Copy and paste the unique Code and URL and CLICK "Finish"



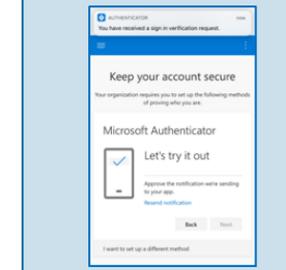
Step 12:

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"

