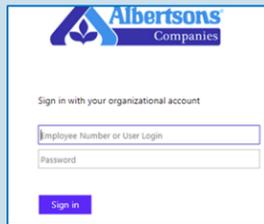


# Multi-Factor Authentication

## Microsoft Authenticator—Desktop Registration

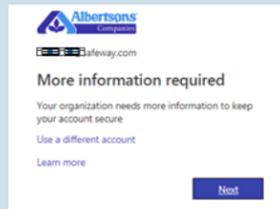
**Step 1:**  
ENTER  
[https://aka.ms/proofup?  
whr=safeway.com](https://aka.ms/proofup?whr=safeway.com) into your browser.



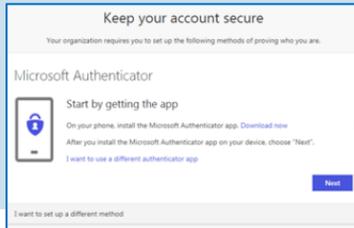
**Step 2:**  
SELECT No



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



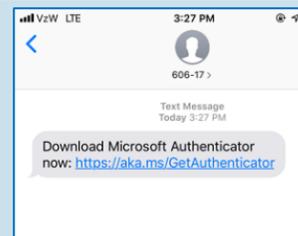
**Step 4:**  
To choose to receive the second factor via the Microsoft Authenticator app, click "Download Now."



**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.



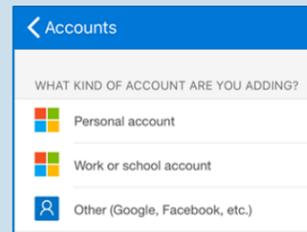
**Step 7:**  
The Microsoft Authenticator app will open in either the App Store or Google Play Store. CLICK to download.



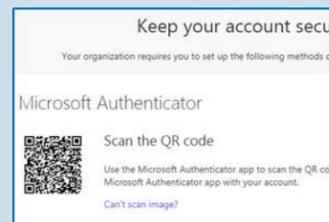
**Step 8:**  
In your desktop browser window, CLICK "Next" under Set up your account.



**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.



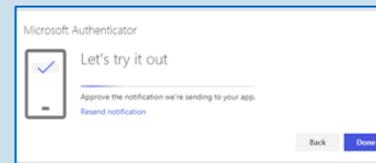
**Step 11:**  
Using the Microsoft Authenticator app on your mobile phone, scan the QR code on your desktop computer screen .



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



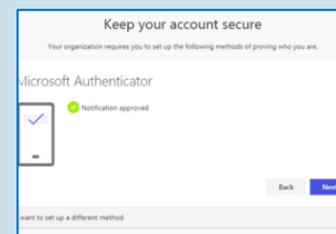
**Step 13:**  
The Microsoft authentication process will then send you an automatic test notification to your mobile phone.



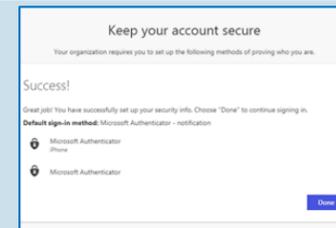
**Step 14:**  
When you receive the notification on your mobile phone, CLICK "Approve."



**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."



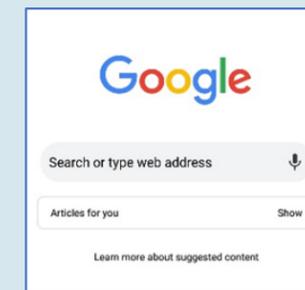
# Multi-Factor Authentication

## Let's Get Started!

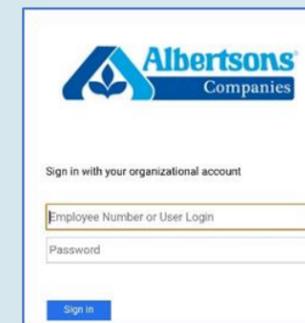


*No matter what authentication method you choose (text message, phone call, or the Microsoft Authenticator app), these first 5 steps will remain the same.*

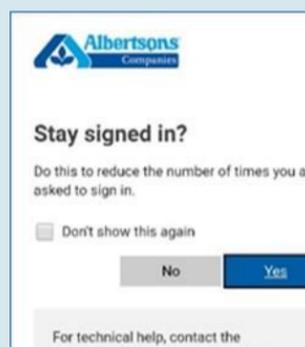
**Step 1:**  
ENTER  
[https://aka.ms/proofup?  
whr=safeway.com](https://aka.ms/proofup?whr=safeway.com) into your browser



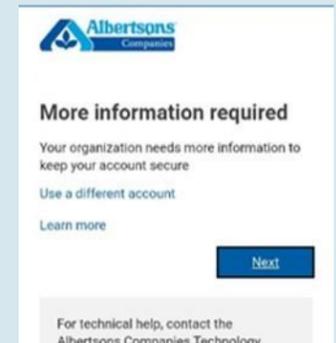
**Step 2:**  
TYPE Employee ID Number or User ID and Password CLICK Sign in



**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.

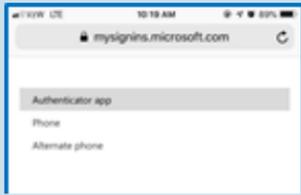


# Multi-Factor Authentication

## Text Message Registration

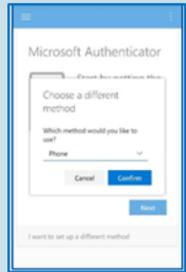
**STEP 6:**

**SELECT "Phone"**



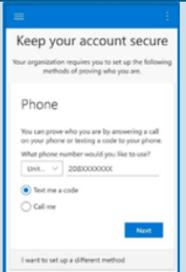
**STEP 7:**

**SELECT "Confirm" to use your phone**



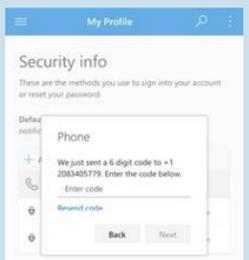
**STEP 8:**

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



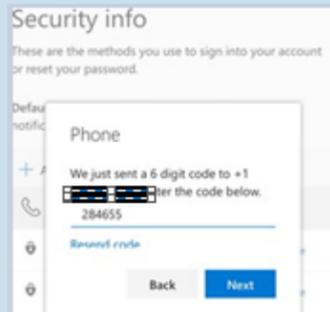
**STEP 9:**

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



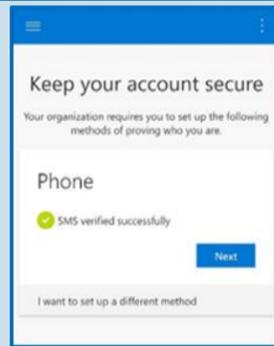
**STEP 10:**

**Enter the 6-digit code and SELECT "Next"**



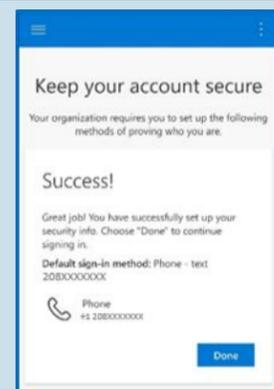
**STEP 11:**

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



**STEP 12:**

**CLICK "Done" to complete MFA Registration**

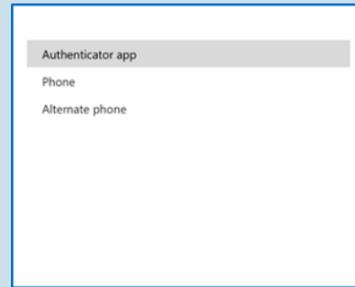


# Multi-Factor Authentication

## Phone Call Registration

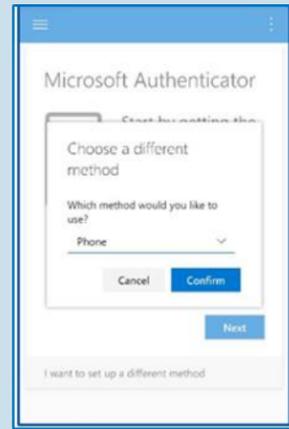
**Step 6:**

**SELECT "Phone"**



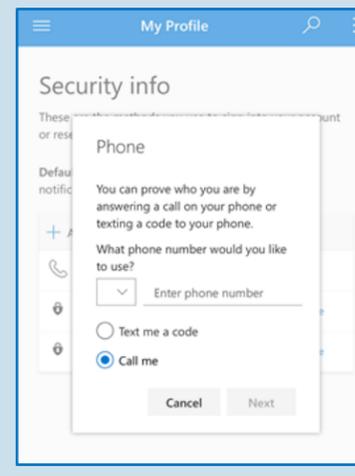
**Step 7:**

**SELECT "Confirm" to use your phone.**



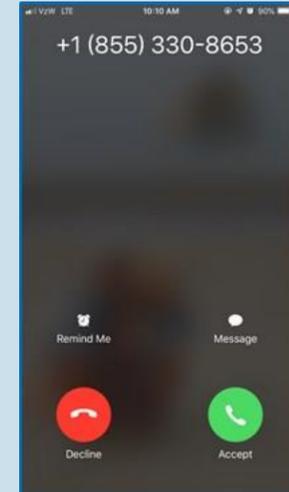
**Step 8:**

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



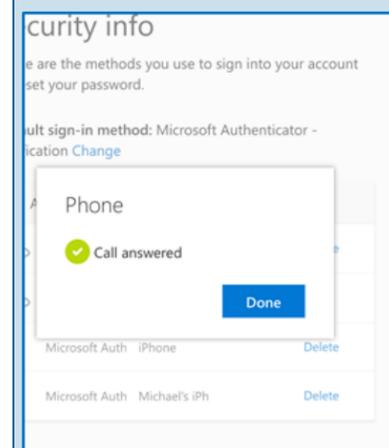
**Step 9:**

**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.**

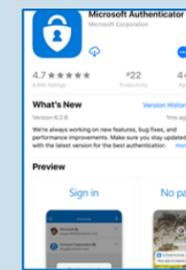


# Multi-Factor Authentication

## Microsoft Authenticator—Mobile Registration

**Step 6:**

**Download the Microsoft Authenticator App**



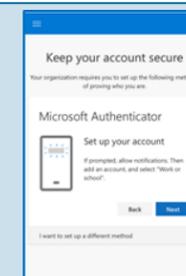
**Step 7:**

**Once you have downloaded the app, CLICK "Next"**



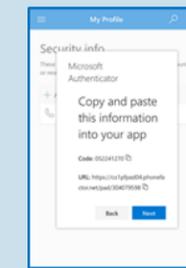
**Step 8:**

**SELECT "Next"**



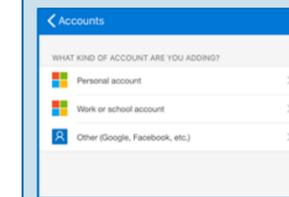
**Step 9:**

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



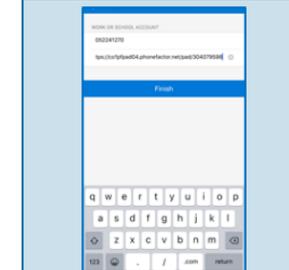
**Step 10:**

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



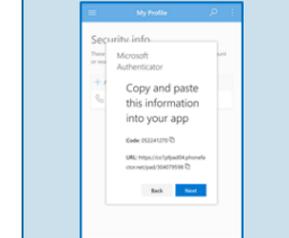
**Step 11:**

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



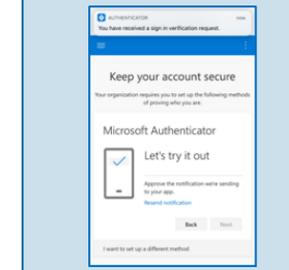
**Step 12:**

**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"**

